COASTLINE COLLEGE PUBLIC SAFETY DEPARTMENT

Campus Safety Plan 2024

Contents

AVAILABILITY, LOCATION, AND METHODS TO SUMMON LAW ENFORCEMENT ASSISTANCE

The Public Safety Department is committed to providing a safe and secure College environment. Officers patrol the campuses (Garden Grove, Westminster Le Jao and Newport Beach) and the Student Services Center in Fountain Valley during operational hours. They work closely with local police departments. Coastline College does not operate a 24/7 Public Safety Department. The Public Safety Department is located at the Student Services Center Building in Fountain Valley and is open from 8:00 a.m. to 5:00 p.m., Monday-Friday. Public Safety Officers (PSO) are available at the campuses from 7:30 a.m. to 10:30 p.m., Monday-Thursday and 8:00 a.m. to 5:00 p.m. on Friday. They are only on campus on weekends for special events, or during semesters in which weekend classes are held.

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 and Emergency Management Department or to the PSO at the campuses for assessment to determine if a Timely Warning Notice is warranted. For services of a non-emergency or more routine nature, the Public Safety Department may be called at (714) 241-6040.

Crime Reporting

The campus community is strongly encouraged to report all known or suspected incidents of criminal activity on campus to the Public Safety Department as soon as possible. When calling the Public Safety Department always:

- Provide your name, telephone number and location.
- Give clear and accurate information.
- Be prepared to supply suspect and vehicle description, and direction of travel.
- DO NOT HANG UP! Follow the instructions of the public safety officer.

By Telephone Contact:

- Emergency: 9-1-1
- Public Safety Department: (714) 241-6040
- Campus Public Safety Officer duty phones:
    - Fountain Valley Student Services Center: (714) 837-6026
    - Garden Grove Campus: (714) 837-6071
    - Westminster Le-Jao Campus: (714) 837-6477
    - Newport Beach Campus: (714) 837-6502

Emergency Blue Light Call Stations

The button is pushed, the blue strobe light flashes from the top of the phone tower, Public Safety is notified immediately, and an officer is sent to the location of the telephone.

In Person Contact:

- Public Safety Officers may be contacted on site at each of Coastline's campus. Office locations vary at each campus.

SPECIAL SAFEGUARDS FOR FACILITIES OR ACTIVITIES

Security of and Access to Campus Facilities

All campus facilities are key-accessed, and most are open daily for scheduled campus community use. Campus key control and distribution is a function of the Public Safety Department. The Public Safety Department is responsible for locking all Coastline owned buildings. A few buildings leased and controlled by third parties utilize their own personnel to lock the buildings.

Security Considerations Used in Maintenance of Campus Facilities

Regular inspections and surveys of campus indoor and outdoor lighting, shrubbery and walkways are conducted. The Public Safety Department works in conjunction with the Maintenance and Operations Department and participates in crime prevention through Environmental Design concepts.

Special Event Safety Planning

Preparation for large events on campus involve the creation of an Event Action Plan (EAP) in accordance with the Standardized Emergency Management System and in collaboration with mutual aid agencies and contracted safety personnel as needed.

Emergency Management

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. 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, X or the Student Service App); traditional media outlets; and the college's mass notification system (RAVE), the Public Address (P.A.) system, email and text messages.

Emergency Plan

Coastline College has an emergency plan that 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 Activation Guide includes information regarding shelter-in-place and evacuation guidelines. The plan provides various checklists and information related to the start-up of the Emergency Operations Center (EOC).

Evacuation Procedures

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

- ➢ Evacuate when:
  - ▪ A fire or life safety emergency occurs.
  - ▪ The fire alarm activates (audible and/or visual).
  - ▪ Notified to do so by Campus Safety or campus personnel.
- ➢ Remain calm; keep noise to a minimum and listen for and follow instructions.
- ➢ 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.
- ➢ Do NOT use elevators.
- ➢ When exiting via the stairs use the handrails and stay to the right to allow for emergency personnel access to the stairs.
- ➢ If time permits, lock up, take money, important documents, your keys, purse, and/or briefcase with you. Access to the building may become restricted.
- ➢ Occupants should proceed directly to the Assembly Area and check-in. Supervisors must account for your whereabouts and be assured of your safety. Assembly Areas are pre-selected locations where students and employees check in following a disaster. Each building has Assembly Areas 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.
- ➢ Notify emergency personnel if you suspect someone may be trapped in a building.
- ➢ Do not re-enter a building until cleared by authorized personnel.

Campus Lockdown Procedures

Goal/Purpose of Lockdown

The purpose of a lockdown is to minimize accessibility to rooms/buildings on campus to reduce the risk of injury or danger to faculty, staff, students, or visitors.

Decision to Lockdown

A lockdown would be implemented when requested by the Director of Campus Safety, local law enforcement, the College President or designee. During an emergency, lockdown procedures may be initiated immediately by a Public Safety officer when there's a delay in seeking direction from the Director of Public Safety, Chief of Police or law enforcement, the College President or designee.

Incidents Requiring a Lockdown

Person(s) armed with a firearm or weapon on campus property, gunshots directed at or near the College campus, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the campus. These examples are not absolute but reflect the type of situation that may require a lockdown.

Emergency Lockdown Procedures

In the event of an emergency and notification of a campus lockdown, please follow the procedures below.
1. Remain calm. Encourage others to remain calm.
2. Immediately cease all activity (i.e., teaching, group work, meetings, etc.)
3. Lock or barricade all doors where possible; use furniture or desks as cover.
4. If possible, cover any windows or openings that have a direct line of sight into a hallway.
5. Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
6. Stay low, away from windows and doors.
7. Sit on the floor or crouch under or behind desks and bookshelves where possible, to be as invisible as possible.
8. Immediately put all cell phones on "Vibrate" or "Silent" mode. Calls to Campus Safety or Police should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
9. Be as quiet as possible.
10. DO NOT respond to anyone at the door until an "all clear" message is received via campus notification systems or if you are certain, it is safe to do so (i.e., if police are at the door).
11. If you are directed by campus safety or police to leave your secured area, assist others in moving as quietly and quickly as possible.

12. Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.

13. If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building with hands raised above head and palms facing outward and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle or tree). Notify Campus Safety or Police of your location when safe to do so. If off-campus, do not return and follow official instructions from campus ReGroup notification system.

14. Be aware of alternate exits if it becomes necessary to flee.

15. Individuals should not attempt to leave the building until told to do so by Public Safety or police personnel.

All faculty or staff in control of students at the time of the lockdown becomes responsible for those students at that time. Faculty and staff members are responsible for accounting for students and ensuring that no one leaves the safe area. Students without staff must be directed to the nearest classroom or safe building. When the condition causing the lockdown has been eliminated, an **"all clear - lockdown is over"** announcement will be made through the campus emergency notification system.

RECORDS OF ON-CAMPUS CRIME

California Education Code 67380(a)(1)(A)

California community colleges are required by California Education Code 67380(a)(1)(A) to compile records of all occurrences reported to local police, campus security personnel, or campus safety authorities of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft, destruction of property, illegal drugs, or alcohol intoxication, and to make this information available within two business days if requested by students, prospective students, employees, or the media. If you wish to request crime information, please contact: Director of Public Safety Mike Toledo at mtoledo@cccd.edu.

COAST COLLEGE DISTRICT POLICIES

AP 3500 Campus Safety

https://documents.cccd.edu/Board%20of%20Trustees/Administrative%20Procedures/AP_3500_Campus_Safety.pdf

BP 3500 Campus Safety

https://documents.cccd.edu/Board%20of%20Trustees/Board%20Policies/BP_3500_Campus_Safety.pdf