



**2017 ANNUAL
SECURITY REPORT**

OCTOBER 1, 2017

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I. OVERVIEW

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Clery Act, is provided in compliance with the Crime Awareness and Campus Security Act of 1990. The Clery Act requires institutions of higher education to comply with certain campus and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the Higher Education Act. The report provides information to the campus community about crime reporting procedures, various policies, crime prevention programs, and campus crime statistics. By October 1st of each year, this report is made available to all current students and employees and upon request to any applicant for enrollment or employment.

In 2013, the Violence Against Women Reauthorization Act (VAWA) amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking; and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

Coastline Community College's Director Public Safety & Emergency Management prepared this report to comply with the Clery Act. The report was prepared in cooperation with on-campus resources and the local law enforcement agencies responsible for the main campuses and alternate sites. Campus crime, arrest, and referral statistics include those reported to designated Campus Security Authorities (CSA's), including Public Safety officers, directors, deans, department heads, designated staff, and advisors to students and student organizations, as well as local law enforcement agencies. This report is available on the Coastline College website and in the Public Safety office located at 11460 Warner Avenue, Fountain Valley, CA 92708, or by calling (714) 241-6120. Coastline Community College reports the crimes required by the Clery Act that occurred on or within an institution's Clery Geography that were reported to a Campus Security Authority.

The three sections of required crime data include Criminal Offenses, Hate Crime Offenses, and Arrests and Recommendations for Disciplinary Actions/Judicial Referrals. Each section is further divided into On-campus, Non-campus, and Public Property categories, with each category containing mandated types of crimes. In addition, VAWA guidelines now require crime statistics for the specific offenses of domestic violence, dating violence, and stalking.

- On-Campus – On-campus is defined as any building or property owned or controlled by an 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 purpose.
- Non-Campus – Non-campus is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an 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. Non-campus locations include the satellite locations where Coastline conducts classes, such as high schools, churches, senior centers, and retirement homes. For crimes to be listed in this section, they must be located in areas under the control of Coastline, during the times that the classes are in session.
- Public Property – This is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus. Non-campus locations are not required to report public property statistics.

II. INTRODUCTION

Coastline is one of three colleges in the Coast Community College District. Coastline, unlike the other traditional campuses (Orange Coast College and Golden West College), is a decentralized campus with three Learning Centers for on-site classes, as well as a significant number of distant learning students.

Traditionally, Coastline College and its various facilities have a very low crime rate. It is not uncommon for Coastline to have “zero” in every reportable category.

Campus crime, arrest, and referral statistics include those reported to the Public Safety Department, campus officials, and local law enforcement agencies. For reporting purposes, Coastline College has **three** locations defined as On-Campus facilities: The Garden Grove Center, the Newport Beach Center, and the Westminster (Le-Jao) Center. In addition, Coastline conducts classes at **19 satellite locations** (defined as Non-Campus facilities).

Unfounded Crimes

If a crime is reported as occurring On-Campus, in On-Campus Residential Facilities, in or on Non-Campus buildings or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may “unfound” a crime. Beginning with the 2014 calendar year statistics, institutions must report the total number of: criminal offenses; hate crimes; arrests or disciplinary action referrals for weapons, drug or liquor law violations; and domestic violence, dating violence, or stalking incidents that have been unfounded.

III. CAMPUSES



Garden Grove Center

12901 Euclid Street

The Garden Grove Center is located north of the Garden Grove Freeway on Euclid Street in the City of Garden Grove. It is in an area which includes a City Hall complex, a residential area, a public park, retail and fast food establishments, and a main street business mall.

Garden Grove, CA

Offense Type	On-Campus 2016	On-Campus 2015	On-Campus 2014	Non-Campus 2016	Non-Campus 2015	Non-Campus 2014	Public Property 2016	Public Property 2015	Public Property 2014	Total 2016	Total 2015	Total 2014	Unfounded Cases 2016	Unfounded Cases 2015	Unfounded Cases 2014
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>VAWA Specific Offenses</i>															
Domestic Violence	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Campus Referrals for Disciplinary Action</i>															
Alcohol Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Arrests</i>															
Alcohol Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Campus Geography as Required by Clery Act

Garden Grove Center is located at 12901 South Euclid Street in Garden Grove, California. The geographic space encompasses the campus building, pathway, garden, and parking lot. The campus has four main public streets that surrounds it and create its boundary. These are Euclid Street to the east, Garden Grove Boulevard to the south, Pine Street to the west, and Acacia Parkway to the north. The campus does not have student housing and owns all buildings within the boundaries with the exception of a privately owned restaurant (McDonald's). The Concorde Institute building that is adjacent and to the south of our campus building is also privately owned and not within the campus geography; however, the easements at Concorde and McDonald's are within the campus core boundary. The area considered "Public Property" includes the sidewalks adjacent to the campus, the surrounding streets of Euclid, Garden Grove, Acacia, and Pine as well as the sidewalks on the opposite side of those streets.

- There were no hate crimes reported for 2016
- The total number of unfounded crimes for the 2016 calendar year is (0) none.

Garden Grove Center non-campus locations:

- Coastline College Center (Administration Building) located at 11460 Warner Avenue, Fountain Valley, CA 92708
- Garden Villa located at 13051 Wilson St, Garden Grove, CA 92844
- Hy-Lond Home located at 9861 11th St, Garden Grove, CA 92844
- Pacific Clinics - Recovery Education Institute, 401 S. Tustin St. Suite A, Orange, CA 92866



LE-JAOCENTER

14120 All American Way

The Le-Jao Center is Coastline Community College's campus in the City of Westminster. It is located across the street from the Westminster Civic Center at 14120 All American Way and is part of a closely integrated educational/civic complex, planned with an adjacent performing arts and banquet facility owned by the city that provides opportunities for joint use. It is also bordered by a public park, a middle school, residential area and nestled between the 22 Garden Grove and 405 San Diego Freeways.
Westminster, CA

Offense Type	On-Campus 2016	On-Campus 2015	On-Campus 2014	Non-Campus 2016	Non-Campus 2015	Non-Campus 2014	Public Property 2016	Public Property 2015	Public Property 2014	Total 2016	Total 2015	Total 2014	Unfounded Cases 2016	Unfounded Cases 2015	Unfounded Cases 2014
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	1	1	0	1	1	0	0	0	0
VAWA Specific Offenses															
Domestic Violence	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Campus Referrals for Disciplinary Action															
Alcohol Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Alcohol Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0

Campus Geography as Required by Clery Act

Le Jao Center is located at 14120 All American Way in Westminster, California. The geographic space encompasses each campus building, pathway, garden, and parking lots. The campus has two main public streets, a public park, and a privately owned building that immediately surrounds it. These are 15th Street to the north, All American Way to the west, Sir Goldstein Freedom Park to the east and the Rose Performing Art Center to the south. The campus owns all buildings within the boundaries and does not have student housing. Also within its boundaries are two privately owned parking lots, the Westminster Civic Center parking lot, and the County of Orange parking lot. There is one easement along the east border of campus that allows for traffic to and from 15th Street and the Rose Center. The area considered "Public Property" includes the sidewalks adjacent to the campus, the surrounding streets of All American Way, 15th Street, and the portion of Westminster Boulevard adjacent to the Civic Parking lot as well as the sidewalks on the opposite side of those streets.

- In 2016 there was one motor vehicle theft reported and one weapons violation arrest reported on public property.
- There were no hate crimes reported for 2016
- The total number of unfounded crimes for the 2016 calendar year is (0) none.

Le-Jao Center non-campus locations:

- Corona del Mar High School located at 2101 Eastbluff Dr. Newport Beach, CA 92660
- Costa Mesa High School located at 2650 Fairview Rd, Costa Mesa, CA 92626
- Estancia High School located at 2323 Placentia Ave, Costa Mesa, CA 92627
- Leisure World Clubhouse No. 6 located at 1661 'E' Golden Rain Rd, Seal Beach, CA 90740
- Liberty Park located at 13900 Monroe St, Westminster, CA 92683
- Newport Harbor High School located at 600 Irvine Ave, Newport Beach, CA 92663
- Newport Mesa Early College High School located at 2990 Mesa Verde Drive East, Costa Mesa, CA 92626
- Westminster City Senior Center located at 8200 Westminster Blvd, Westminster, CA 92683
- Westview Adult Day Care Centers are located at 9421 Edinger Ave, Westminster, CA 92683 and 8295 Westminster Blvd, Westminster, CA 92683



NEWPORT BEACH CENTER

1515 Monrovia Avenue

The Newport Beach Center is located at 1515 Monrovia Avenue in the City of Newport Beach. It is near a residential area and an industrial area between the Pacific Coast Highway and the Costa Mesa Freeway. The center provides an ocean view and is built on 3.91 acres of previously developed land in Newport Beach and adjacent to the Banning Ranch project.

Newport Beach, CA

Offense Type	On-Campus 2016	On-Campus 2015	On-Campus 2014	Non-Campus 2016	Non-Campus 2015	Non-Campus 2014	Public Property 2016	Public Property 2015	Public Property 2014	Total 2016	Total 2015	Total 2014	Unfounded Cases 2016	Unfounded Cases 2015	Unfounded Cases 2014
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	4*	0	0	0	0	0	6*	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	1	0	0	1	0	0	0
VAWA Specific Offenses															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Campus Referrals for Disciplinary Action															
Alcohol Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Alcohol Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0
Weapons Violations	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0

* Four at Newport Mesa Early College High School 2990 Mesa Verde Dr. E., Costa Mesa

Campus Geography as Required by Clery Act

Newport Beach Center is located at 1515 Monrovia Ave in Newport Beach, California. The geographic space encompasses each campus building, pathway, gardens and parking lot. Private businesses surround the campus to the north and south with Banning Ranch to the West. Monrovia Avenue is the campus' one main public street and is to the east. The campus has no public street or easement within the boundaries. The campus has no student housing and owns all buildings within the boundaries. The area considered "Public Property" includes Monrovia Avenue and its sidewalks.

- In 2016 two drug-related arrests were reported on the public roadway adjacent to campus.
- There were no hate crimes reported for 2016.
- The total number of unfounded crimes for the 2016 calendar year is (0) none.

Newport Beach Center non-campus locations:

- California Elwyn Institute located at 18325 Mt Baldy Circle, Fountain Valley, CA 92708
- Costa Mesa Senior Center at 695 W. 19" Street, Costa Mesa, CA 92627
- Encore Program located at 15245 Springdale St, Huntington Beach, CA 92649
- Fairview Developmental Center located at 2501 Harbor Boulevard, Costa Mesa, CA 92626
- Oasis Senior Center located at 801 Narcissus Avenue, Newport Beach, CA 92625

IV. DAILY CRIME LOG

The Coastline College Public Safety Department maintains a daily crime log for all responses and occurrences on campus. Investigations conducted and reported on campus are reflected in this log without the presumption of guilt or innocence. The log is available for public inspection at all times at the front counter in the Public Safety Office. The campus annual crime statistics are posted on our website and are available for review.

Daily Crime Log

Date/Time Reported	Date/Time Occurred	Coastline Incident Number	Police DR #	Crime/Incident Classification	Campus/Center Location	Location Description	Disposition

V. SECURITY AND ACCESS TO COLLEGE FACILITIES

The Coastline College Center (administration building) is generally open from 8:00 am to 5:00 pm, while the offices at the three learning centers (Garden Grove, Le-Jao, and Newport Beach) are open from 8:00 am to 10:00 pm. Public safety officers are on-duty until 10:30 pm, when classes are finished. It is the responsibility of those who use rooms, offices, and other areas to lock access doors, turn off lights, and close windows. Maintenance & Operations (M&O) staff will check many areas of the campus during off-hours, but the primary responsibility for security remains with the concerned users.w

All staff members have been issued identification cards, and non-distance learning students are strongly encouraged to obtain one which they may be asked to produce if there is a question about their authorization in a specific area. Members of the public, or public groups who want to use campus buildings or other areas, must secure a Permit to Use College Facilities for the concerned date and time from the Business Office. The Public Safety Department is notified when the facility use permits are approved. Campus buildings will normally be locked during weekends. Public Safety, M&O personnel, or staff will unlock doors for weekend classes and other events as necessary. Public Safety officers conduct routine patrols of campus buildings to evaluate and monitor security-related matters. The officer’s conduct checks of the parking lot and exterior of

the building before classes begin. When classes are over they check the entire building before it is locked. The officers are available for escorts or to help students with special needs that may require assistance going to or from their vehicles.

Keys are provided to staff members on a need-to-enter basis as determined by the appropriate supervisor or dean. Lost keys must be reported immediately to one's supervisor and to the Public Safety Department. Keys should never be loaned to other staff members or students. Unauthorized duplication of District keys is strictly prohibited. Electronic access cards are issued to staff and faculty at all Centers based on their need to enter secure areas at any time, or the facility during their hours of instruction, or gaining entry during off-hours. In addition, each campus has a security camera system with cameras placed at strategic locations on the interior and exterior of the buildings.

No District property may be removed from the campus without specific written permission from the department chairperson or area supervisor. Unauthorized removal of District property from the campus is a violation of the law and may be prosecuted by the District.

Coastline College maintains a physically secure campus through various methods. Public Safety works with Maintenance & Operations in order to address burned out lights in the parking lot or other campus locations; malfunctioning door lock mechanisms; observing and reporting suspicious persons; and reporting unsafe conditions. Public safety officers will notify the local law enforcement agency if a situation requires additional assistance.

REPORTING CRIMES AND REQUESTING POLICE ASSISTANCE

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety-related incidents to the Public Safety Department in a timely manner; when the victim of a crime elects to, or is unable to, make such a report.

While no community can be entirely risk-free in today's world, students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning. By working together, public safety at Coastline Community College is everyone's business.

Coastline College does not operate a 24/7 Public Safety Department. The Public Safety Office is open from 8:00 am to 5:00 pm, Monday-Friday. Public safety officers are available at the learning centers until 10:30 pm Monday-Thursday. Friday hours vary by facility and schedule of events. Persons who want to report a crime in progress or other emergencies on campus should call 9-1-1 for a local law enforcement response. Individuals should report criminal offenses to the Public Safety Department (during business hours) for assessment to determine if a Timely Warning Notice is warranted and for inclusion in the annual statistical disclosure. Emergency phones are also located in the parking lots at the College Center, and Garden Grove and Newport Beach campuses. One is also mounted at the front entrance at the Le-Jao campus. For services of a non-emergency or more routine nature, the Public Safety Office may be called at (714) 241-6120. The business, non-emergency numbers of the local police departments responsible for the College Center and three learning centers are listed below:

<u>Coastline Location</u>	<u>Area Office</u>	<u>Agency</u>	<u>Business Number</u>
College Center	(714) 546-7600	Fountain Valley P.D.	(714) 593-4484

Garden Grove Center	(714) 241-6209	Garden Grove P.D.	(714) 741-5704
Newport Beach Center	(714) 241-6213	Newport Beach P.D.	(949) 644-3717
Westminster (Le-Jao) Ctr.	(714) 241-6184	Westminster P.D.	(714) 898-3315

CAMPUS SECURITY AUTHORITY (CSA):

Individuals on campus may also report crimes to a designated Campus Security Authority (CSA):

- President
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Administrative Services
- Dean, Garden Grove Center
- Dean, Westminster (Le-Jao) Center
- Dean, Newport Beach Center
- Director of Public Safety
- Public Safety Officers
- Advisors to Student Organizations
- Classified Staff at Student Life

RESPONSE TO REPORTS

In response to an incident, Public Safety Officers will take the required action, and file an incident report. All reported crimes will be investigated thoroughly by Public Safety and reports may become a matter of public record. When it is deemed appropriate, investigations will be forwarded to the appropriate Law Enforcement agency. If a sexual assault or rape should occur, the College will contact Law Enforcement/Medical authorities.

CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Public Safety officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, Coastline College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Coastline College will keep an accurate record of the number of incidents involving students and employees. The college does not have pastoral and professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS

Coastline Community College Public Safety Officers are non-sworn and do not possess peace officer powers of arrest but can effect a Private Person's Arrest. Public Safety officers are authorized to enforce parking regulations on campus, and have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. All officers have received First Aid, CPR, and AED training.

Public Safety does have Memorandums of Understanding (MOU's) with the local law enforcement agencies pertaining to the investigation of alleged criminal incidents. The local police departments will be responsible for all law enforcement and criminal investigative activities on the campus of Coastline College that involve a Part 1 crime as described above and any reported property crime. The Coastline College Public Safety Department will notify the local jurisdictions of any Part 1 violent crime, hate crime or sexual assault that occurs on the campus. The Public Safety Department maintains a close working relationship with the local law enforcement agencies for each campus:

- Garden Grove Center – Garden Grove P.D.
- Newport Beach Center – Newport Beach P.D.
- Westminster (Le-Jao) Center – Westminster P.D.
- Costa Mesa Center – Costa Mesa P.D.
- Orange County Sheriff's Department – Countywide jurisdiction
- California Highway Patrol – Statewide jurisdiction

The Public Safety office maintains a daily crime log which records all reported crimes (nature, date, time, geography, and disposition) and is available for review. Individuals interested in reviewing the Daily Crime Log can access it at the Public Safety Office.

Coastline College does not use the local police for the monitoring and recording of criminal activity by students at non-campus locations of student organizations officially recognized by the institution, including student organizations with non-campus housing facilities. (Coastline College does not currently have housing facilities).

VI. TIMELY WARNINGS

All crime victims and witnesses are strongly encouraged to report crimes immediately to the appropriate police agency and the Public Safety Department. Prompt reporting will ensure the timely distribution of warning notices on campus, and the timely disclosure of crime information. Timely warnings are issued to enable people to protect themselves, so the warnings should be issued as soon as the pertinent information is available. Timely warnings are not limited to violent crimes or crimes against persons, but may also be issued for threats to persons or to property. Timely warnings will be issued on a case-by-case basis, considering the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

	System Utilized	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending	Primary Message Sender	Backup Message Sender
Primary Source	Email	Director of Public Safety and E.M.	V.P. Administrative Services	V.P. Administrative Services	Director of Public Safety and E.M.	Director of Public Relations and Marketing
Primary Source	Telephone, Text or Voicemail	Director of Public Safety and E.M.	V.P. Administrative Services	V.P. Administrative Services	Director of Public Safety and E.M.	eLearning Application Web Development
Secondary Source	Social Media, Posters	Director of Public Relations and Marketing	Director of Public Safety and E.M.	V.P. Administrative Services	Director of Public Relations and Marketing	Director of Public Safety and E.M.
Secondary Source	Student My CCC, Web Page	Director of Public Relations and Marketing	Director of Public Safety and E.M.	V.P. Administrative Services	Webmaster	Webmaster

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Public Safety Department. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Coastline College community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community.

Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the Public Safety Department. Cases involving property crimes will be assessed on a case-by-case basis and alerts will typically be sent if there is a discernible pattern of crime. The Public Safety Director or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning is warranted. Timely Warnings may also be posted for other crime classifications and locations, as deemed necessary. Timely Warnings will be assessed for necessity based on offenses which are reported to campus security authorities or local police agencies. These reports will be provided to the campus community in a manner that is timely and that will aid in the prevention of similar occurrences. The reports to the campus and surrounding community may include bulletins, crime alerts, posters, brochures, and statements within the

District, college, or student newspapers. Reports may be made confidentially at the request of the reporting party.

Timely Warnings are typically written and distributed by the Public Safety Director or designee through the methods described in the chart below. Timely Warnings will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

EMERGENCY NOTIFICATION PROCEDURES

Coastline College will immediately notify the appropriate segments of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. Information can be disseminated through the following methods of notification which may include but are not limited to: the Coastline College website; social media sites (such as Facebook and Twitter); traditional media outlets; and the college's mass notification system (Regroup) for telephone, email and text messages. Although the Director of Public Safety has the primary responsibility, the following Coastline College administrators also have the authority to determine when a notification will be sent and what information will be distributed.

- President
- Vice President, Administrative Services
- Vice President, Instruction
- Vice President, Student Services
- Director, Public Relations and Marketing
- Director, Maintenance and Operations
- Area Deans

If the Public Safety Department confirms (with the assistance of key campus administrators, local first responders or the National Weather Service) that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Coastline College community, the Public Safety Department will collaborate with the Public Relations and Marketing to determine the content of the message and will use some or all of the systems described below to communicate the threat to the CCC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The college utilizes text messaging, voice messaging, e-mail, and desktop messaging, for notification purposes. Students automatically opt-in during registration to receive the messages. The Public Safety Department will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities and first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information pertaining to a significant emergency or dangerous situation on campus will be sent using some or all of the systems listed below.

	System Utilized	Primary Message Creator	Backup Message Creator	Authority for Approving and Sending Messages	Primary Message Sender	Backup Message Sender
Primary Source (Regroup)	Regroup, telephone, email or text	Director of Public Safety and E.M.	V.P. Administrative Services	V.P. Administrative Services	Director of Public Safety and E.M.	Director of Public Relations and Marketing
Primary Source (Regroup)	Website	Director of Public Safety and E.M.	V.P. Administrative Services	V.P. Administrative Services	Webmaster	Director eLearning Application Web Development
Secondary Source	Social Media	Director of Public Safety and E.M.	Director of Public Relations and Marketing	V.P. Administrative Services	Social Media Technologist	Director of Public Relations and Marketing
Secondary Source	Face to Face Communication	Director of Public Relations and Marketing	Director of Public Safety and E.M.	V.P. Administrative Services	Director of Public Safety and E.M.	Director of Public Relations and Marketing

VII. EMERGENCY PLAN

Coastline College has an emergency plan which meets State and Federal legal requirements. The Director of Public Safety and Emergency Management is responsible for developing the emergency plan and coordinating the emergency planning process. Annual emergency preparedness training provides the campus community with information about emergency procedures, notification procedures, and protective actions regarding potential hazards on campus.

The Coastline College Emergency Operations Guide includes information regarding shelter-in-place and evacuation guidelines. In conjunction with other emergency agencies, the college conducts at least one emergency response exercise each year. The emergency notification system, Regroup, is also tested several times a year. These tests are designed to assess and evaluate the emergency response plans and capabilities of the college. Coastline will publicize the procedures to test emergency response and evacuation procedures on an annual basis. The documentation for each test will be retained and shall include a description of the exercise, the date and time, and whether it was announced or unannounced.

In September 2014, Coastline completed an Emergency Operations Center (EOC) Activation Plan for each of its four sites. The plan provides various checklists and information related to the start-up of the EOC and communications with each site.

Floor Marshals have been designated for each of the main campuses. They receive annual training to improve emergency management response and coordination efforts, which include but are not limited to: evacuation procedures; basic search and rescue techniques; fire suppression; Stryker evacuation chair training; emergency communications, and the location of emergency shutoffs and emergency supplies. In October 2016, Coastline participated in the annual statewide earthquake drill, the Great Shakeout. The three main campuses and the Coastline College Center conducted a drop, cover, and hold-on drill, followed by an evacuation drill. The drills were announced.

EMERGENCY EVACUATION PROCEDURES

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

1. Evacuate when
 - A fire or life safety emergency occurs
 - The fire alarm activates (audible and/or visual)
 - Notified to do so by campus Public Safety or Campus Emergency Response Team (CERT)
2. Remain calm; keep noise to a minimum and listen for and follow instructions.
3. In most cases that require the evacuation of buildings, occupants should proceed to the closest exit or stairway and exit the building. Use CAUTION when exiting to prevent injuries. Normal exits and stairways may be damaged or blocked and an alternate exit should be used.
4. Do NOT use elevators.
5. When exiting via the stairs use the handrails and stay to the right to allow for emergency personnel access to the stairs.
6. Whenever possible, assist patrons and disabled persons. (Evacuation of Persons with Disabilities)
7. If time permits, lock up or take money and important documents with you. Take your keys, purse, and/or briefcase with you if time permits. Access to the building may become restricted.
8. Occupants should proceed directly to Assembly Area and check-in. Do not leave the campus because your instructor or supervisor must account for your whereabouts and be assured of your safety.
9. Assembly Areas are pre-selected locations where students and employees check-in following a disaster. Each building has Evacuation Routes marked on maps located at main exits. Move at least 20 feet away from all buildings. Keep streets and walkways clear for emergency vehicles and personnel.
10. Notify emergency personnel if you suspect someone may be trapped in a building.
11. Do not re-enter a building until cleared by authorized personnel.

EVACUATION AND ASSEMBLY AREAS

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

1. Evacuate when the fire alarm is activated, when instructed to do so, or when danger is imminent.
2. Do NOT use elevators when evacuating.
3. All persons should proceed toward the nearest safe exit. When a person with a disability reaches an obstruction, such as a staircase, he/she should request assistance from others in the area.
4. If assistance is not immediately available, stay in the exit corridor and call for help. If the exit corridor should become dangerous (smoke, fire, etc.), proceed to the top of the stairway and stay at the stairway landing. If the stairway should become unsafe, proceed to a safe area, call Public Safety and advise the operator of your situation. If in a room with a window, signal rescuers by waving or placing a sign in the window. Do not open the window unless smoke is entering the room.
5. If possible, place a wet cloth material around and under the door to keep smoke out of the room and then place one over your face to prevent smoke inhalation.
6. Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

Note: It is suggested that individuals with mobility, or visual or hearing disabilities prepare for an emergency ahead of time by informing their Campus Emergency Response Teams (CERT), campus Public Safety, co-workers and classmates how they can best assist during an emergency.

EVACUATION OF PERSONS WITH DISABILITIES

Assisting persons with disabilities during emergency evacuations:

1. Persons Who Are Non-Ambulatory:

Stryker Evacuation Chairs have been placed at the top of most stairwells on campus. It takes a minimum of two individuals to assist a mobility impaired person down the stairs in a Stryker Evacuation Chair.

Always consult the person about the following:

- Preferred ways of being removed from a wheelchair. Wheelchairs should not be used in stairwell if at all possible.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether a seat cushion or pad should be brought along with the person if he or she is removed from that chair.
- Being carried forward or backward on a flight of stairs.
- After-care if removed from the wheelchair (i.e. whether they prefer a stretcher, chair with pad or medical assistance).

2. Person with Visual Disabilities

- Tell the person the nature of the emergency. Offer to guide him or her to safety.
- As you walk, say where you are and advise of any obstacles.

- When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.

3. Person with Hearing Disabilities

- If time permits, write a note explaining the nature of the emergency.
- Turn light switch on and off to gain attention and then indicate through gestures or writing what is happening and what to do.

IN EVENT OF FIRE:

Generally, when a building fire alarm sounds, state law mandates that everyone must evacuate the building.

1. Close your door as you leave.
2. If possible, know at least two escape routes from wherever you are.
3. If smoke or flame is detected, and no alarm is sounding, alert others as you exit.
4. During the evacuation, go to the nearest exit or exit stairwell.
5. Do not use the elevator, if there is one.
6. If smoke is present, keep low to the floor.

When Evacuation is Not Possible:

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call 911 and advise emergency responders of your location and situation. Wait for help to arrive.

Post Incident:

At the completion of the incident, the Fire/Rescue Department or other appropriate Emergency Official will release the building to the Facility Leadership for re-occupancy. The Facility Leadership should then communicate the all clear or the clear with conditions to the area entrance monitors in person, via communications equipment, or by the use of a runner. On the way in staff members should check on others who might have disabilities or other special needs and assist them as much as is reasonable and safe.

Sheltering In Place:

Because sheltering in place may be the protective action recommendation for several emergencies with differing risks and because sometimes the initial recommendation is to shelter in place followed by relocation, there is no single set of shelter in place procedures. Based on the type of emergency, such as Earthquake, Hostile Intruder, or Hazardous Material Release Outside, you should consult each relevant section for guidance.

VIII. POLICY STATEMENTS

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Coastline College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, Coastline College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a college official.

SEXUAL ASSAULT PREVENTION

The Coast Community College District recognizes that sexual assault is a serious issue and will not tolerate acts of sexual assault on district property or at district-sponsored activities. The District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action, with prior consent of the victim.

The Coast Community College District is committed to its students' safety as a vital ingredient to student learning and success. The District encourages victims of sexual violence to report the crime. Anyone can report a sexual assault to the local police department, the Public Safety Department, or any faculty or staff member. The colleges within the District – Orange Coast College, Golden West College and Coastline Community College – offer the following information and resources to students regarding sexual assault.

[District Sexual Assault Information Page:](http://www.cccd.edu/students/SexualAssaultPrevention/Pages/default.aspx)

<http://www.cccd.edu/students/SexualAssaultPrevention/Pages/default.aspx>

The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation. Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

Sexual Assault crimes in California include Rape, Incest, Spousal Rape, and Sexual Battery.

DEFINITIONS

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

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

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

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: California Penal Code Section 273.5 (a) states any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony. If the victim is or was one or more of the following:

- (1) The offender's spouse or former spouse.
- (2) The offender's cohabitant or former cohabitant.
- (3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship.
- (4) The mother or father of the offender's child.
- (5) Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.
- (6) As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

Stalking: California Penal Code Section 646.9 (a): Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

Dating Violence: Dating Violence is controlling, abusive and aggressive behavior in a romantic relationship. It specifically means 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 a consideration of the following factors;
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.

A victim of a sexual assault has the option to seek criminal prosecution or to not report the incident to local law enforcement. Every effort will be made to assist the victim in seeking any assistance for support. The California Penal Code Sections for Domestic Violence and Stalking are listed below. (Note: There is no specific California crime of “Dating Violence”).

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING OCCURS:

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. The Anaheim Regional Medical Center located at 1111 West La Palma Ave., Anaheim provides sexual assault kit exams at no cost with local police authorization. The medical center can be reached at 714-774-1450. Sexual Assault victims can obtain the assault kit and then decide whether to report to the police.

Evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, shower, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours. This is so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to college adjudicators and/or police investigators.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement including Public Safety, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the college Public Safety Department or the Title IX Coordinator will assist any victim with notifying law enforcement if the victim so desires or the victims may contact the police department directly:

- Garden Grove Police Department (714) 741-5704
- Westminster Police Department (714) 898-3315
- Newport Beach Police Department (949) 644-3717
- Fountain Valley Police Department (714) 593-4484

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the **Title IX Coordinator by calling (714-241-6222)**, writing or in person to a Campus Public Safety Officer (if the victim so desires). Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of whether the complainant chooses to pursue criminal charges.

Procedures the College Follows When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The college has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The college will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Public Safety or local law enforcement. Students and employees should contact the Title IX Coordinator for details.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the campus will follow:

Sexual Assault

1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care.
2. Institution will assess immediate safety needs of complainant.
3. Institution will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department.
4. Institution will provide complainant with referrals to on and off campus mental health providers.
5. Institution will assess need to implement interim or long-term protective measures if appropriate.
6. Institution will provide the victim with a written explanation of the victim's rights and options.
7. Institution will provide a "No Contact" directive to accused party if deemed appropriate.
8. Institution will provide written instructions on how to apply for Protective Order (Temporary Restraining Order).

9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.
10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged, and the outcome of the hearing.
11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Stalking

1. Institution will assess immediate safety needs of complainant.
2. Institution will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department.
3. Institution will provide written instructions on how to apply for Protective Order.
4. Institution will provide written information to complainant on how to preserve evidence.
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Institution will provide the victim with a written explanation of the victim's rights and options.
7. Institution will provide a "No Contact" directive to accused party if deemed appropriate.

Dating Violence

1. Institution will assess immediate safety needs of complainant.
2. Institution will assist complainant with contacting local police if complainant requests and provide the complainant with contact information for local police department.
3. Institution will provide written instructions on how to apply for Protective Order.
4. Institution will provide written information to complainant on how to preserve evidence.
5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Institution will provide the victim with a written explanation of the victim's rights and options.
7. Institution will provide a "No Contact" directive to accused party if deemed appropriate.

Domestic Violence

1. Institution will assess immediate safety needs of complainant.
2. Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department.
3. Institution will provide written instructions on how to apply for Protective Order.
4. Institution will provide written information to complainant on how to preserve evidence.

5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Institution will provide the victim with a written explanation of the victim's rights and options.
7. Institution will provide a "No Contact" directive to accused party if deemed appropriate.

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- A statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Coastline College complies with California law in recognizing orders of protection. Once provided with a copy of a Temporary or Permanent Restraining Order issued by the Superior Court and evidence that the Restrained Party(s) have been served, Public Safety will notify the appropriate Law Enforcement Agency in the event of any reported violation of the court order. If a party obtains a restraining order they should contact Campus Public Safety and/or the Office of the Title IX Coordinator. A complainant may then confer with Public Safety to develop a Safety Action Plan, which is a plan for the campus and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location(s), allowing a student to complete assignments from home, etc.

Coastline Community College District may make any reasonably available change to a victim's academic and or working situation. Examples of interim actions include: shielding a student from ongoing contact with an individual; taking that individual out of a class or issuing an administrative no-contact order; assigning an individual to a different lab or other clinical setting; asking an administrative authority to speak to the individual to express serious concern about a behavior; reminding the individual of policies and definitions relating to sexual misconduct; and offering counseling targeted to addressing sexual aggression. Interim actions do not preclude formal discipline.

To request changes to academic, transportation and/or working situations or protective measures, a victim should contact the Title IX Officer at TitleIX@coastline.edu or 714-241-6222.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Coastline College will provide written notification to students and employees about existing assistance with, and/or information about, obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

<u>ON CAMPUS</u>	<u>Type of Services Available</u>	<u>Service Provider</u>	<u>Contact Information</u>
Counseling	Behavioral Assessments	Behavioral Assessment Team (BAT)	Behavioral Assessment Team (BAT) - (714) 241-6160
Health	N/A	N/A	N/A
Mental Health	N/A	N/A	N/A
Victim Advocacy	N/A	N/A	N/A
Legal Assistance	N/A	N/A	N/A
Visa and Immigration Assistance	N/A	N/A	N/A
Student Financial Aid	N/A	N/A	N/A
Other	Investigation process	Title IX Officer	Title IX Officer - (714) 241-6222

<u>OFF CAMPUS</u>	<u>Type of Services Available</u>	<u>Service Provider</u>	<u>Contact Information</u>
Counseling	Confidential, non-screened, and non-reported psychological screening and community referrals	Memorial Prompt Care	<ul style="list-style-type: none"> • Huntington Beach (at Main St.) – (714) 848-0080 • Huntington Beach (at Magnolia) – (714) 378-0900 • Westminster – (714) 891-9008
Health	Physical exams, Sexually transmitted diseases (STD) & HIV screening and pregnancy testing	Memorial Prompt Care	<ul style="list-style-type: none"> • Huntington Beach (at Main St.) – (714) 848-0080 • Huntington Beach (at Magnolia) – (714) 378-0900 • Westminster – (714) 891-9008
Mental Health	Confidential, non-screened, and non-reported crisis intervention	Memorial Prompt Care	<ul style="list-style-type: none"> • Huntington Beach (at Main St.) – (714) 848-0080 • Huntington Beach (at Magnolia) – (714) 378-0900 • Westminster – (714) 891-9008
Victim Advocacy	Advocacy on behalf of the victim	Community Service Programs, Inc. (CSP)	(714) 957-2737 or (949) 831-9110
Legal Assistance	N/A	N/A	N/A
Visa and Immigration Assistance	N/A	N/A	N/A
Student Financial Aid	N/A	N/A	N/A
Other	Law Enforcement	Costa Mesa Police Fountain Valley Police Garden Grove Police Westminster Police Newport Beach Police	(714) 754-5252 (714) 593-4483 (714) 741-5704 (714) 898-3315 (949) 644-3681

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

[Rape, Abuse and Incest National Network](http://www.rainn.org) – (<http://www.rainn.org>)

[Department of Justice](http://www.ovw.usdoj.gov/sexassault.htm) – (<http://www.ovw.usdoj.gov/sexassault.htm>)

[Department of Education, Office of Civil Rights](http://www2.ed.gov/about/offices/list/ocr/index.html) –
(<http://www2.ed.gov/about/offices/list/ocr/index.html>)

The campus provides a prompt, fair, and impartial administrative investigation and submits a report for any Student Code of Conduct violation(s). The “accuser” and “accused” are both granted specific rights during the administrative process including:

- The right to have an adviser present during any proceeding;
- The right to be notified simultaneously in writing of the outcome of the proceeding; and
- The right to appeal.

Confidentiality

Victims may request that directory information on file with the College be withheld by request to the Title IX Officer.

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

The campus will make every effort to maintain privacy and to protect the confidentiality of victims, but will not be able to fully accomplish this in a Student Code of Conduct case. The standard of evidence that will be used during any Student Code of Conduct action arising from an investigative report will be the “preponderance of evidence.” This standard is defined as the greater weight of the evidence required for the trier of fact to decide in favor of one side or the

other. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence.

The campus complies with the "Campus Sexual Assault Victims' Bill of Rights" signed into law in 1992. These provisions include:

- Victims will be notified of their options to notify law enforcement.
- Accuser and accused will have the same opportunities during any investigation and subsequent hearing(s).
- Both parties will be notified of the outcome of any disciplinary proceeding.
- Victims will be notified of all counseling services available.
- Victims will be notified of any options for modifying academic situation.

Section 67386.1 of the California Education Code defines "Consent" as: An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "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.

Parties must:

- Be fully conscious;
- Be equally free to act;
- Have clearly indicated their willingness and permission; and
- Be positive and sincere in their desires.

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me. I'll do what you want.").

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When

someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

- Cases will be investigated regardless of whether the accuser resisted the sexual advance or request; however, resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- In order to give effective consent one must be of legal age (18 years or older).
- Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation.

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). District policy also covers a person whose incapacitation results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation. More information on these drugs can be found at 911 Rape Information.

Use of alcohol or other drugs will never function as a defense to a violation of district policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations. For reference to the pertinent state statutes on sex offenses, please see CA Penal Code Section 261-269.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Additional information regarding bystander intervention may also be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Bystander Intervention Techniques (the 4 Ds):

Please remember that your safety is of the utmost importance. When a situation exists that threatens physical harm to yourself or another student, ask someone for help.

1. Direct: Step in and address the situation directly. This might include saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you may be impaired and they are more likely to become defensive.

2. Distract: Distract either person in the situation to intervene. Examples may include saying, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.

3. Delegate: Find others who can help you to intervene in the situation. Steps might include asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them; see if they can go talk to their friend, text their friend to check in, or intervene.

4. Delay: For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Examples include asking them, "Are you okay?" or "How can I help you get out of this situation?" This could also include texting the person, either in the situation or after you see them leave, and asking, "Are you okay?" or "Do you need help?"

Risk Reduction

With no intent to victim-blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse and Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.

3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have money for a cab.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or

worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

- e. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- f. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Adjudication of Violations

The college's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. The District will investigate and communicate its findings within 60 Days of the date in which the complaint was filed unless there are extenuating circumstances that prohibit the timeliness of the completion of the investigation. If an extenuating circumstance exists that prohibits the completion of an investigation within 60 Days, the District will inform the Complainant and the Respondent in writing of such delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. Sexual Misconduct proceedings are not formal court hearings, but instead are administrative actions imposed by the District. Although District-related Sanctions may be imposed, the process is intended to provide an opportunity for learning. Both the Complainant and the Respondent may elect to be accompanied by an Advisor, including a collective bargaining representative, as permitted by existing bargaining agreements, to any meeting(s) or interview(s). The advisor's role is limited to observing and consulting with and providing support to the Complainant or Respondent. An Advisor may not participate (speak) in the investigation and hearing processes on the Student's/Complainant's behalf. The advisor should also maintain confidentiality.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing of the procedures for the accused and the accuser to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any

change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the university³ or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Coast Community College District Sexual Misconduct and Student Code of Conduct Policy:

AP 5500 Student Code of Conduct

AP 5910 Sexual Misconduct

1. How to File a Disciplinary Complaint Under this Policy

AP 5910 5.2 Methods for Reporting Sexual Misconduct:

Students may report incidents of Sexual Misconduct directly to the Title IX Coordinator, the Director of Personnel Services, the Campus Safety Office, or to the local law enforcement where the incident occurred.

A full copy of [Administrative Procedure AP 5910](http://www.cccd.edu/boardoftrustees/committeemeetings/accreditation/Documents/Agendas/AP_5910_Sexual_Misconduct.pdf) can be downloaded on the Coast Community College District website link:

http://www.cccd.edu/boardoftrustees/committeemeetings/accreditation/Documents/Agendas/AP_5910_Sexual_Misconduct.pdf

2. How the University Determines Whether This Policy will be Used

The Title IX Coordinator is the designated person(s) responsible for oversight and implementation of Title IX compliance at each College for the effective oversight of the District's Sexual Misconduct Policy and Procedures and for the responsibilities outlined in this Administrative Procedure.

3. Steps in the Disciplinary Process

Step 1—Notice

Once a complaint of Sexual Misconduct has been received by the Title IX Coordinator, the Personnel Director, or the Campus Safety Office, or designee, will provide a notice in writing to involved parties with the following information:

- A description of the alleged violation(s);
- A description of the applicable policies;
- A statement of the potential Sanctions/responsive actions that could result; and
- A required date, time, and location for a review, an interview, or hearing.

³ Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant.

Step 2—Interim Accommodations and Sanctions

Once the Title IX Coordinator or designee has received a complaint of Sexual Misconduct, the College will make an interim assessment to determine if any immediate remedies are warranted pending an investigation. The College will work with Students affected by the Sexual Misconduct report to ensure their safety and promote their well-being. Sometimes this assistance will take the form of immediate interim actions or accommodations to support and protect the involved Students in the immediate aftermath of an incident and while an investigation or disciplinary action is pending.

Step 3—Investigation

The District, through a trained Title IX Investigator or Coordinator, will investigate all reports of alleged violations of Sexual Misconduct. The investigators will interview the Complainant, Respondent, and any witnesses (if appropriate). The investigator will also gather information, documents, and materials (if any) that are relevant to the case.

Step 4—Determination of Findings

Once the Title IX Coordinator, Deputy, or Investigator(s) have concluded their investigation, they will make a determination based on the preponderance of the evidence that the Respondent is Responsible or Not Responsible for the alleged violation of Sexual Misconduct.

Step 5—Sanctions

If the College Disciplinary Officer receives an investigation report finding that a Respondent is Responsible for violating the District Sexual Misconduct Policy, the College Disciplinary Officer will follow the District's Student Code of Conduct or other applicable board policy to impose Sanctions and to notify the Respondent of the imposed sanctions and their right to appeal.

Step 6—Appeals of the Investigation Process or Imposed Sanctions

Both the Respondent and the Complainant have the right to submit an appeal for review of the investigation process and/or the imposed Sanctions.

Step 7—Ongoing Accommodations for Complainants

Whatever the outcome of the informal resolution, investigation, or hearing process, a Complainant may request ongoing or additional accommodations.

4. *Anticipated Timelines*

The Title IX Coordinator, or designee, shall use reasonable, diligent efforts to resolve Sexual Misconduct reports within 60 Days of an initial report, not including appeals. The District's intended timeline, barring unexpected delay or complex investigations, is as follows:

- Review and investigation process begins within 7 Days after the date of the initial report.
- Investigation is completed within 25 Days after the investigation begins.

- Hearing, if any (as defined in the District's Student Code of Conduct BP/AP 5500) is held within 20 Days after the conclusion of the investigation.
- Determination of the hearing is issued within 7 Days after the completion of the hearing.
- Notice of Sanction(s) issued within 7 Days after the completion of the hearing.
- Notice of appeals filed by either or both Complainant and Respondent to the College Disciplinary Officer within 7 Days after the notice of determination and sanction(s).
- Appeal hearing is held within 20 Days after Complainant and/or Respondent's notice of appeal was received.
- Determination of appeal hearing by the President, or designee, is issued within 7 Days after the completion of the appeal hearing.

5. Decision-Making Process

The investigators will interview the Complainant, Respondent, and any witnesses (if appropriate). The investigator will also gather information, documents, and materials (if any) that are relevant to the case. Once sufficient evidence has been collected, the College Title IX Coordinator, Deputy Title IX Investigators, or Hearing Panel makes a determination of Responsible or Not Responsible based on the preponderance of the evidence that there has been a violation of College District BP/AP 5910.

6. Standard of Evidence

Once the Title IX Coordinator, Deputy, or Investigator(s) have concluded their investigation, they will make a determination based on the preponderance of the evidence that the Respondent is Responsible or Not Responsible for the alleged violation of Sexual Misconduct. Depending on the case, the Title IX Coordinator will determine if a Hearing Panel will be used to determine the findings.

7. Possible Sanctions

Potential actions, which may be imposed following the final determination of an on-campus disciplinary procedure regarding sexual offenses, are:

- 1) Dismissal
- 2) Suspension
- 3) Probation
- 4) Referral to local law enforcement agencies for prosecution

8. Range of Protective Measures Available to a Victim Alleging Misconduct

The Title IX Coordinator may determine other remedies, such as, but not limited to, accommodations relating to changing academic schedules, Public Safety escort services, restrictions on the alleged perpetrator pending investigation, and other remedies to promote the well-being, safety, and restoration of alleged victim.

**Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 3 General Institution
AP 3540 SEXUAL AND OTHER ASSAULTS ON DISTRICT
PROPERTY**

These procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.

Any student or employee who alleges he/she is a victim of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available. Information shall be available from the Campus Public Safety Department, the Health Services Offices on each campus, and if he/she is an employee, through the Human Resources Department, if desired. The identity and other information about alleged sexual assault victims shall remain confidential unless and until the release of such information is authorized by the victim and/or required by law.

REPORTING OF CRIMES

Students, staff, and guests of the District who witness, or are victims of a crime on District or college property should **immediately** report the crime to a District or college administrator, the Campus Public Safety Department, or to the local police department.

In the event an employee is assaulted, attacked, or menaced by another person, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted or menaced shall assist the employee to promptly report the attack or assault to local law enforcement, Campus Public Safety, and Human Resources if applicable. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the Campus Public Safety Department to notify students and employees complaining of sexual violence of their right to file a criminal complaint, and to report incidents of sexual violence to the local police department if the complainant consents.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435 titled Discrimination and Harassment Investigations, regardless of whether a complaint is filed with local law enforcement.

Grounds for Discipline

Grounds for discipline for classified employees who are members of a bargaining unit are delineated in the Agreement between the District and the Coast Federation of Classified

Employees. The grounds for discipline for confidential employees and classified managers are outlined in BP 7365 titled Discipline and Dismissal – Classified Employees.

Disciplinary Actions

Disciplinary action taken by the District against a permanent member of the classified service may include the following:

Involuntary reassignment – The District may involuntarily reassign an employee whose performance of the required duties falls below standard, or for misconduct.

Reduction in pay or demotion – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

Suspension – An employee may be suspended for disciplinary purposes without pay.

Discharge – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

Procedure for Disciplinary Action and Appeal

The District has the option to notify or not notify employees regarding disciplinary or harassment investigations. Background checks may be conducted as part of disciplinary or harassment investigations.

For represented employees, the procedure for disciplinary action and appeal is contained in the collective bargaining agreement. For confidential employees and classified managers suspended, demoted, or discharged, the District shall follow the pre-disciplinary procedure outlined below.

Notice of Proposed Disciplinary Action and Statement of Charges

Whenever the District intends to suspend an employee, demote the employee, or discharge the employee, the employee shall be given a written notice of intent to discipline which sets forth the following:

The disciplinary action intended;

The specific charges upon which the action is based;

A factual summary of the grounds upon which the charges are based;

A copy of all written materials, reports, or documents upon which the discipline is based;

Notice of the employee's right to respond to the charges either orally or in writing to the appropriate manager;

The date, time, and person before whom the employee may respond in no less than five working days;

Notice that failure to respond at the time specified shall constitute a waiver of the right to respond prior to final discipline being imposed.

Immediate Suspension/Demotion

Pursuant to BP 7365 titled Discipline and Dismissal – Classified Employees, if an employee’s conduct presents a threat to the health and safety of the employee or others or disrupts College and/or District operations, or if a critical circumstance needs to be addressed, the Chancellor may approve that the employee be immediately suspended or immediately demoted without compliance with the provisions of this procedure. However, as soon as possible after such suspension or demotion, the employee shall be given Notice of Proposed Disciplinary Action and Statement of Charges as set forth herein.

Response by Employee (Skelly Meeting)

The employee shall have the right to respond to the charges orally or in writing. In cases of suspensions, demotions, or discharge, the employee’s response will be considered before final action is taken.

Notice of Disciplinary Action and Evidentiary Hearing Rights

After the response or the expiration of the employee’s time to respond to the notice of intent to discipline, the Human Resources Department shall inform the employee of the decision to:

- 1) dismiss the notice of intent to discipline and take no disciplinary action against the employee; or
- 2) modify the intended disciplinary action; or
- 3) prepare and serve upon the employee a final notice of disciplinary action. The final notice of disciplinary action shall include the following:
 - The disciplinary action taken;
 - The effective date of the disciplinary action taken;
 - Specific charges upon which the action is based;

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435 titled Discrimination and Harassment Investigations, regardless of whether a complaint is filed with local law enforcement.

Disciplinary action taken by the District against a permanent member of the classified service may include the following:

- **Involuntary reassignment** – The District may involuntarily reassign an employee whose performance of the required duties falls below standard, or for misconduct.
- **Reduction in pay or demotion** – The District may reduce the pay or demote an employee whose performance of the required duties falls below standard, or for misconduct. Demotion shall include reduction in pay from a step within the class to one or more lower steps.
- **Suspension** – An employee may be suspended for disciplinary purposes without pay.
- **Discharge** – A permanent member of the classified service may be discharged for just cause at any time. Formal written notice of discharge may be made after considered action during a period of suspension.

Protective Measures

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

The District shall maintain the identity of any alleged victim or witness of rape, domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality.

All inquiries from reporters or other media representatives about alleged rape, domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Title IX Coordinator, which shall work with the College to assure that all confidentiality rights are maintained.

College Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Coastline College.

Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The campus employs a variety of sanctions that can be imposed when necessary in student conduct issues. These sanctions include but are not limited to short and long-term suspensions and expulsion. The campus will work with the victim to assist in making changes to their academic schedule to avoid contact with any identified responsible subject(s) or any other adverse impact caused by the incident. The campus does not have on-campus student housing but will assist the victim with any other practical aspects of their campus activities.

Education

The College will coordinate and sponsor educational workshops and classes provided by local community service programs during each semester, which promote the awareness of rape, acquaintance rape, and other sex offenses. The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that:

The District recognizes that sexual assault is a serious issue, and will not tolerate acts of sexual assault on District property or District-sponsored activities. The District will investigate all allegations of sexual assault that occur on District property or at sponsored activities and take appropriate criminal, disciplinary or legal action.

Definitions:

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

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

- a current or former spouse of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse;
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person’s acts under California law.

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

The State of California Consent Law Education Code 67386.1

“An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. “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.”

Bystander Intervention Techniques:

Please remember that your safety is of the utmost importance. When a situation threatens physical harm to yourself or another student, ask someone for help.

- **Direct:** Step in and address the situation directly.
- **Distract:** Distract either person in the situation to intervene.
- **Delegate:** Find others who can help you to intervene in the situation.
- **Delay:** For many reasons, you may not be able to do something right in the moment.

Reporting Sexual Assault, Sexual Harassment or Stalking

Coast Community College District (CCCD) strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual misconduct, which includes sexual assault, sexual harassment and stalking.

What if you become a Victim?

If you become a victim of sexual assault and wish to report the crime:

- Get to a safe place
- Contact police by dialing 911
- Do not shower, bathe, douche, change clothing
- Do not straighten up the area
- The police will assist you to seek medical attention
- A rape crisis counselor will meet you at the hospital and will provide you with support and ongoing counseling

Reporting Options

The District encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The District also encourages all individuals to make a report to the College. Reporting options are not mutually exclusive. Both internal and criminal reports may be pursued simultaneously.

Making a report means telling someone in authority what happened -- in person, by telephone, in writing or by email. At the time a report is made, a Complainant does not have to decide whether or not to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report and deciding how to proceed after making the report can be a process that unfolds over time. The College provides support that can assist each individual in making these important decisions and to the extent legally possible will respect an individual's autonomy in deciding how to proceed. In this process, the College will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the campus community.

Victims of sexual violence on Coastline College campuses are urged to:

Contact the Title IX Officer at (714) 241-6182 or a Coastline Campus Public Safety Officer and/or local police.

Victims will be provided with immediate care and transportation to a medical facility if necessary. Off-campus victims should immediately call 9-1-1 to report the crime to local law enforcement authorities. Reporting a rape or other act of sexual violence does not commit a victim to filing charges. Even if the victim was under the influence of alcohol or drugs at the time of an attack, a sex crime has still occurred. California Penal Code says that sexual assault victims cannot be charged for misdemeanor alcohol or drug use at the time of the attack.

Confidentiality in Connection with a Report of Sexual Misconduct

When the College or District becomes aware of Sexual Misconduct, the College may have an obligation to proceed with an investigation, regardless of a Complainant's wishes to the contrary, in order to ensure the safety of the District Community. Complainants are not required to participate; however, this may limit the College or District's ability to effectively respond to the incident. If a person requests that their name or other identifying information not be used in an investigation, the College or District will weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the District Community. In most cases, information including the person's name may be shared with the Respondent, witnesses and with College or District officials who have a legitimate need to know or law enforcement as applicable. Beyond that, the College or District will take steps to reasonably protect the person's identity and the identity of all individuals involved.

Primary Prevention and Awareness Programs

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these

policies. A training program or informational services will be made available to all students at least once annually.

The education programs also will include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in YEAR: 2016-2017

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Yes Means Yes	24 hour Availability	Online	Sexual Consent
Cup of Tea	24 hour Availability	Online	Affirmative Consent
Health Fair	April 26, 2016	Newport Beach	Affirmative Consent
Dolphin Day	August 22, 2016	College Center	Title IX Awareness
Active Shooter Brown Bag Lunches	Oct.-Nov, 2016	All Centers	Active Shooter
Sexual Assault Awareness & Prevention	April 18, 2016	Newport Beach	Sexual Assault

The College offered the following **primary prevention and awareness programs** for all **new employees** in YEAR: 2016-2017

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Keenan Safe Colleges	Within 6 months of hiring	District Wide	Prevention Discrimination Retaliation Sexual Harassment
Keenan Safe Colleges	Ongoing	Online	Campus Sexual Violence SaVE Act
Keenan Safe Colleges	Ongoing	Online	Sexual Harassment AB1825
Keenan Safe Colleges	Ongoing	Online	Discrimination
Keenan Safe Colleges	Ongoing	Online	Mandated Reporter
Keenan Safe Colleges	Ongoing	Online	Drug Free Workplace
Keenan Safe Colleges	Ongoing	Online	Student Mental Health

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Active Shooter Brown Bag Lunches	Oct.-Nov, 2016	All Centers	Active Shooter
Sexual Assault Awareness	April 18, 2016	Newport Beach	Sexual Assault

Ongoing Prevention and Awareness Campaigns

The College has developed an annual educational campaign consisting of training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education also shall include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

All employees including managers, staff and faculty attended mandatory training sessions on Sexual Assault prevention, District Policies and Title IX reporting and investigation procedures. The training sessions were:

Managers attended a 2 hour session on:

- August 17, 2016

Classified employees attended a 2 hour session on:

- October 5, 2016
- October 26, 2016

The College offered the following **ongoing awareness and prevention programs** for **students** in YEAR: 2016-2017

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Yes Means Yes	Ongoing	Online	Sexual Consent
Cup of Tea	Ongoing	Online	Affirmative Consent
Active Shooter Brown Bag Lunches	Oct.-Nov, 2016	All Centers	Active Shooter
Sexual Assault Awareness & Prevention	April 18, 2016	Newport Beach	Sexual Assault

The College offered the following **ongoing awareness and prevention programs** for **employees** in YEAR: 2016-2017

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Keenan Safe Colleges	Ongoing	Online	Preventative, Discrimination, Retaliation
Keenan Safe Colleges	Within 6 months of hiring	District Wide	Prevention Discrimination Retaliation Sexual Harassment
Keenan Safe Colleges	Ongoing	Online	Campus Sexual Violence SaVE Act
Keenan Safe Colleges	Ongoing	Online	Sexual Harassment AB1825
Keenan Safe Colleges	Ongoing	Online	Discrimination
Keenan Safe Colleges	Ongoing	Online	Mandated Reporter
Keenan Safe Colleges	Ongoing	Online	Drug Free Workplace
Keenan Safe Colleges	Ongoing	Online	Student Mental Health
Active Shooter Brown Bag Lunches	Oct.-Nov, 2016	All Centers	Active Shooter
Sexual Assault Awareness & Prevention	April 18, 2016	Newport Beach	Sexual Assault

Referral Agencies

The following referral agencies provide services free of charge:

- National Domestic Abuse Hotline, 24 Hour Hotline 1-800 799-SAFE
- Sexual Assault 24 Hour Hot Line (714) 940-1000

Victim/Witness Assistance:

- West Justice Center (Westminster) (714) 896-7188
- Central Justice Center (Santa Ana) (714) 834-4350
- Harbor Justice Center (Newport Beach) (949) 476-4855
- North Justice Center (Fullerton) (714) 773-4575
- Lamoreaux Justice Center (Orange) (714) 935-7074

SEX OFFENDERS ON CAMPUS (290 PC)

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide

notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In California, convicted sex offenders must register with the State of California Department of Justice. You can link to this information, which appears on the California Department of Justice website:

English: <http://www.meganslaw.ca.gov/index.aspx?lang=ENGLISH>
Vietnamese: <http://www.meganslaw.ca.gov/index.aspx?lang=VIETNAMESE>
Spanish: <http://www.meganslaw.ca.gov/index.aspx?lang=SPANISH>

Megan's Law

California Penal Code Section 290 and 290.01 requires convicted sex offenders who are students at any university, state college, or community college, to register with the local law enforcement agency. Further information concerning the registration of sex offenders can be obtained from the Coastline Campus Safety Office, the local agency having jurisdiction over a particular campus, or online at [Megan's Law.gov](http://meganslaw.ca.gov/) (<http://meganslaw.ca.gov/>).

WEAPONS PROHIBITED ON DISTRICT PROPERTY

Firearms, knives, explosives or other dangerous objects, including, but not limited to any facsimile of a firearm, knife, or explosive, are prohibited on District property, at the colleges, or any college satellite location. This policy does not prohibit the District or its colleges from allowing items such as theater props, starter pistols (using blanks) for athletics, and weapons used for academic purposes (such as the Police Academy) from being possessed and used for their intended purpose on District or college property.

Activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the Director of Public Safety prior to conducting such activities.

Bringing or possessing any firearm upon District property, unless the person is a duly appointed peace officer engaged in the performance of his/her duties, is prohibited. Any person who believes that he/she may lawfully possess a firearm or other weapon on District property must immediately notify the Campus Public Safety Office prior to entering the District property.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, or is a duly appointed peace officer engaged in the performance of his/her duties, is prohibited on any District property.

DRUG AND ALCOHOL POLICY

It is the intention of the Coast Community College District to provide an environment that maximizes academic achievement and personal growth. The District recognizes that alcohol and other drug use or abuse pose a significant threat to the health, safety, and well-being of users and the people around them. Substance abuse also interferes with academic, co-curricular, and extra-curricular interests and can lead to health, personal, social, economic, and legal problems.

Alcohol, or other drug abuse addiction or dependency, is a behavioral/medical problem. Because the District's intent is to be helpful, not punitive, programs have been developed to deter alcohol and other drug abuse. First, education is provided about alcohol and other drug-related hazards and associated problems. Second, a program of assistance and referral is available to aid individuals who are experiencing alcohol and other drug-related problems. And third, disciplinary procedures are applied to uphold the District policy regarding alcohol and other illegal drug use and the Student Code of Conduct.

The District policy is that all use of alcohol and other drugs is prohibited on District property and at any college-sponsored activity except insofar as is required for a certificate program and/or is approved by the chancellor or college president. Furthermore, the use of tobacco is prohibited in all District buildings and vehicles.

Education

The Coast Community College District offers a wide variety of educational opportunities to its students and the community which address alcohol and other drug-related issues. Information about formal courses is available in the college catalogs, class schedules, and through the counseling centers. Additional educational opportunities include awareness activities, conferences, workshops, films/videos, and lectures, some of which are offered in conjunction with other colleges and community agencies. These activities are publicized at each college.

Assistance and Referral

Students can seek help through the Student Health Center or the Student Assistance Program. Student health professionals provide assistance for students with alcohol or drug problems including crisis intervention, education, and/or referral. The student assistance program has trained faculty and staff who volunteer their time to advise students and make referrals. Students may be referred to groups or agencies such as the following:

- Alcoholics Anonymous
- Narcotics Anonymous
- Co-Dependents Anonymous
- Other appropriate self-help groups
- Alcohol counselor on campus
- County regional mental health team
- Private treatment agencies

State Laws and District Regulations

Based on the California Education Code, the Coast Community College District Code of Conduct and Disciplinary Procedures (Policy 3902) prohibits the use and possession, distribution or sale of alcohol or illegal drugs on college property or at any college-sponsored activity. Furthermore, it is illegal in the state of California to use, possess, sell, or distribute illegal drugs (including alcohol to persons under age 21). It is illegal to drive under the influence of alcohol or other drugs or to have open containers of alcohol in a motor vehicle. Penalties include loss of driving privileges, fines, and jail sentences. CCC enforces California underage drinking laws as well as both state and Federal drug laws.

The Code of Conduct sets forth disciplinary actions which may be employed when violations occur. Such actions include reprimands, disciplinary probation, short-term suspension up to five

days, long-term suspension up to two years, or expulsion. In addition, student due process rights are described in that policy.

**Coast Community College District
BOARD POLICY BP 3550**

Students who distribute or sell alcohol or illegal drugs on college property or at college-sponsored events will be referred to local law enforcement and may be subject to college disciplinary action up to and including expulsion. A student user of alcohol or other illegal drugs who voluntarily enters the student assistance program will not be subject to District disciplinary action for such use.

CCC is committed to creating an environment free of drug and alcohol abuse. Federal Law requires CCC to notify faculty, students and staff information about the institution's compliance with the Drug Free Schools and Communities Act.

IX. Crime Prevention and Security Awareness

A successful crime prevention program must ensure that the public is well informed. It is the intent of Coastline Community College to provide information in a timely manner regarding criminal activity or security problems which may pose a threat to the safety of students, faculty, staff, visitors, and their property. Such information will be distributed to students through flyers, and staff through in-house memos and bulletins, and a new Coastline application that is compatible with both android and Apple cell phone platforms. Crime and security information is also shared among the District's Campus Public Safety Departments, as well as those in neighboring districts. Crime prevention programs and services provided by Coastline Campus Public Safety include: Safety Patrols, Escorts, and Assists.

Crime prevention programs must also include a component involving individuals being alert and reporting suspicious activity. All staff and students are asked to report any suspicious behavior to the local police department or the Campus Safety Department at (714) 241-6120. Crimes in progress should be reported directly to the local police department by calling 9-1-1.

During the 2016-2017 academic year, CCC offered approximately 16 educational programs. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others. Finally, all effective crime prevention programs include some measure of people watching out for one another. A common theme addressed during these security awareness discussions is to encourage individuals to be responsible for their own security as well as the safety and security of others

Due to the unique nature of Coastline Community College, there is no Student Health Office or Student Activities Office on campus to sponsor or assist in the different types of security awareness training which are offered at other colleges in the District. However, crime prevention information is disseminated in response to individual inquiries or incidents, or current crime trends. Finally, a member of the Associated Student Government is part of Coastline's Facilities, Safety, and Sustainability Committee.

X. Missing Student Information

(This section is not applicable, as Coastline College does not currently have on-campus housing).

XI. Fire Safety

(This section is not applicable, as Coastline College does not currently have on-campus housing).

XII. Campus Guide for Active-Shooter Incidents

If you are involved in a situation where someone has entered the area and started shooting, the following is a list of actions that are recommended. It should be noted that these types of incident are unpredictable. The below guidelines are recommendations that are based on past best practices, but are subject to change depending on the scenario. If the shooter is in the building:

1. Exit the building immediately
2. Notify anyone you may encounter to also exit the building immediately
3. Call 911 immediately or when safe to do so.

The following information should be provided both to the 911 dispatcher and Public Safety operator:

- Your name
- Location of the incident (be as specific as possible)
- Number of shooters (if known)
- Identification or description of shooter
- Number of persons who may be involved
- Number and type of weapon(s)
- Your location

If you are directly involved and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
2. Close and lock the door
3. Cover the door windows
4. Keep quiet, silence your cell phone, and act as if no one is in the room
5. DO NOT answer the door
6. Notify 911 and Public Safety as soon as practical
7. Give the 911 dispatcher and Public safety the following information:
 - Your name
 - Location of the incident (be as specific as possible)
 - Number of shooters (if known)
 - Identification or description of shooter
 - Number of persons who may be involved
 - Wait for local police or security to assist you out of the building.

Understanding Police Response

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). They will move quickly and directly. Early on in an incident, they may not be able to rescue people because their main goal is to get to the shooter(s). People need to try to remain calm and patient during this time, so as not to interfere with police operations. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the Officers who will search for injured parties and get everyone safely out of the building. Do not attempt to get involved during the shooting or after as the police will have no idea about your status as an innocent bystander or an active participant. Let them do their job.

Mobile Emergency Alerts

Emergency message notifications will be made via Regroup. All faculty members, staff and enrolled students' contact information is programmed into the Banner system that links to Regroup. This system is used to send out any emergency notifications via e-mail, text message and phone methods.