



An Accredited California Community College

West Los Angeles College

9000 Overland Avenue

Culver City, CA 90230

310-287-4200

www.wlac.edu

ANNUAL SECURITY REPORT

2014



A Message from the President

Dear Students, Parents, Employees and Visitors,

At West Los Angeles College, the safety and security of all who set foot on our campus is of utmost importance. Our hope is to make your experience with us free from worry about personal safety so we can all focus on the job of helping students learn and reach their educational goals.

It is with that in mind that West LA College has prepared this **2014 Annual Security Report**. At the same time, effective safety and security is the product of a collective effort by the entire college community, not just the sharing of a report. For this reason, we ask that you help us by being vigilant as you go about your business on campus and report any incidents or security issues to the campus Sheriff or the college administration. In short, “see something, say something.”

The Sheriff can be reached at **310-287-4314** or by picking up any emergency phone on campus. College administrators can be reached at the phone numbers you will find inside this report.

For yet another year West LA College has remained one of the safest college campuses around. Thank you for your interest and efforts in helping maintain that proud tradition.

Nabil Abu-Ghazaleh, President
West Los Angeles College

CRIME STATISTICS

The following crime statistics for West Los Angeles College (WLAC) 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.

WLAC 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
2011 TO 2013 CLERY ACT CRIME STATISTICS
WEST LOS ANGELES COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2011	2012	2013	2011	2012	2013	2011	2012	2013
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEX OFFENSES, FORCIBLE (TOTAL)	0	0	0				0	0	0
Rape	0	0	0				0	0	0
Sodomy	0	0	0				0	0	0
Sexual Assault with an Object	0	0	0				0	0	0
Fondling	0	0	0				0	0	0
Other Forcible Sex Offenses	0	0	0				0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0				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	1	1	0				0	0	0
BURGLARY	0	6	3				0	0	0
MOTOR VEHICLE THEFT	1	1	0				0	0	0
ARSON	0	0	0				0	0	0
WEAPONS LAW - ARRESTS	1	1	0				0	0	0
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	1	0	0				0	0	0
DRUG LAW - ARRESTS	0	0	0				0	0	2
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	1	0	0				0	0	9
LIQUOR LAW - ARRESTS	0	0	0				0	0	0
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0				0	0	0

HATE CRIMES	DOMESTIC VIOLENCE - DATING VIOLENCE - STALKING
2011 - There were no reported hate crimes.	2011 - Information not compiled.
2012 - There were no reported hate crimes.	2012 - Information not compiled.
2013 - There were no reported hate crimes.	2013 - There was one (1) incident of domestic violence (simple assault) with two (2) victims on campus.

Date: 09/23/2014

Data Sources: LASD LARCIS, LASD Arrest Query Tool, Culver City P.D., and Campus Security Authorities.

Note: There are no Residential Facilities associated with West 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.



**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.	
Sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes rape, sodomy, sexual assault with an object, and 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 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.	
Domestic Violence: 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.	
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, 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.	
Stalking: 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's Department or the college administration which, in the judgment of the college president or administrator-in-charge, 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:

- o **Blackboard Emergency Notification System** – A text message will be sent to mobile phones of students and employees. The message may also be sent to the City of Culver City. An opt-out process has been developed for message recipients.
- o **Email blast** - A message will be sent to all WLAC employee email addresses.
- o **IP Messenger** - An audio message will be sent through desk phones to WLAC employees. The message will also be sent through public address speakers in classrooms, corridors and exterior common areas as this capability is developed.

Updated warnings will be issued through the methods specified above and via the following, as deemed appropriate by the college:

- o **Website news post or message** – Announcements will be posted on the college home page and at <http://www.wlac.edu/Sheriff/text-alerts.aspx>
- o **Flyers** – As practicable, flyers will be prepared and distributed/posted on campus
- o **Signage** – Signs will be placed in areas of high traffic and at closed entrances to the campus or buildings.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone at 310-287-4314 or in person at the Sheriff's Station located in Building C-3 on Freshman Drive in Lot 5.

HOW TO REPORT A CRIME

To report a crime, please contact the campus Sheriff's Station at 310-287-4314 or use the 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 College Sheriff.

You may also report a crime to the following campus officials who are designated as campus security authorities: By phone, dial 310-287-xxxx (insert selected number shown below).

Position	Name	Phone	Location
President	Nabil Abu-Ghazaleh	4325	Career Education Building
Vice President, Administrative Services	Kenneth Takeda	4367	Student Services Building
Vice President, Academic Affairs	Robert Sprague	4398	Career Education Building
Interim Vice President, Student Services	Phyllis Braxton	4248	Student Services Building
Dean, Academic Affairs	Mark Pracher	4467	Career Education Building
Dean, Academic Affairs	Aracely Aguiar	4332	Career Education Building
Dean, Academic Affairs	Kathy Walton	4546	Career Education Building
Dean, Academic Affairs	Eric Ichon	4305	Career Education Building
Dean, Academic Affairs	Walter Jones	4244	Career Education Building
Dean, Academic Affairs	Rebecca Tillberg	4361	Career Education Building
Dean, Academic Affairs	Mary-Jo Apigo	4410	Career Education Building
Dean, Student Services	Michael Goltermann	4579	Student Services Building
Dean, Student Services	Shalamon Duke	4423	Student Services Building
Associate Dean, Student Services	Celena Alcala	4290	A-9
Athletic Director	Ricardo Hooper	4513	Physical Ed Complex North

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

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

SECURITY AND ACCESS TO CAMPUS FACILITIES

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public. (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/Documents/BoardRules/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.](#))

Campus security is provided by the Los Angeles County Sheriff's Department, which staffs the campus 24 hours a day, seven days a week, year-round. In addition to assigning its own officers to the campus, the Sheriff supervises a corps of police cadets hired by the college who provide administrative support and parking enforcement.

Entrances to campus buildings are secured by door locks and, in some cases, intrusion alarms. Entrances to buildings accessed by employees, students and visitors are unlocked during business hours and locked during non-business hours. Keys are issued to college employees and the Sheriff. Gates at vehicle entrances to the main campus are closed and locked on weekends and holidays.

Security cameras are located at various points on campus and images are displayed, monitored and recorded in the Sheriff's station located in parking lot 5. At any given time several security cameras on campus may be non-functioning, and camera monitors are not continuously scanned in the Sheriff's station. Emergency phones are located throughout the campus and may be used to connect directly with the Sheriff's Station.

WLAC does not have campus residences.

CAMPUS LAW ENFORCEMENT

Authority of the Los Angeles County Sheriff's Department

The Los Angeles Community College District (LACCD), of which West Los Angeles College is a part, contracts with the Los Angeles County Sheriff's Department to provide law enforcement and security services at the college. The Sheriff has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. The Sheriff's Deputies are peace officers as defined in Penal Code section 830.1. The Sheriff's Security Officers are public officers as defined in Penal Code section 831.4, and have received training pursuant to Penal Code section 832.

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

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

Accurate and Prompt Reporting of Crimes to Law Enforcement

To ensure the safety of everyone on campus, WLAC encourages the accurate and prompt reporting of crimes to the campus Sheriff at 310-287-4314 or in person at the Sheriff's Station located in Building C-3 on Freshman Drive in Parking Lot 5.

Professional Counselors

A professional counselor whose official responsibilities include mental health counseling to members of the WLAC 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

WLAC maintains a 24/7 security and safety presence on the campus through its contract with the Los Angeles County Sheriff, which functions as the campus police department. The Sheriff proactively patrols the campus and engages individuals involved in suspicious activity or apparent criminal acts. The Sheriff alerts the college administration to potentially dangerous situations on or around the campus, which enables the college to notify the campus community. Written emergency procedures are posted in classrooms and offices throughout the campus to instruct students, employees and visitors what to do in response to various types of emergencies. Periodically, the college administration and college council meet with the campus Sheriff to discuss security concerns and review safety conditions, such as lighting, patrols and emergency communications. Anyone who desires an escort to a parked vehicle on campus may call the Sheriff station to request the accompaniment of an officer or cadet.

PROGRAMS REGARDING PREVENTION OF CRIMES

The campus Sheriff maintains a page on the college Website that provides crime prevention advice. Included are suggestions for personal safety, neighborhood watch and business watch and tips for persons with disabilities. Information is also offered to students and employees through security awareness packets available at the Student Health Center. The campus Sheriff's page can be found at the following address: <http://www.wlac.edu/Sheriff/Index.aspx>

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

WLAC 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 WLAC.

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 is prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by

the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

Penalties

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

<http://www.justice.gov/dea/druginfo/ftp3.shtml>.

The federal Controlled Substances Act is available at:

<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by WLAC. 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

WLAC, through its Student Health Center, offers free short-term therapy for substance abuse to all registered students who have paid the health fee. For long-term assistance, the Center offers referral services to outside drug and alcohol prevention and treatment programs. Please refer to the WLAC Student Health & Wellness Center page on the WLAC 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://laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>

(800) 342-8111

National Council on Alcoholism and Drug Dependence

www.ncadd.org

(800) NCA-CALL

California Department of Health Care Services

<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

Resources for Counseling, Treatment and Rehabilitation (cont.)

Alcoholics Anonymous

www.aa.org

(800) 923-8722

Cocaine Anonymous

www.ca.org

(310) 559-5833

Marijuana Anonymous

www.marijuana-anonymous.org

(800) 766-6779

Narcotics Anonymous

www.na.org

(800) 863-2962

Families Anonymous

www.familiesanonymous.org

(800) 736-9805

SEXUAL ASSAULT POLICY

The District's complete sexual assault policy is available in LACCD Board Rules, Chapter XVI ("Sexual Assault"), at: <http://www.laccd.edu/Board/Pages/Board-Rules.aspx>

Educational Programs

WLAC offers educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses through the Student Health & Wellness Center on campus. Tips for preventing assaults are also included in the "Personal Safety" section of the Sheriff's page on the College Website.

Another resource is the Jenesse Center (<https://jenesse.org/>), a year-round program available to WLAC students, faculty and staff. Their mission is to provide victims of domestic violence with a comprehensive, centralized base of support to assist them in addressing their immediate crisis and changing the patterns of their lives.

Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the College Sheriff or Campus Violence Response Team. WLAC's Campus Violence Response Team includes the following members:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
Leander Davis	Deputy Sheriff/Team Leader/ First Responder	310-287-4314
Phyllis Braxton	Interim Vice President, Student Services	310-287-4248
Shalamon Duke	Dean of Student Services	310-287-4423
Sherron Rouzan	Chair, Counseling Department	310-287-4527
Helen Young	Counselor	310-287-4289
Dr. Lisa Ma	Director, Student Health & Wellness Center	310-287-4478
Steven Lee	Clinical Supervisor, Student Mental Health	310-287-4478

WLAC strongly encourages timely reporting of sexual assaults so that evidence may be collected and preserved. Campus law enforcement and the Campus Violence 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 and Off-Campus Resources for Victims of Sexual Assault

ON-CAMPUS RESOURCES

College Sheriff	310-287-4314
Student Health & Wellness Center	310-287-4478

OFF-CAMPUS RESOURCES

Peace Over Violence	213-955-9090	www.peaceoverviolence.org
National Organization for Victim Assistance	800-TRY-NOVA	www.trynova.org
Rape and Battering Hotlines	310-392-8391	
National Domestic Violence Hotline	800-799-SAFE	
National Sexual Assault Hotline	800-656-HOPE	
LA Commission on Assaults Against Women	310-392-8381	
Los Angeles County Domestic Violence Hotline	800-978-3600	
Jenesse Center	800-479-7328	https://jenesse.org/

Changes to Academic Situation

WLAC 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, WLAC 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/Documents/BoardRules/Ch.IX-ArticleXI.pdf>

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

Possible sanctions following a disciplinary hearing include, but not are limited to, suspension or expulsion from all of the District's colleges. These are separate penalties 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 WLAC. (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, WLAC's zip code is 90230.

GUN-FREE CAMPUS

LACCD Board Rule 2420: "Possession or display of firearms of any kind shall not be allowed on the principal campuses of the District (including West Los Angeles College) except by law enforcement officials, for theatrical performances, or by others that may have been issued a license or permit that allows the possession of a firearm on campus. This prohibition shall apply even where a firearm is not operational."

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

WLAC 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 are extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, and chemical or hazardous waste spills.

To report an emergency, please contact the College Sheriff at 310-287-4314 or use one of the emergency phones throughout the campus.

Notification Procedures

To sign up for WLAC's emergency text notifications, or to opt-out or change your phone number, follow these instructions:

- Visit the College's Website at www.wlac.edu.
- In the left menu, click on "Campus Safety/Sheriff", which will take you to the campus Sheriff home page
- In the left menu, click on "WLAC Text Alerts"
- In the left menus, click on "Text Alert Opt-In/Out"
- Enter your user ID and password. Directions as to what your user ID and password are will be on the page (e.g. birth month and year and student id [02/1991 88-#####])
- After user login, if you are already in the system, your phone number will appear in a data box. To change your phone number, or if the number shown cannot receive text messages, delete the existing number, enter a new one and click "Opt-in". If you do not wish to receive notifications, click "Opt-out."
- After user login, if you do not see your phone number in the data box, it means you are not in the system. Enter your phone number capable of receiving text messages and click "Opt-in,"

The college president or administrator-in-charge, in consultation with law enforcement and, perhaps, the administration of LACCD, will determine if an emergency exists.

An emergency notification will be made to students and employees by the same methods used to issue warnings under the "Timely Warning Policy" described at the beginning of this report. These are:

- o **Blackboard Connect Emergency Notification System** – A text message will be sent to mobile phones of students and employees. An opt-in / opt-out process is being developed for message recipients.
- o **Email blast** - A message will be sent to all WLAC employee email addresses.
- o **IP Messenger** - An audio message will be sent through desk phones to WLAC employees. The message will also be sent through public address speakers in classrooms, corridors and exterior common areas as this capability is developed.
- o **Website news post or message** – Announcements will be posted on the college home page and at <http://www.wlac.edu/Sheriff/text-alerts.aspx>
- o **Flyers** – As practicable, flyers will be prepared and distributed/posted on campus
- o **Signage** – Signs will be placed in areas of high traffic and at closed entrances to the campus or buildings.

WLAC 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 WLAC is threatened. The college president, or his/her designee, will reassess the situation to determine whether additional notifications or updates need to be made.

If needed, the college will notify the surrounding community through its contact with the City of Culver City, which can notify residents through its mass email system.

Testing of Procedures

WLAC conducts tests of its emergency response and evacuation procedures annually. The college publicizes its emergency response and evacuation procedures through publication on the college Website and posting of written communications in classrooms and offices on campus.

WLAC 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 Office of Vice President, Administrative Services.