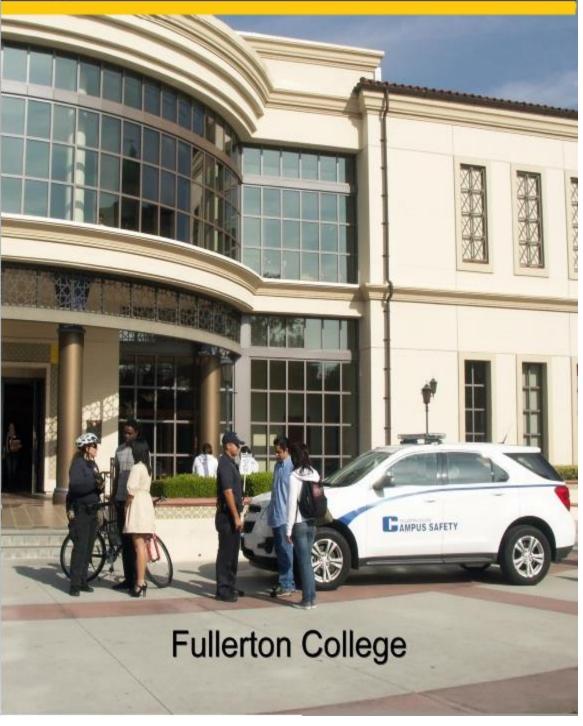


# Clery Annual Security Report 2023



#### **FULLERTON COLLEGE**

# CLERY ANNUAL SECURITY REPORT 2023

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#### MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY

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

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

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

Sincerely,

Steven Selby Director of Campus Safety

## **FULLERTON COLLEGE**

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

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

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

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

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

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

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

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

Services provided by the Campus Safety Department:

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

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

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

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

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

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

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

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

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

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

#### **Safety of College Property**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Emergency Preparedness**

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

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

# **Crime Statistics**

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

			Public	Total	
Offense	Year	On Campus	Property		
Lieuse Leur Mieleties	2022	1	0	1	
Liquor Law - Violation Arrests	2021	1	0	1	
Allests	2020	2	0	2	
Barrellana Malatian	2022	1	0	1	
Drug Law - Violation Arrests	2021	1	0	1	
Allests	2020	0	0	0	
Wassassisw	2022	0	0	0	
Weapons Law - Violation Arrests	2021	0	0	0	
Violation Arrests	2020	0	0	0	
Liquor Law - Referrals					
for Disciplinary Action	2022	0	0	0	
-	2021	0	0	0	
	2020	0	0	0	
Drug Law -	2022	0	0	0	
Referrals for	2021	0	0	0	
Disciplinary Action	2020	0	0	0	
Weapons Law-	2022	0	0	0	
Referrals for	2021	0	0	0	
Disciplinary Action	2020	0	0	0	
	2022	0	0	0	
Arson	2021	0	0	0	
	2020	0	0	0	
	2022	0	0	0	
Domestic Violence	2021	0	0	0	
	2020	0	0	0	
	2022	0	0	0	
Dating Violence	2021	0	0	0	
	2020	1	0	1	
	2022	0	0	0	
Stalking	2021	0	0	0	
	2020	0	0	0	
Unfounded Crimes	2022	0	0	0	

FPORT	ING:							
Hate Crime - On Campus  Criminal Offense Category of Bias for crimes reported in 2022								
Total	Race	Religion	Sexual	Gender	Gender Identity	Disability	Ethnicity	National Orgin
					,			
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
y								
Category o	f Bias for	crimes re	ported in 2022					
Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Orgin
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0			0	0	0	0
0	0	0			0	0	0	0
0	0	0			0	0	0	0
0	0	0			0		0	0
0	0	0			0	0	0	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0
	Category of 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Total Race  0	Total   Race   Religion	Total   Race   Religion   Sexual Orientation	Total   Race   Religion   Sexual Orientation   Gender	Category of Bias for crimes reported in 2022   Total   Race   Religion   Sexual Orientation   Gender Identity	Category of Bias for crimes reported in 2022   Total   Race   Religion   Sexual Orientation   Gender Identity   Disability	Category of Bias for crimes reported in 2022   Total   Race   Religion   Orientation   Gender   Identity   Disability   Ethnicity

There is no student housing at Fullerton College.

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

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

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

#### **Crime Log**

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

#### **Emergency Procedures**

#### **Addressing Disruptive Student Behavior**

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

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

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

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

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

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

#### Notifications:

1. Call Campus Safety to identify emergency.

2. For fire, pull fire alarm.

3. Campus Safety will initiate emergency notifications to administrative staff and

outside agencies.

4. Alert Campus Safety to aid in evacuation of physically disabled persons.

5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps

to insure a safe and timely evacuation.

• Fire: Identify a safe exit route and exit building.

• Bomb Threat: Notify Campus Safety and Maintenance and Operations.

• Power Failure: Notify Campus Safety and await instruction.

• Earthquake: Remain calm, drop, cover, hold, and prepare to evacuate building.

• Staff shall instruct students to gather all belongings prior to evacuation, if time permits.

• If Campus Safety is not available, staff will assess the emergency and, when

appropriate, direct people to exits.

6. Campus Safety will work with administrative staff to determine whether classes

will be dismissed.

7. Direct people to nearest safe exits and evacuation routes, when appropriate.

When Calling for Help

Police and Fire Department Emergencies: 911.

Fullerton Fire Department: 714-738-6122.

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

Campus Safety Department Emergency: 714-992-7777.

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

#### **Evacuation**

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

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

Non-ambulatory persons (persons in wheelchairs):

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

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

#### **Evacuation of Disabled Persons**

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

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

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

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

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

#### **Power Outage**

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

If people are trapped in an elevator:

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

#### **Bomb Threat**

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

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

Call Campus Safety, 714-992-7777.

#### **Explosion**

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

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

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

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

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

#### **Fire**

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

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

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

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

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

#### Earthquake

During an earthquake:

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

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

#### After an earthquake:

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

#### If evacuation is ordered:

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

#### Weapons and Dangerous Objects

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

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

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

#### **Hazardous Materials**

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

For your safety, remember:

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

#### Examples:

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

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

#### **Chemicals and Solvents**

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

For spills not involving immediate danger to life or property:

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

#### **Radioactive Material Spills**

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

For a major spill involving external radiation hazard to personnel:

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

For spills not involving immediate danger to life or property:

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

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

Ingestion of radioactive materials:

If the person is conscious:

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

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

#### **Active Shooter Emergency Plan**

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

#### **Communications:**

#### Students should:

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

#### Staff should:

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

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

#### **Planning and Preparation:**

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

#### **Response:**

#### **RUN**

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

#### HIDE OR LOCKDOWN

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

#### TAKE OUT OR FIGHT

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

#### **General Safety Concerns:**

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

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

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

Active Shooter Police Action on Campus Civil Unrest

Severe Weather Accidental Chemical Spill Radiological Incident

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

#### **Active Shooter Situations**

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

#### Substance Abuse, Drugs and Alcoholic Beverages

In accordance with Public Law 101-226 "Drug-Free Schools and Communities Act Amendment of 1989," the Board of Trustees of the North Orange County Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Fullerton College property and as part of any Fullerton College sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from Fullerton College, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendations of the Fullerton College President. Counselling services are available to both employee and students concerning drug and alcohol abuse. The possession, use, and sale of alcoholic beverages by anyone on Fullerton College, controlled property, is a misdemeanor as per California Business Code 25608 and a violation of state law and any person found in violation of the NOCCCD Policies Relating to Students. Fullerton College enforces California underage drinking and possession laws, both State and Federal. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, local, or Campus Safety personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the district. To receive counseling and education for alcohol and substance abuse or sexual abuse 714-992-7093 or visit the Health Center website at contact the Health Center at https://health.fullcoll.edu/

#### **Sexual Assault Information**

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

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

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

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

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

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

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

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

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

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

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

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

#### **Definitions:**

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

- By a current or former spouse intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's
  acts under the domestic or family violence laws of the jurisdiction in which the crime of
  violence occurred.

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

• Fear for the person's safety or the safety of others; or

- Suffer substantial emotional distress.
- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

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

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

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

#### **Prevention and Risk Reduction**

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

#### **Title IX Training**

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

#### **Assistance to Victims**

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

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

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

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

#### **Discipline Procedures**

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

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

#### **Weapons on Campus**

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

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

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

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

#### **Convicted Sexual Offender Registration Laws**

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

#### **Campus Geography**

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

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

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

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

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

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

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

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

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

### **Campus Clery Boundaries**

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

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

