



EAST LOS ANGELES COLLEGE

2015

Annual Security Report



COMMUNITY COLLEGE

Board of Trustees

Scott J. Svonkin, President
Mike Eng, Vice President
Mike Fong
Andra Hoffman
Sydney K. Kamlager
Ernest H. Moreno
Nancy Pearlman
Gerson Liahut-Sanchez, Interim Student Trustee

Los Angeles Community College District Administration

Dr. Francisco C. Rodriguez, Chancellor
Dr. Adriana D. Barrera, Deputy Chancellor
Bobbi Kimble, Interim Vice Chancellor for Educational Programs and Institutional Effectiveness
Dr. Felicito Cajayon, Interim Vice Chancellor, Workforce Development
Jeanette Gordon, Chief Financial Officer
Kevin Jeter, General Counsel
James D. O'Reilly, Executive Director, Facilities Planning and Development

East Los Angeles College Administration

Marvin Martinez, President
Dr. Ann Tomlinson, Vice President of Administrative Services
Laura M. Ramirez, Vice President of Academic Affairs/Workforce Education and Economic Development
Oscar Valeriano, Vice President of Student Services

Jeremy Allred, Dean of Admissions and Records
Paul De La Cerda, Executive Director/Dean of Resource and Institutional Development
Ruben J. Arenas, Dean of Institutional Effectiveness and Advancement
Danelle Fallert, Dean of EOPS/CARE
Christopher Whiteside, Dean of Academic Affairs/Career Technical Education
Dr. Carol Kozeracki, Dean of Academic Affairs/Liberal Arts
Sonia Lopez, Dean of Student Activities
Vi Ly, Dean of Academic Affairs/Liberal Arts
Kerrin McMahan, Dean of Academic Affairs/Liberal Arts
Al Rios, Dean of Academic Affairs/South Gate
Angelica Toledo, Dean of CalWORKs
Dr. John Rude, Associate Dean of Resource Development
Martha Ermias, Assistant Dean of Grants Management
Erlinda De Ocampo, Associate Vice President of Administrative Services
William Gasper, Associate Vice President of Administrative Services
Nghii Nghiem, Associate Vice President of Administrative Services
Gonzalo Mendoza, Manager of Information Technology
Karen Rapp, Director of Vincent Price Art Museum
Abel Rodriguez, Director of Facilities

MESSAGE FROM THE PRESIDENT OF EAST LOS ANGELES COLLEGE



East Los Angeles College (ELAC) was established in June 1945 by the Los Angeles City Board of Education. In Fall 1945 a wing of James A. Garfield High School, in East Los Angeles, served as the college's primary locale. ELAC quickly outgrew the borrowed high school facilities and two years later eighty-two acres of agricultural land were purchased and built upon. In January 1949 classes began at the college's present location, about 5 ½ miles east of downtown Los Angeles in the City of Monterey Park. More than 1,700 students enrolled that year. During the last twenty years ELAC experienced unprecedented growth and change. Enrollment grew from 13,000, in the early 1990s, to more than 30,000 students. In Fall 2011 the college enrolled 36,605 students.

Growth in and around the college has not been limited to increased enrollment. The college has expanded from four bungalows to 104 structures including permanent buildings, bungalows, athletic fields, and parking structures. The college's service area and the density of the service area population have also increased overtime. An emphasis on student-centered education and on providing support that engenders student success has increased the number of students that graduate, transfer, and realize their educational goals.

East Los Angeles College, in collaboration with the Los Angeles County Sheriff's Department, recognize that ensuring student success and academic excellence is achieved by providing a campus environment that is both welcoming and safe for all students, faculty, staff, administrators and guests. It is our goal for everyone who visits and attends the college to have a pleasant and productive experience and we encourage you to join us in keeping a safe and welcoming environment.

The information provided in this report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). We invite you to read this document carefully and make use of the information to help keep the campus and its visitors safe. If you have any questions about campus safety, please contact the East Los Angeles College Sheriff's Station in **Room B5-104** (Weingart Stadium) or via phone at **(323) 265-8800**.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marvin Martinez', enclosed in a white rectangular box.

Marvin Martinez
President, East Los Angeles College

Table of Contents

CRIME STATISTICS	1
TIMELY WARNING POLICY.....	2
HOW TO REPORT CRIME.....	2
SECURITY AND ACCESS TO CAMPUS FACILITIES	3
CAMPUS LAW ENFORCEMENT.....	3
Authority of the Los Angeles County Sheriff’s Department	3
Accurate and Prompt Reporting of Crimes to Law Enforcement	3
Professional Counselors.....	3
PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES.....	4
PROGRAMS REGARDING PREVENTION OF CRIMES.....	4
The Los Angeles Community College District (LACCD) Cadet Program	4
ELAC Sexual Assault Awareness & Violence Education Team (SAAVE)	4
MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS	4
POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS	4
Penalties.....	5
Health Risks.....	5
Drug and Alcohol Prevention Programs	5
MHN (Managed Health Network) Employee Assistance Program (EAP)	6
Resources for Counseling, Treatment and Rehabilitation	6
DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING	7
Educational Programs	7
Who to Contact.....	7
Confidentiality of Victims and Other Necessary Parties.....	8
On-Campus and Off-Campus Resources for Victims of Dating Violence, Domestic Violence, Sexual Assault or Stalking	8
Changes to Academic Situation	8
Student Discipline for Dating Violence, Domestic Violence, Sexual Assault or Stalking	9
INFORMATION REGARDING SEX OFFENDERS.....	9
EMERGENCY RESPONSE AND EVACUATION PROCEDURES	9
Notification Procedures	9
Connecting to Emergency Text Notification System: Students	11

Connecting to Emergency Text Notification System: Employees.....	11
Evacuation Procedures	13
Testing of Procedures	13
CAMPUS MAP	14
CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES.....	15
EMERGENCY BLUE LIGHT LOCATION MAP	16
EMERGENCY EVACUATION MAP.....	17

CRIME STATISTICS

The following crime statistics for East Los Angeles College (ELAC) cover a period from July 01, 2013 to June 30, 2014 and have been compiled by the Los Angeles County Sheriff's Department, in conjunction with local law enforcement agencies surrounding the campus. Campus crime, arrest and referral statistics include those reported to the Los Angeles County Sheriff's Department, campus security authorities, and local law enforcement agencies. See CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES for crime activity details.

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

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT COMMUNITY COLLEGE BUREAU 2012 TO 2014 CLERY ACT CRIME STATISTICS EAST LOS ANGELES COLLEGE									
OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	n/a*
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	n/a
SEX OFFENSES, FORCIBLE (TOTAL)	3	2	0	0	0	0	0	0	n/a
Rape	0	0	0	0	0	0	0	0	n/a
Sodomy	0	0	0	0	0	0	0	0	n/a
Sexual Assault with an Object	0	0	0	0	0	0	0	0	n/a
Fondling	3	2	0	0	0	0	0	0	n/a
Other Forcible Sex Offenses	0	0	0	0	0	0	0	0	n/a
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0	0	0	0	0	0	n/a
Incest	0	0	0	0	0	0	0	0	n/a
Statutory Rape	0	0	0	0	0	0	0	0	n/a
ROBBERY	1	1	0	0	0	0	1	3	n/a
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	n/a
BURGLARY	9	7	1	0	0	0	0	0	n/a
MOTOR VEHICLE THEFT	8	11	4	2	1	1	1	2	n/a
ARSON	1	0	0	0	0	0	0	0	n/a
WEAPONS LAW - ARRESTS	0	1	1	0	0	0	0	0	n/a
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	n/a
DRUG LAW - ARRESTS	3	0	0	0	0	0	1	3	n/a
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	n/a
LIQUOR LAW - ARRESTS	0	0	0	0	0	0	0	0	n/a
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	n/a
HATE CRIMES	DOMESTIC VIOLENCE - DATING VIOLENCE - STALKING								
2012 - There were no reported hate crimes.	2012 - Information not compiled.								
2013 - There were no reported hate crimes.	2013 - There were a total of four (4) reports of domestic violence: One(1) domestic violence incident on campus associated with a robbery, Two (2) non-aggravated domestic violence on campus; one (1) non-aggravated domestic violence on non-campus geography. There was one (1) on-campus report of stalking.								
2014 - There were no reported hate crimes.	2014 - There were a total of two (2) reports of domestic violence: One (1) aggravated incident involving assault with a deadly weapon; One(1) non-aggravated.								

Date: 09/16/2015 Data Sources: LASD LARCIS, LASD Arrest Query Tool, Monterey Park P.D., and Campus Security Authorities.
 Note: There are no Residential Facilities associated with East Los Angeles College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS YIR, UCR, and other reports. *As of 09/17/2015, Monterey Park PD has not provided crime statistics - will continue to request and provide the information when made available.

PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES

Crime is unpredictable and can occur in a variety of means. Being aware of one's surroundings and suspicious activity are examples on how to stay safe. If there is a sense of danger or a crime is witnessed, people are encouraged to contact the ELAC Sheriff's Station at (323) 265-8800 or dial 911 from any available phone. Another tip for staying safe is for the students, faculty, staff, administrators and the college community at large to become active members in events via the new Emergency Text Notification System. ELAC's crime prevention program or by registering to receive important notices regarding critical ongoing campus

<http://www.elac.edu/currentstudents/studentresources/emergencyalert/index.htm>

PROGRAMS REGARDING PREVENTION OF CRIMES

The Los Angeles Community College District (LACCD) Cadet Program

Cadets are uniformed, non-sworn peace officers under the direction of the Los Angeles County Sheriff's Department and Los Angeles Community College District personnel. Cadets provide a wide range of services to the campus community. Services include, but are not limited to: safety services, law enforcement police desk operations, public relations, clerical/administrative support, investigation assistance, property collection, crime prevention, parking enforcement, escorts and other related duties.

ELAC Sexual Assault Awareness & Violence Education Team (SAAVE)

The ELAC SAAVE is made up of a group of faculty, staff, administrators, students and community professionals who are dedicated to violence prevention and intervention. It is our hope that through raising awareness, providing resources, and educating people about the different forms that violence can take, we will help the ELAC campus community never have to accept excuses, be afraid to speak up, or live in fear. For information on Relationship Violence, Family Violence, Sexual Assault, Stalking, and Violence In Your Culture visit our website at <http://www.elac.edu/currentstudents/studentervices/vit/index.htm>. There you will find information about where to get help, how to report violence, information on VIT events such as resource fairs, take-back the night walks, self-defense workshops and safety tips.

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

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

POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

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

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

Penalties

Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: <http://www.justice.gov/dea/druginfo/ftp3.shtml>.

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

Health Risks

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

Drug and Alcohol Prevention Programs

The purpose of the East Los Angeles College Student Health Center is to promote students' physical, emotional, spiritual and social well-being. Programs are designed to help students meet their educational, career and personal goals by encouraging healthy attitudes and behavior.

A licensed, board certified medical provider and marriage-family therapist are available by appointment and on a limited walk-in basis. Services provided to registered students include: Acute illness/injury, First Aid, Health care counseling, Emotional/Behavioral Counseling, Preventive health information/screenings, Family Planning, STD screening and treatment, Prescriptions, Laboratory tests and immunizations and physicals. For details visit the ELAC Student Health Center on the web at <http://www.elac.edu/currentstudents/student-services/healthcenter/index.htm>, in Room G8-111, or call (323) 265-8651.

Referrals to drug and alcohol prevention programs are made through the Student Health Center and the ELAC Sheriff's Station. Referrals for employees are available through the LACCD Employee Assistance Program (EAP).

MHN (Managed Health Network) Employee Assistance Program (EAP)

MHN services include:

- Up to 6 free counseling sessions per issue per calendar year by a licensed mental health provider related to personal, marital, family, relationship, work, alcohol and substance abuse problems
- Referrals to mental health agencies and non-medical agencies that are beyond the scope of an EAP provider
- 24-hour crises hotline, 7 days/week
- One half hour consultation with an attorney (either in person or by telephone) per calendar year
- One financial counseling referral for a consultation with a financial consultant (either in person or by telephone) per calendar year

In addition, MHN orientations and workshops on various wellness and self-improvement topics are offered in a group setting.

Resources for Counseling, Treatment and Rehabilitation

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

Los Angeles Community College District Employee Assistance Program (EAP)

<http://www.laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>

(213) 891-2040

National Council on Alcoholism and Drug Dependence

<http://www.ncadd.org/>

(800) NCA-CALL

California Department of Alcohol and Drug Programs

<Http://www.dhcs.ca.gov/individuals/Pages/SUD-Services.aspx>

(800) 879-2772

Los Angeles County Public Health, Substance Abuse Prevention and Control

<http://publichealth.lacounty.gov/sapc/>

(800) 564-6600

Alcoholics Anonymous

<http://www.aa.org>

(800) 923-8722

Cocaine Anonymous

<http://www.ca.org/>

310-559-5833

Marijuana Anonymous

<http://www.marijuana-anonymous.org/>

(800) 766-6779

Narcotics Anonymous

<http://www.na.org/>

(818) 773-9999 x 771

Families Anonymous
<http://familiesanonymous.org/>
 (800) 736-9805

DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

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

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

Educational Programs

ELAC’s SAAVE provides resources, educates people and promotes awareness of domestic violence, rape, acquaintance rape, and other forcible and non-forcible sex offenses. The ELAC SAAVE meets the second Thursday of every month in E9-114. SAAVE is partnered with the ELAC Women’s and Men’s Support Center, located in Room G8-127. Hours of operation for the center on Monday and Thursday are from 9:00a.m. – 1:00p.m.; Tuesday and Wednesday the center is open from 1:00p.m. – 5:00p.m. The Women’s and Men’s Support Center also provides referrals to places in the community that help and support victims of sexual assault, domestic violence and stalking. Additionally, educational materials on violence prevention and intervention are available at the center. For more information contact the Women’s and Men’s Support Center at (323) 780-6754.

Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the Sheriff’s Department at (323) 265-8800 or the ELAC’s Violence Intervention Team at (323) 780-6754. ELAC’s Violence Intervention Team includes the following members:

SAAVE Members

Vacant V.P. of Student Services and First Responder	Nadine Bermudez Faculty	Bunnarith Chunn Faculty	Allen Cone Director of Athletics
Roxanna Curiel ELAC Women's & Men's Support Center	William Dunkin L.A. County Sheriff Deputy	Danelle Fallert Faculty	Reyna Hernandez Student Services
Natasha Hernandez Faculty	Eileen Ie SAAVE Co-Chair, Faculty	Manjit Kaur Faculty	Marilyn Ladd Faculty
Gabriella Lopez Faculty	Sonia Lopez Dean of Student Activities	Vi Ly Dean of Academic Affairs	Maria Mayoryk Faculty

Catalina Medina Staff	Andrea Owens SAAVE Co-Chair; Faculty	Richard Pacheco ELAC Women's & Men's Support Center	Nadia Swerdlow Faculty
Tiffany Rice Faculty	Maria Rosales CalWorks Program	Marina Rueda Faculty	Sybil Venegas Faculty

ASU Representatives

Vanessa Venegas	Gilbert Vasquez
-----------------	-----------------

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

Confidentiality of Victims and Other Necessary Parties

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

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

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

East Los Angeles Women's Center

<http://www.elawc.org>

(800) 585-6231

East Los Angeles College Student Health Center

<http://www.elac.edu/currentstudents/student-services/healthcenter/index.htm>

(323) 265-8651

East Los Angeles College Sheriff's Station

<http://www.elac.edu/adminservices/sheriff/>

(323) 265-8800

Changes to Academic Situation

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

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

If the alleged perpetrator is a student, he/she may also be disciplined 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 XI ("Student Discipline") at: http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleXI.pdf

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

Possible sanctions following a disciplinary hearing include, but not are limited to, suspension or expulsion from all of the District's colleges. These are separate penalties from 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 ELAC. (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, ELAC's zip code is 91754.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

East Los Angeles College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on the campus. Examples of such emergencies include outbreaks, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, chemical or hazardous waste spills, etc. An Emergency Response Guide, detailing what people should do during emergency situations, is available:

[http://www.elac.edu/currentstudents/studentresources/emergencyalert/docs/Emergency%20Response%20Poster%20\(2\).pdf](http://www.elac.edu/currentstudents/studentresources/emergencyalert/docs/Emergency%20Response%20Poster%20(2).pdf)

To report an emergency, please contact the Sheriff's Department at (323) 265-8800 or use one of the blue emergency phones throughout the Campus. The Campus Security Authority members listed on page seven will make the determination of the existence of an emergency on campus.

Notification Procedures

Emergency notification protocols will initiate as soon as the Sheriff's department receives the relevant information. It should be understood that emergency reports may be reported to Monterey Park 911 or an administrative entity, but emergency notification will be evaluated and initiated by the Sheriff's department

and, whenever possible, in conjunction with ELAC administration.

1. Upon receiving an emergency report, the cadet on duty will immediately inform the Deputy-in-Charge, who in turn notifies the Sergeant-On-Duty via radio dispatch.
2. The Deputy-In-Charge evaluates the threat level and responds based on the following criteria:

Immediate Threat – if the situation is dire and requires immediate response, the Deputy-in-Charge coordinates the first responders and the various resources, i.e. Monterey Park Police Department and other law enforcement and emergency response agencies.

After the appropriate response is initiated, a cadet or a Security Officer will be instructed to contact the ELAC Chain-of-Command (C.O.C.) President Marvin Martinez, Vice President Ann Tomlinson, if after hours the evening Dean when applicable. The C.O.C will provide the details and possible instructions on how the campus should be notified.

In the case of an active shooter or terrorist event, response would take precedence over emergency notification. However, the decision to remove the campus population from harm's way will be paramount in the Sheriff's Department handling of the response. It is likely the VOiP system and the speaker clusters will be the most immediate tools to deliver first-hand verbal information, while the task of relaying information via the Emergency Text Messaging System, campus-wide emails and the emergency notification line will be tasked to Administrative Service personnel. A copy of ELAC's Active Shooter Emergency Plan and Active Shooter Policy is available at:

<http://www.elac.edu/currentstudents/studentresources/emergencyalert/index.htm>

Pending Threat – if a threat is pending, perhaps eminent but not immediately life-threatening, the Deputy-in-Charge will notify and consult with the ELAC C.O.C. to determine the need and method to notify the campus population. In the case of bomb threats, criminal pursuits through campus, gang activity on campus or any unconfirmed reports of potentially dangerous activity, the Sheriff's department will consult with the ELAC C.O.C.

Natural Disaster or Evacuation Event – in the event of a natural disaster, gas leak, chemical contamination or the like, the ELAC C.O.C. will coordinate with the Sheriff's Department C.O.C. to determine an appropriate response and notification.

3. Once the threat is evaluated and the method of notification is selected, ELAC's emergency notification systems will be activated.

VOICE-OVER IP (VOiP)

The VOiP system activates the speaker phone functions of any ELAC office phone. The system can be activated by the Sheriff's department, select college administrators and staff. It is immediate, but limited by range. It does not, for example, reach classrooms.

Speaker strobe & loud speaker systems

The speaker strobe and loud speaker systems is a campus-wide notification system activated by the ELAC Sheriff's department. The speaker strobes are located in most buildings on campus. The loud speaker clusters are positioned on top of Weingart Stadium (B-5) and the Ingall's Auditorium – the notifications can be heard across campus.

Mass Email and Dedicated Information Lines

To relay information during an emergency or immediately after an emergency, ELAC can employ mass email and dedicated dial-in messages. The information hot-line number is (323) 265-3700.

Emergency Text Notification System

The Blackboard Connect Emergency Notification System reaches registered respondents via text messages and emails delivered through smart phone technology. The system is capable of sending brief emergency notifications to 26,000 recipients in a matter of seconds. The participants must voluntarily sign up to receive emergency text messages.

Connecting to Emergency Text Notification System: Students

Student who apply at East Los Angeles College, will complete the ELAC Online application located here: <http://www.laccd.edu/Students/openccapply/applyelac/Pages/default.aspx>.

On the ELAC online application form, students will be asked to provide their cell phone numbers to receive emergency notification(s) in situations of imminent danger. Once their application is processed, their cell phone number along with their profile information will be automatically inputted into the Blackboard Connect system, this will allow ELAC administrators to use the Blackboard Connect to send out text messages and/or emails to students to notify them of any emergencies occurring at the College and provide guidance on what to do next.

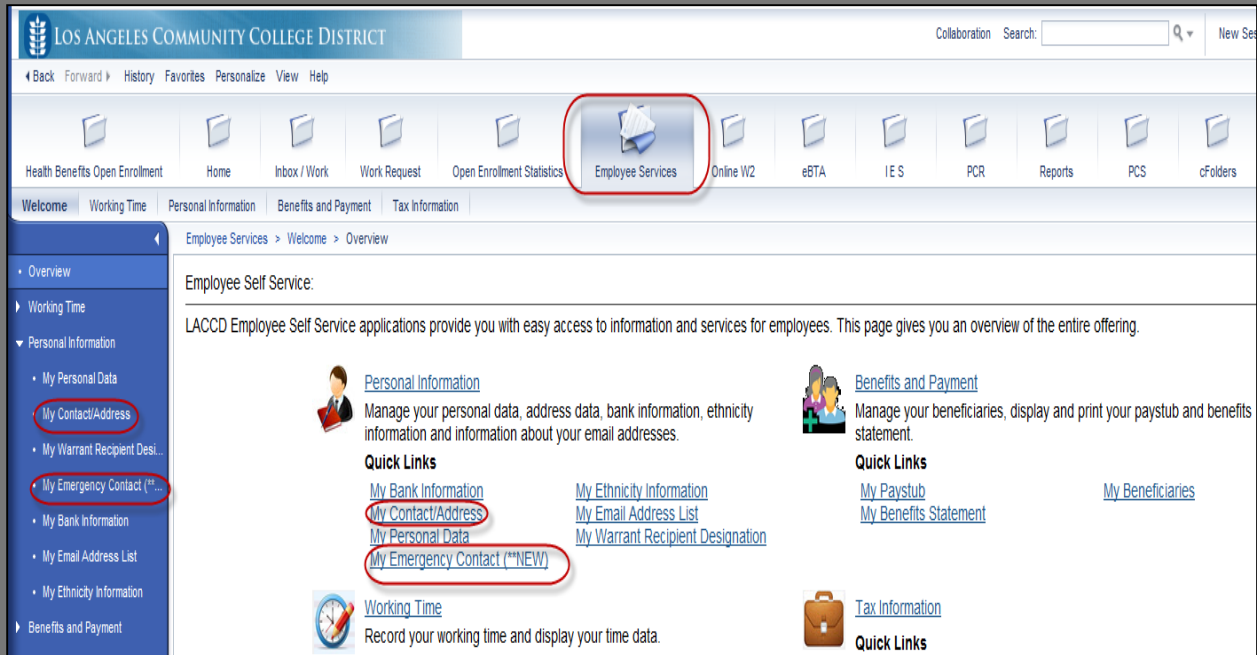
Connecting to Emergency Text Notification System: Employees

Employees who want to add or update their emergency contact information on the Blackboard Connect system will have to log into their LACCD District SAP Portal (LACCD Portal) Figure 1a, which is only accessible by clicking on the District Applications icon located on your office computer desktop.

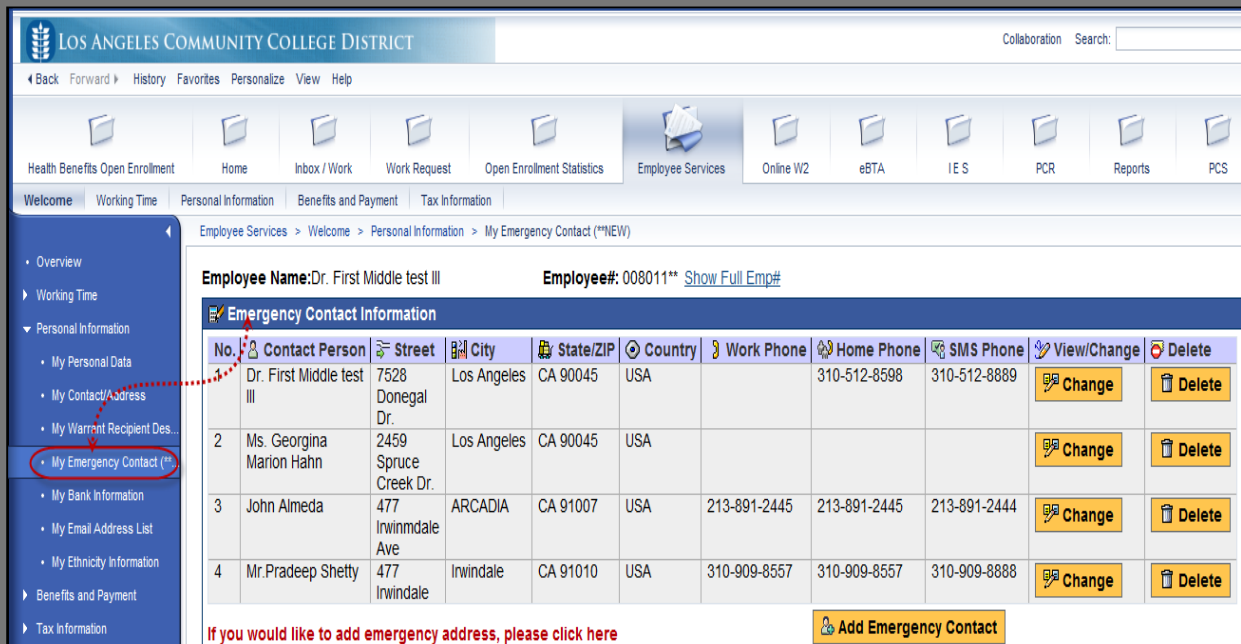
Figure 1a



After the employees logs into LACCD Portal, they can update their emergency contact information located under the Employee Service \ Personal Information \ Emergency Contact. **Figure 1b**



To add their emergency contact information they will click on the “Add Emergency Contact” button. To update their emergency contact number they will have to click on the “Change” button. **Figure 1c.**



Employees will be able to update their contact information as well as providing an emergency notification number. Complete the personal contact information and click on save, then enter the SMS phone number and click on the “Opt In” button. You will receive an email to notify you that your

information has been added successfully into the District system. All information processed through the District system will automatically sync with the Blackboard Connect system. Please beware that it's your responsibility to log back into the LACCD portal to update your cell phone if your number has changed.

LOS ANGELES COMMUNITY COLLEGE DISTRICT

◀ Back Forward ▶ History Favorites Personalize View Help

Health Benefits Open Enrollment Home Inbox / Work Work Request Open Enrollment Statistics Employee Services Online W2 eBTA

Welcome Working Time Personal Information Benefits and Payment Tax Information

Employee Services > Welcome > Personal Information > My Emergency Contact (**NEW)

Update SMS/Emergency Contact Information for yourself

Contact Person* : Dr. First Middle test III

Street* : 7528 Donegal Dr.

Address line2:

City* : Los Angeles

State* : California

Country* : USA

ZIP Code* : 90045

Home Phone : 310-512-8598

Cell Phone :

Work Phone : ext.

Home Fax#

* required field

Save **Cancel**

Receive SMS on Cell Phone

Check this box to copy the number from cell phone field.

SMS Phone : 310-512-8889

SMS Messaging for Emergency Contact:

Currently you Opted In for SMS messaging.

*** SMS Delivery: By selecting this option standard text messaging rates may apply based on your subscriber plan with your mobile phone carrier. As text message delivery is subject to mobile carrier network availability, such delivery is not guaranteed. You may opt out of SMS delivery at any time by changing the SMS preference on your Account.

If you have any problems or questions regarding the emergency text notification system, please contact (323) 265-3750.

For assistance or recommendations contact regarding the Emergency Notification System, please contact the Information Technology Department at (323) 265-8700 or ithelpdesk@elac.edu.

Evacuation Procedures

Campus evacuation procedures are included in all evacuation maps posted throughout the campus, on the campus website and on page18 of this document.

Testing of Procedures

East Los Angeles College conducts announced biannual tests of its emergency response and evacuation procedures as well as ongoing training in the operation of our systems. Monthly tests of all emergency blue phones on campus are also conducted. ELAC publicizes its emergency response and evacuation procedures by: e-mail, website, hardcopy bulletins and regularly scheduled presentations. Emergency evacuation map provided below.

ELAC 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 Administrative Services (G1-101). Test documents will be retained for seven years from the date of the test.

CAMPUS MAP

Room listings of some buildings subject to change due to ongoing construction - For an up to date map visit www.elac.edu

Map courtesy of Info Tech Dept

Campus Map & Directory

Community Services / Noncredit moved to A4 by the Stadium Lot.

A4 Community Services / Noncredit

A3 Cafeteria

A2 Baseball Lockers Showers

A2-104 Geology

A2-102 Anthropology

A2-101 Physics

1 **A Complex**

A6-101 Classroom

A6-102 Classroom

A6-103 Classroom

A6-104 Classroom

A6-105 Classroom

2 **A6 Complex**

101 Health Store

102 Physics Lab

103 Physics Lab

104 Physics Lab

105 Physics Lab

106 Physics Lab

107 Anatomy / Physiology Lab

108 Anatomy / Physiology Lab

109 Life Science

110 Life Science

111 Anatomy / Physiology Lab

112 Anatomy / Physiology Lab

113 Anatomy / Physiology Lab

114 Life Science M.L.T.

3 **B1 Complex**

101 Classroom

102 Classroom

103 Classroom

104 Classroom

105 Classroom

106 Classroom

107 Classroom

108 Classroom

109 Classroom

110 Classroom

111 Classroom

112 Classroom

113 Classroom

114 Classroom

115 Restrooms

4 **B2 Complex**

111 Classroom

112 Classroom

113 Classroom

114 Classroom

115 Classroom

116 Classroom

117 Classroom

118 Classroom

119 Classroom

120 Classroom

121 Classroom

122 Classroom

123 Classroom

124 Classroom

125 Classroom

126 Classroom

127 Classroom

128 Classroom

129 Classroom

5 **C2 Complex**

121 Restrooms

122 Fire Technology EMT

123 Math

124 Administration of Justice

125 Chicano Studies A & B

126 Respiratory Therapy Dept.

127 Classrooms

128 Math

129 Admin of Justice Office

6 **C2 Complex**

101 Classroom

102 Restrooms

103 Speech Classroom

104 Speech Office

105 Classroom

106 Office

7 **E8 Complex**

101 Classroom

102 Restrooms

103 Noncredit Lab

104 Nursing Department

105 English Offices

106 English Offices

107 Classroom

108 Classroom

109 Classroom

110 Classroom

111 Classroom

112 Classroom

113 Classroom

114 Classroom

8 **F9 Bungalows**

W Floral Drive

Avenida Cesar Chavez

Collegian Avenue

Not To Scale

Building Legend:

A1 Child Development Center

1 A Complex - See Above

2 A6 Complex - See Above

3 B1 Complex - See Above

4 B2 Complex - See Above

B5 Stadium

104 - Sheriff's Office

B6 Math Classrooms

C1 Men's Gym

125 Weights Room

128 Fitness Center

135 Men's Physical Education

5 C2 Complex - See Above

C2 Complex

124b Administration of Justice

125 Chicano Studies

124a Fire Technology / EMT

126a Respiratory Therapy

126b Respiratory Therapy

127 Classrooms

123ab Math classrooms / Offices

128 Math classrooms / Offices

129 Admin of Justice Office

D1 Parking Structure Lot 3

D5 Swimming Pool / Classroom

D7 Bookstore

D7a Teaching and Learning Ctr / Offices

E8 Student Services

105 Admissions / Registration

176 Career Center

127 Counseling

160 Disabled Student Programs and Services (DSPS)

121 Enrollment Center

227 Extended Opportunity Programs and Services (EOPS)

E7 Technology Center

112 Architecture

420 Computer Applications and Office Technologies (CAOT)

314 Electronics

104 Engineering

303 Journalism

222 Learning Assistance Center

2108 Math Engineering and Science Achievement (MESA)

B016 Photography

E8 Speech / Forensics

E9 103 Women's Gymnasium

112 Women's Physical Education

114 Women's PE Classroom

F3 - Bailey Library

F7 303 Business Administration

305 Child, Family and Education

318 Philosophy

307 Social Sciences

F9 Complex

105 English Offices

106 English Offices

104 Nursing Department

South Gate Shuttle available at Transit Center.

G1 Administration

101 Administrative Services

103 Office of Institutional Effectiveness (OIE)

103 Network for a Healthy California

104 Academic Senate

107 Payroll

Personnel

Purchasing

Budget

110 Distance Education

115 Graphics

116 Mail Room

114 Reprographics

123 Telephone Operator

204 Workforce Education

207 Academic Affairs

302d Office of Institutional Effectiveness

OIE Main Office

305 President's Office

314 Resource & Institutional Development (Foundation)

G3 Ingalls Auditorium

Foyer Room

G8 111 Health Center

119 Student Activities

G9 Nursing

H8 127 Chemistry

H9 Plant Facilities

100 Information Technology (IT Help Desk)

K5 Honor's Program

MEATE Math Lab

Writing Center

K7 Classrooms and offices for English, Math, Chemistry

K9 Plant Facilities (Main Office)

P1 Auto Technology

Performing & Fine Arts Complex

P2 Theater

101 Theater Arts

S1 Vincent Price Art Museum

S2 202 Art

108 Dance

213 Music

S4 Parking Structure 4

Transit Center

1700 Child, Family and Education Studies

Denotes Free Speech Area

Denotes Smoking Area

Denotes South Gate Campus (SG): South Gate, CA 90280

Denotes Construction Zones

Denotes Unoccupied During Construction

Address: 1301 Avenida Cesar Chavez, Monterey Park CA 91754

Revised: July 2nd, 2014

CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES



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



LOCATIONS
On Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).
Non-Campus: Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution's main campus.
Public Property: All public property, including thoroughfares, streets, sidewalks, parking facilities, and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc.).
CRIME CATEGORIES
Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
Negligent Manslaughter: The killing of another person through gross negligence.
Forcible sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
Non-forcible sex offenses: Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.
Robbery: The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
Burglary: The unlawful entry of a structure to commit a felony or a theft.
Motor vehicles: The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.
Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.
Arrest: A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).
Disciplinary Referral: The referral of any person to any campus official who initiates a disciplinary action 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.
Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.
Drug Laws: Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
Liquor Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.
Hate Crimes: Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism reported to the police or to a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

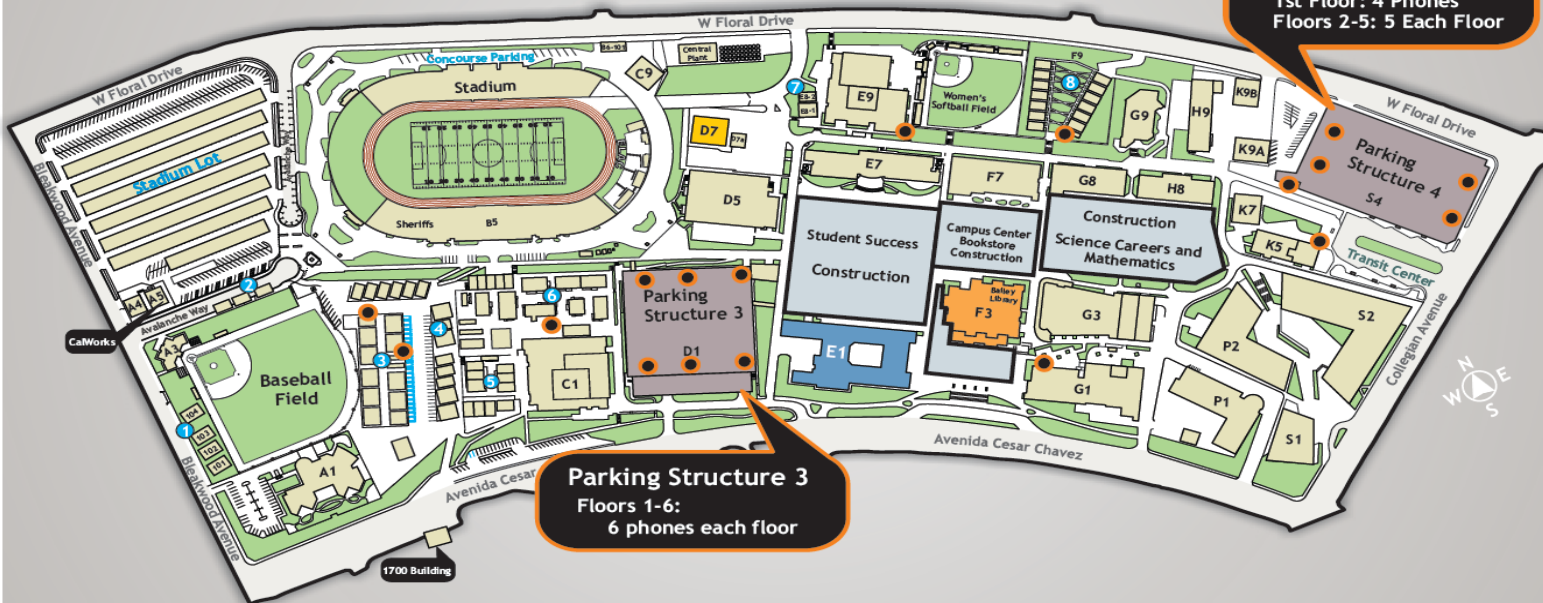
Date: 09/23/2013

EMERGENCY BLUE LIGHT LOCATION MAP



Campus Sheriff:
(323) 265-8800

Emergency Phones on Campus



● Emergency Phone Location

Not To Scale

Revised on: April 4th, 2014

EMERGENCY EVACUATION MAP

Zone numbers subject to change due to ongoing construction - For an up to date map visit www.elac.edu
Map courtesy of Info Tech Dept



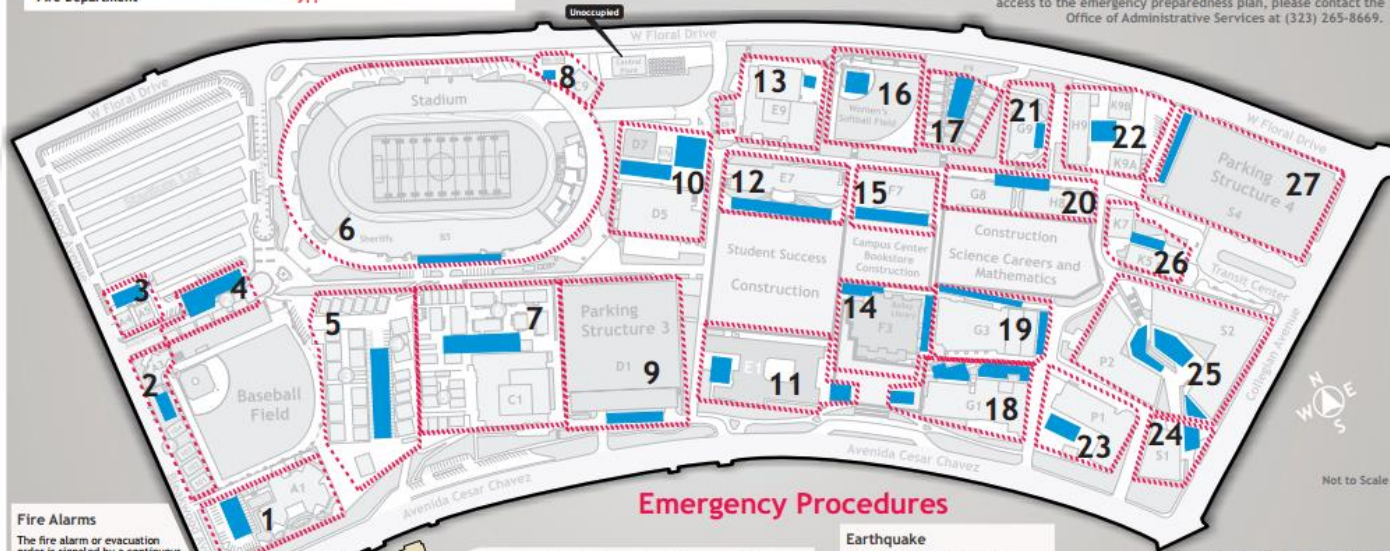
Emergency Telephone Numbers

East Los Angeles College	Campus Telephones	Outside Telephones
Sheriff's Office	ext. 8800	(323) 265-8800
President	ext. 8662	(323) 265-8662
VP of Admin Services	ext. 8669	(323) 265-8669
VP of Acad Affairs	ext. 8723	(323) 265-8723
Plant Facilities	ext. 8756	(323) 265-8756
Monterey Park		
Police Department	911	
Fire Department	911	

Emergency Evacuation Zones

Receive emergency alert text messages on your phone, to subscribe or for more information visit: <http://alertme.elac.edu>

* This bulletin is an abbreviated summary of emergency procedures for possible campus emergencies. If you would like access to the emergency preparedness plan, please contact the Office of Administrative Services at (323) 265-8669.



Emergency Procedures

Fire Alarms

The fire alarm or evacuation order is signaled by a continuous bell.
When the alarm is activated, gather up all your personal belongings, turn off any source of gas and leave the building. The last person to exit the room should close the door behind them. Proceed to the nearest Evacuation Assembly Point (EAP) as shown on the Emergency Evacuation Zones map.
Do not use the elevator.
Wait at the E.A.P. until receiving further instructions from a Safety Marshall or via ELAC emergency notification systems.

Gas Leaks or the Threat of Explosion

Designated staff and/or the Sheriff's Office personnel will contact each building, office, classroom or laboratory via ELAC's emergency notification systems to advise specific areas of the need to evacuate to a safe location.
No bells, cell phones, radios or bull horns will be used to announce the need to evacuate due to the possibility of detonation or explosion.
The individual advising you to evacuate will direct you to a safe evacuation area.
Once at the evacuation area, wait for further instructions from either the assigned Safety Marshal or responding emergency personnel.

- a) The order to close the campus will originate from the highest ranking administrator / employee on campus at the time of the incident in consultation with the Office of the LACCD Chancellor.
- b) You will be advised that the area is clear of all potential hazards and that you can return to your work station or classroom via ELAC's emergency notification systems.

Earthquake

At the first indication of a major Earthquake, drop to the floor and cover your head.
When it is determined safe to do so, exit the building to the Emergency Assembly Point (EAP). Be aware of falling debris from buildings, downed power lines, broken gas lines, and any other overhead danger.
Do not use elevators.
Wait at the EAP for further instructions.

Campus Violence

Once you become aware of a campus violence situation, call the Sheriff's Office at (323) 265-8800 or call 911.
Try to ascertain if it is safer to evacuate the building or barricade yourself in the room.
Attempt to remain calm and, if possible, wait for law enforcement instruction via ELAC's emergency notification systems. Please register for RaveMobile text notifications at <http://alertme.elac.edu>.

Note: Occupants of all buildings within designated zones will assemble at designated "Emergency Assembly Points" within the zone.

Revised: March 9th, 2015