



2023 Annual Campus Safety and Security Report

Lancaster Campus
Palmdale Center
Palmdale Technical Center
Fox Field Site

Contents

Antelope Valley Community College District	4
Preparation of the Annual Report.....	4
Availability of the Annual Security Report	5
Jeanne Clery Disclosure of Campus Security Policy & Crime Statics Act	6
List of Acronyms and Terms.....	7
Clery Team.....	7
Clery Act Geography.....	8
Locations Defined	8
Geographic Locations	8
Geographical Maps	9
Lancaster Campus Geographic Map.....	9
Palmdale Center Geographic Map	10
Palmdale Technical Center Geographic Map.....	11
Fox Field Campus Geographic Map.....	12
Clery Act Crime Definitions.....	13
Campus Safety.....	15
Campus Law Enforcement Authority.....	16
Security and Access to Campus Facilities	17
Campus Security Authority (CSA).....	18
Role of CSAs.....	18
List of CSAs.....	18
Policy for Reporting Disclosure of Crime Statistics.....	19
Programs Regarding Security Procedures and Practices.....	19
Reporting a Crime	20
Confidentiality.....	20
Professional and Pastoral Counselors	21
Programs Regarding Prevention of Crimes.....	22
Supervisory Employee Training.....	22
Staff Training.....	22
Education and Prevention for Students.....	22
Monitoring of Criminal Activities Off-Campus.....	23
Policy Regarding Weapons on Campus.....	23
Policy Regarding Possession, Use, and Sale of Alcoholic Beverages and Illicit Drugs	23
Penalties	24
Health Risks.....	24
Drug and Alcohol Prevention Programs	24

Resources for Counseling, Treatment, and Rehabilitation.....	25
Sexual and Other Assaults Policy	26
Reporting of Sexual Assault or VAWA Crimes.....	26
Sex Offender Registration.....	26
Who to Contact.....	27
On-Campus Resources for Victims of Sexual and Other Assault	28
Off-Campus Resources for Victims of Sexual Assault.....	28
Supportive and Protective Measures	28
Written Notification and Procedures	29
Investigation of the Complaint	29
Disciplinary and Corrective Actions	30
Student Discipline for Sex Offenses.....	31
Disciplinary Appeal Procedure	31
Reporting Crime Statistics.....	31
Crime Reports	32
Timely Warning and Emergency Notifications.....	38
Registration for RAVE Mobile Security	39
Emergency Response and Evacuation Procedures.....	39
Sheriff Response	40
Emergency Notification.....	40
Communication Methods.....	40
Emergency Response General Procedures	40
Drill Zones	41
Assignment of Duties.....	42
Emergency and Active Shooter Drills.....	42
Evacuation Maps	44
Lancaster Evacuation Map.....	44
Palmdale Center Evacuation Map.....	45
Palmdale Technical Center Evacuation Map.....	46
Fox Field Site Evacuation Map	47
Related Board and Administrative Policies.....	48

Antelope Valley Community College District

Antelope Valley Community College District (District) is a public community college serving residents in the Antelope Valley and surrounding communities with a service area of 1,945 square miles, an annual unduplicated headcount of more than 18,000, and employing more than 850 people. In the city of Lancaster, the college's main campus offers all services, while the Fox Field Site is focused on aircraft technology that includes a 4-year Baccalaureate program. The Palmdale Center and Palmdale Technical Center are located side-by-side in the city of Palmdale. The two sites offer a variety of courses and services.

This Annual Security Report (ASR) details important efforts to prepare for, provide, and enhance the safety needs of our community. The following report meets local, state, and federal requirements for annual reporting of incidents on campus, with a special focus on the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Preparation of the Annual Report

The Annual Security Report (ASR) is published each year by October 1st. The report is reviewed and updated to ensure compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), the Violence Against Women Act (VAWA), and other local, state, and federal requirements. Along with crime statistic information, resources specific to each individual campus are also included. The District abides by and establishes its policies through Board Policies and Administrative Procedures.

The information contained in this report is made available to you in compliance with the Clery Act. This act requires that all Title IV institutions prepare, publish, and distribute an annual security report which contains, among other information, three years of the institution's crime statistics and current security policies. This year's report reflects the crime statistics that were reported in 2020-2022. Crime reporting statistics include data on crimes that occur on the physical campuses, on public property within campus bounds, on public property immediately adjacent to the campus, and on non-campus buildings and property owned by the District. They also include data on crimes reported to District authorities and local law enforcement agencies. This report will not include reporting statistics for fire or missing persons because the District does not provide residential facilities for students either on or off campus.

The ASR is a collaboration of a work group comprised of administrative personnel, deans, and representatives from the Antelope Valley College Sheriff's Office (LASD-AVC), the Student Health Center, Student Life, and Office of Human Resources & Employee Relations. Each entity provides updated information on their educational efforts and programs necessary to ensure compliance with the Clery Act. In addition, it includes input regarding crime statistics from the LASD-AVC for all locations of the college. All statistics are gathered, compiled, and reported to the college community via this report, which is published by LASD-AVC. The annual crime statistics published in this report are reported by LASD-AVC to the United States Department of Education (DOE). The statistical information gathered is published for the public on their website.

The college strives to promote a safe campus environment conducive to academic achievement through the cooperation of students, faculty, and staff. With your help in reporting suspicious activities or crimes, we are confident we can achieve this goal. We encourage the prompt reporting of any incident that threatens the safety, health, or rights of our campus community.

Availability of the Annual Security Report


The report is available for download or viewing electronically at www.avc.edu/avc-sheriffs-office and is available in hard-copy format at the Office of the President, LASD-AVC Office in Lancaster, Security Office 104 in Palmdale, or Office 103 at Fox Field. The crime reporting covers the Lancaster Campus, Palmdale Center, Palmdale Technical Center, and the Fox Field site, and the public property immediately adjacent/ accessible to those campuses.

We remain committed to providing the highest levels of service and safety. On behalf of the District and our officers, thank you for helping to make all our locations safe. If you have questions or concerns, please feel free to contact the main LASD-AVC number at (661) 722-6399.

Sincerely,



Superintendent/President
Dr. Jennifer Zellet



Designated Sheriff Deputy
David Pine

Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act

Focused on advocacy, education, and collaboration, the Clery Center is a nonprofit organization dedicated to safe campus communities nationwide. The organization was founded in 1987 by Connie and Howard Clery, one year after the rape and murder of their 19-year-old daughter, Jeanne who was a Pennsylvania's Lehigh University freshman who was raped and murdered while asleep in her residence hall room on April 5, 1986. Her assailant, also a student at Lehigh, who she did not know prior to the attack, is now spending life behind bars without parole.

Through their grief and with enormous strength and courage, the Clery family committed themselves to creating enduring change. They were shocked to learn that there had been 38 violent crimes on the Lehigh campus in the three years before Jeanne's murder. There was a lack of information provided to students and campus communities about the state of crime on college campuses. They realized that, although crimes were being reported to campus authorities, administrators often failed to provide useful notification about those incidents. Most troubling was that laws were not consistent about when or how reporting campus crimes were mandated.

The Clerys engaged and took their fight to Capitol Hill. In 1990, Congress passed the Student Right-To-Know and Campus Security Act, later renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Several amendments to the Clery Act have been signed into law, including updated emergency response, timely warning procedures, and hate crime reporting standards. The full text can be found in the Federal Register Vol. 79, No. 202.

Jeanne Clery's death led to significant changes in campus safety, but it is her life and her spirit that is remembered. Her legacy is one of love. The special people in her life carried that love through their tragedy and used that as motivation to create positive, nationwide change. The Clery Act requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual security report, and provide emergency notifications and timely warnings to campus communities about crimes that pose immediate or ongoing threats. It also ensures certain basic rights for complainants of sexual assault and requires the United States Department of Education to collect and disseminate campus crime statistics.

The Clery Act requires colleges and universities to:

- Publish an annual security report by October 1st that contains campus security policies and crime statistics for the past three years.
- Disclose crime statistics from the campus, public property within or immediately adjacent to and accessible from the campus, and the campus's non-campus buildings and property. Statistics must be compiled from College Safety, local law enforcement agencies, Campus Security Authorities, and contracted security agencies.
- Notify complainants of sexual assault of their basic rights.
- Provide timely warnings and emergency notification of crimes or situations that meet specific guidelines and pose an immediate or ongoing threat to our college communities.
- Make available a public daily crime log that contains any crime that has occurred on campus and is reported to College Safety.

List of Acronyms and Terms

AVC	Antelope Valley College
CDC	Child Development Center
CSUB-AV	California State University of Bakersfield, Antelope Valley
Clery Act	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
District	Antelope Valley Community College District
ICS	Incident Command System
LASD-AVC	Los Angeles County Sheriff's Department at Antelope Valley College
NIMS	National Incident Management System
RAVE	RAVE Emergency Notification System
SEMS	Simulated Emergency Management System
SOAR	Students on Academic Rise High School
VAWA	Violence Against Women Act

Clery Team

Team Member Name	Role on Campus	Email Contact	Ext.
Jill Zimmerman	Dean, Student Life and Services	jill.zimmerman@avc.edu	X6354
Rhonda Burgess	Project Supervisor, Human Resources & Employee Relations	rhonda.burgess@avc.edu	X6446
David Pine	Deputy, AVC LACSD	depine@lasd.org	X6399
Terry Cleveland	Director, Risk Management & Environmental Health	terry.cleveland@avc.edu	X6033
Lauren Elan-Helsper	Vice President, Human Resources & Employee Relations	lauren.elanhelsper@avc.edu	X6311
Harmony Miller	Interim Executive Director of Human Resources & Employee Relations	harmony.miller@avc.edu	X6311
Idania Reyes Padron	Vice President, Student Services	idania.reyes@avc.edu	X6303

Clery Act Geography

AVC is required to release crime data for criminal offenses, Violence Against Women Act offenses, hate crimes, and arrests and referrals for disciplinary action. Crime reporting statistics include data on crimes that occur within the Clery geography, or:

- On-campus buildings and property
- Non-campus buildings and property owned by the college
- Public property within or immediately adjacent to and accessible from our campuses
- Areas within the jurisdiction of the College Safety

Locations Defined

- On-Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor). The campus also houses CSUB-AV and SOAR High School.
- Non-Campus: Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution’s main campus.
- Public Property: All public property, including thoroughfares, streets, sidewalks, parking facilities and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street). Public property does not include anything beyond the second sidewalk (e.g. businesses, residences, etc.)

Geographic Locations

Lancaster Campus
3041 W. Avenue K
Lancaster, CA 93536

Palmdale Center
2301 E. Palmdale Blvd.
Palmdale, CA 93550

Palmdale Technical Center
2255 E. Palmdale Blvd.
Palmdale, CA 93550

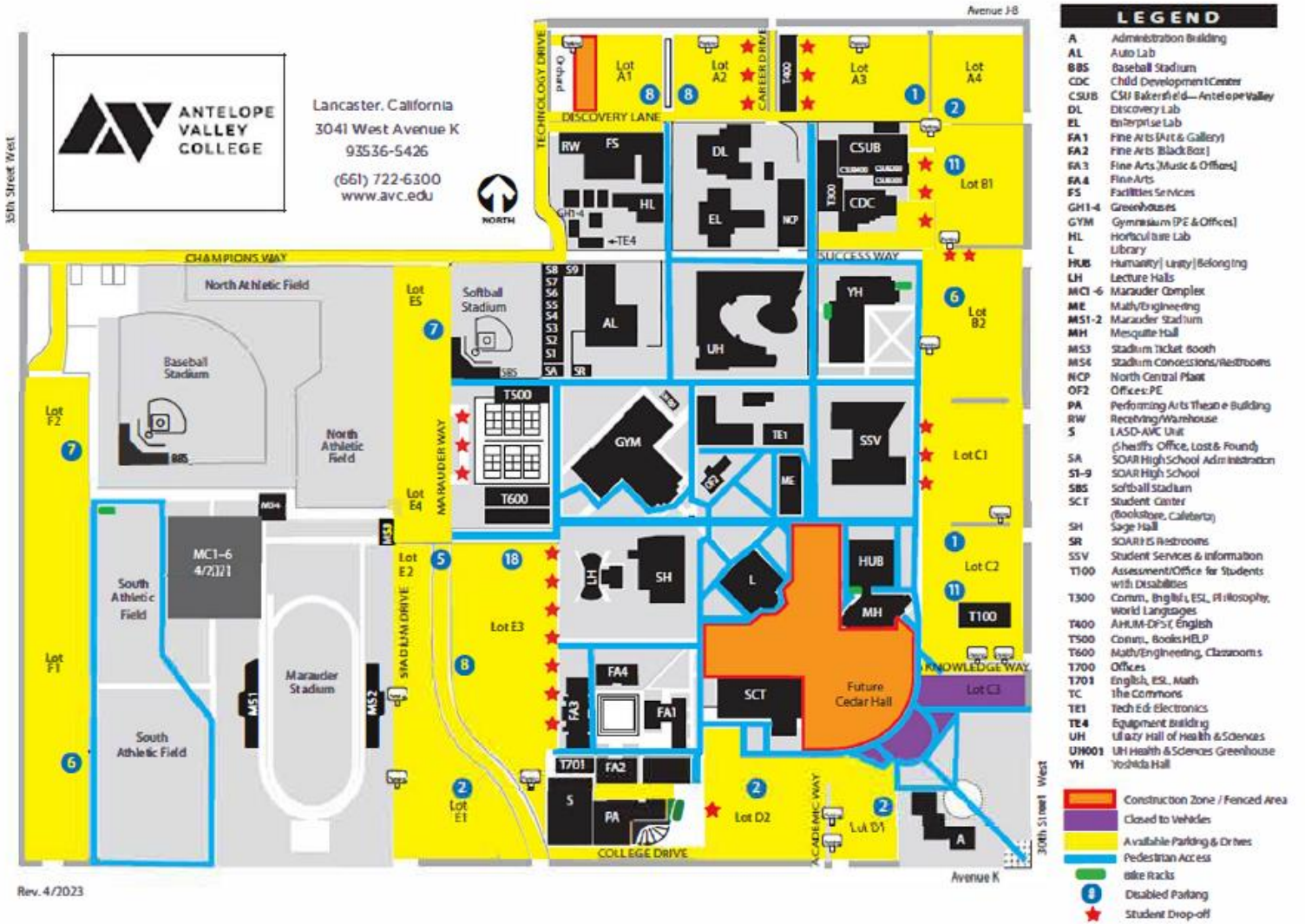
Fox Field Site
4549 William Barnes Ave.
Lancaster, CA 93536

Geographical Maps

AVC Geographical Maps can be accessed at the following link: www.avc.edu/campus-map

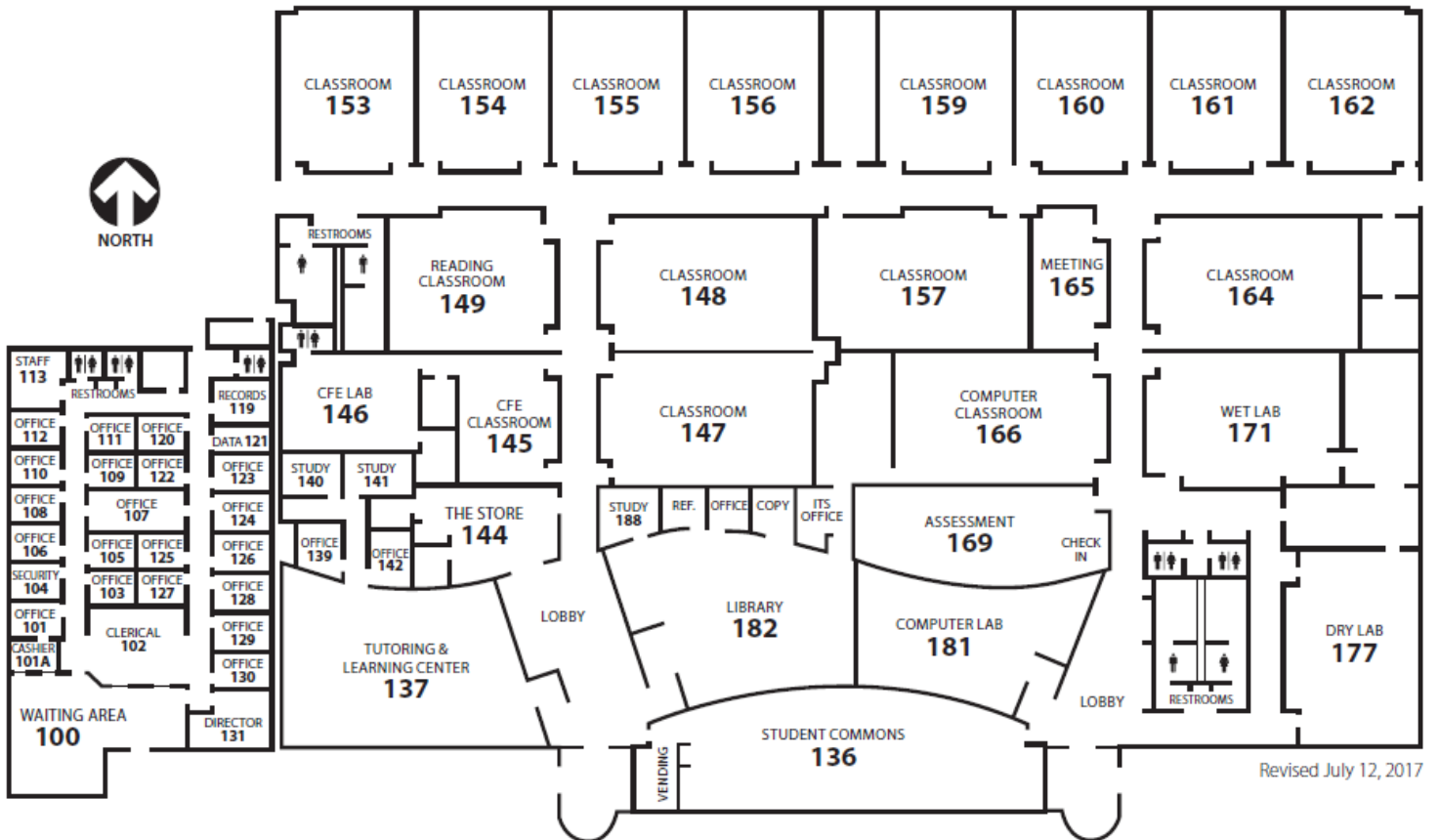
Lancaster Campus Geographic Map

Lancaster Is the main campus for AVC and provides all campus services including the main LASD-AVC Office.



Palmdale Center Geographic Map

The Palmdale Center is a satellite location that includes state-of-the-art classrooms, Counseling Services, Financial Aid, Library, Resource Center, and LASD-AVC Office. The parking lot is a shared lot for any visitors to AVC or to any other businesses within the area.

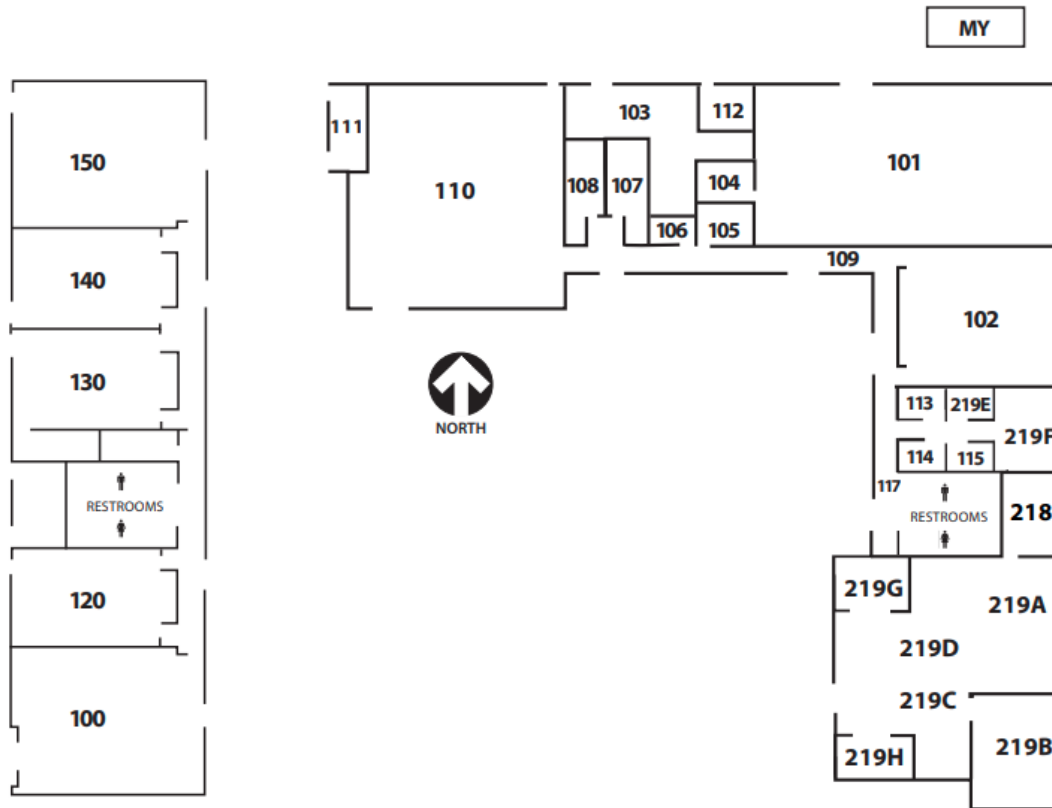


Palmdale Center

2301 EAST PALMDALE BLVD. PALMDALE, CA 93550 • (661) 722-6400 • www.avc.edu/palmdale/

Palmdale Technical Center Geographic Map

The Palmdale Technical Center is located next to and shares space including the parking lot with the Palmdale Center.



Revised August, 2022



ANTELOPE
VALLEY
COLLEGE

Palmdale Technical Center

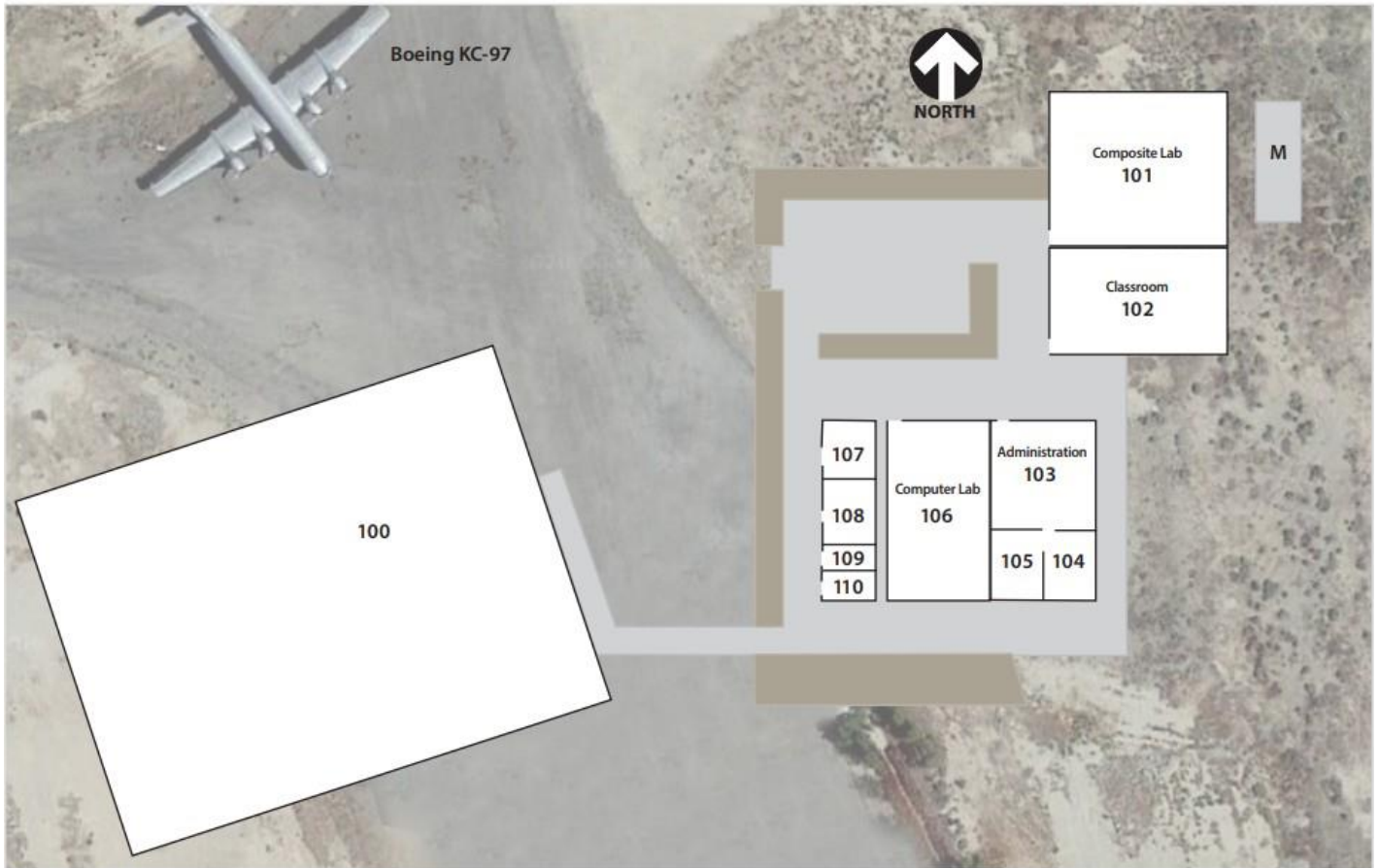
2255 EAST PALMDALE BLVD. PALMDALE, CA 93550 • (661) 722-6400 • www.avc.edu/palmdale/

Fox Field Campus Geographic Map

The Fox Field Site is housed at Fox Field Airport and includes classrooms, offices, a hangar, and parking areas at this location.



FOX FIELD SITE



REV. September 2020

Clery Act Crime Definitions

Below are the Clery crime definitions as defined in the Clery Act.

- Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes; unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- Criminal Homicide (Manslaughter by Negligence) - The killing of another person through gross negligence.
- Criminal Homicide (Murder and Nonnegligent Manslaughter) - The willful (nonnegligent) killing of one human being by another.
- Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
- Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the complainant in fear.
- Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.
 - The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - For the purposes of this definition—(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- Domestic Violence
 - A felony or misdemeanor crime of violence committed - (A) By a current or former spouse or intimate partner of the complainant; (B) By a person with whom the complainant shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- Stalking
 - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress.
 - For the purposes of this definition—(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B)

Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- Hate Crime - A crime reported to local police agencies or to a campus security authority that manifests evidence that the complainant was intentionally selected because of the perpetrator's bias against the complainant. For the purposes of this section, the categories of bias include the complainant's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the complainant to actual physical attack.
- Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the complainant suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Larceny (Theft - Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- Sex Offenses - Any sexual act directed against another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent.
- Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant 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.
- 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 complainant.
- Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program and included in Appendix A of the Clery Act.
- Drug Abuse Violations - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- Liquor Law Violations - The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Weapons: Carrying, Possessing, Etc. - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Campus Safety

References: BP 3500, BP 3510, AP 3500, AP 3510, Education Code Section 67380

A campus safety plan shall be developed and distributed to students annually at the start of the fall semester via email, student handbook, and the college website. The LASD-AVC prepares and annually updates a report of all occurrences reported to the LASD-AVC of any and all arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of non-criminal acts of hate violence reported to campus authorities.

A written report will be submitted to the Board of Trustees. Written records of non-criminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known. Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Education Code Section 67380 requires reporting of both occurrences reported to LASD-AVC or safety authorities of and arrests for crimes that involve hate violence (Education Code Section 67380 subdivision (a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380 subdivision (a)(1)(B)).

The LASD-AVC maintains a webpage on the Lancaster campus website providing safety and security information as well as information about crimes, crime reporting and general personal safety. The LASD-AVC has a list of safety tips for students and parents that will help prevent problems on campus. Those safety tips are:

- Have a safety buddy, someone you can call for a ride or for help and create a code word or phrase that means "Come help me out of this" or "I'm in trouble."
- If you are on campus at night and feel uncomfortable walking to your car or the bus stop, please call the LASD-AVC Office at (661) 722-6399 and ask for the escort service to give you a ride to your campus destination.
- If you are walking to your vehicle alone (day or night) make sure you have your keys ready when you get to the car. These will prevent a long delay in getting into the car and locking the doors for safety.
- Always be aware of your surroundings and any suspicious activity in your area. If you are concerned call the LASD-AVC at (661) 722-6399.
- Before going to a party, tell a friend where you're going and when you'll be back. Let them know if your plans change.
- Take turns being a designated driver or sober companion. You could save someone's life.
- If a party gets out of hand, leave!
- Never, ever leave your drink alone or with someone you don't know. Date rape drugs are easy to use.
- Don't take drinks or anything else from strangers, even food.
- Don't ride with drunk or drugged drivers.
- Don't offer rides to people you don't know.
- Trust your instincts!

AVC's "Blue Phone" system located in and around the Lancaster campus is not currently in operation and is scheduled to be replaced. Phones are currently covered until the new system is installed.

Campus Law Enforcement Authority

References: BP 3501, BP 3520, AP 3515, Education Code Section 72330.2, Penal Code Section 830.1, Penal Code Section 800.4, Penal Code Section 832

AVC contracts with the LASD-AVC to provide security services on campus. The District has an approved Service Agreement with the County of Los Angeles Sheriff Department for general law enforcement and security services within the corporate limit of the District. Every member of the Sheriff Department will go through the hiring process and meet the requirements of Education Code Section 72330.2

The agreement shall address, but not be limited to, the following:

- Operational responsibilities for investigations of the following violent crimes; willful homicide, forcible rape, robbery, aggravated assault
- Geographical boundaries of the operational responsibilities
- Mutual aid procedures

LASD-AVC has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. The LASD-AVC Deputies are peace officers as defined in Penal Code section 830.1. The LASD-AVC Security Officers are public officers as defined in Penal Code section 831.4 and have received training pursuant to Penal Code section 832.

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

The main LASD-AVC Office is located at the South end of the Lancaster Campus next to the Performing Arts Theatre and is open 24 hours a day, 7 days a week. The closest intersection is Avenue K and 32nd Street West. In the event the lobby is closed for any reason, officers are on patrol throughout the campus and can be reached at (661) 722-6399.

The Palmdale Center LASD-AVC Office is located in Office 104 and services the Palmdale Center and the Palmdale Technical Center. Officers are on patrol throughout campus while classes are in session and can be reached at (661) 722-6300 Ext. 6810 or at the main LASD-AVC Office at (661) 722-6399.

Fox Field Site employees and students should call the main Antelope Valley College Sheriff's Office at (661) 722-6399.

The LASD-AVC maintains a daily crime log of criminal incidents and alleged criminal incidents. The daily crime log is available for review at the Lancaster campus at the Sheriff's Office.

Security and Access to Campus Facilities

References: AP 3501, AP 3505

The LASD-AVC provides 24-hour patrol of college property, buildings, and parking lots. All state laws and applicable federal codes are enforced on the campus, including all code of conduct issues established by the Board of Trustees. Officers are responsible for reporting and responding to crimes; issuing parking citations; responding to medical emergencies, accidents; reports of fire; as well as other incidents that require security assistance.

Most, but not all, campus educational facilities are open to the public during business hours. Certain facilities may be restricted as to hours or access requirements. These restrictions are posted at each location or are available upon request. Members of the LASD-AVC and campus community continually evaluate security and safety conditions on campus. Safety concerns, such as lighting or overgrown foliage, are recommended for correction as they are identified.

The campus community is encouraged to report any safety concerns, exterior lighting, or emergency telephone malfunctions to the LASD-AVC, (661) 722-6399, or campus Facilities Department, (661) 722-6480.

During business hours, the District will be open to students, parents, employees, contractors, guests, and invitees.

During non-business hours access to all District facilities is by issued key, or by admittance via the LASD-AVC. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities. The Facility Access Request form is available online at <http://www.avc.edu/administration/facilities/>.

Keys or proximity cards are not issued to District hourly employees, volunteers, contractors, or students. Lost keys and/or access cards must be reported immediately to the LASD-AVC Office (661) 722-6399.

Campus Security Authority (CSA)

AVC strongly encourages community members to immediately report any suspicious or criminal activity. Some may prefer to report criminal or suspicious activity to other college individuals. The Clery Act provides for this through Campus Security Authorities (CSAs). A CSA is an individual at the college who has an obligation to notify responsible individuals of alleged Clery Act crimes for purposes of reporting. A CSA is defined as:

- a campus police or security department of an institution.
- Individual(s) who have responsibility for campus security but who do not constitute a campus police or security department, such as an individual who is responsible for monitoring entrances into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings (pastoral or professional counselors are not considered CSAs when acting as pastoral or professional counselors).

Roles of CSAs

CSAs take reports of suspicious or criminal activity from members of our the college communities. CSAs do not determine whether a crime took place and they do not apprehend alleged suspects of crimes. They only take reports of alleged crimes. CSAs also understand that complainants have the right to decline to report any crime at any time. CSAs should notify authorities as soon as possible of these reports, especially those that include crimes as defined in the Clery Act. Security or local law enforcement agencies will conduct their own investigations into these crimes and determine the appropriate interventions.

List of CSAs

Name	Department	Email Contact	Ext.
Jill Zimmerman	Dean, Student Life and Services	jill.zimmerman@avc.edu	X6354
Dr. Lauren Elan-Helsper	Vice President, Human Resources & Employee Relations	lauren.elanhelsper@avc.edu	X6311
David Pine	Deputy, AVC LACSD	depine@lasd.org	X6399
Jen Winn	Clerical, Student Health Services	jen.winn@avc.edu	X6771
Ben Partee	Dean Athletics / Kinesiology	ben.partee@avc.edu	X6441
Idania Reyes Padron	Vice President, Student Services	Idania.reyes@avc.edu	X6303
All Student Club Advisors			
All Peer Mentors			
All Deans and Directors			
All Vice Presidents			
All Administrative Council Members			

Policy for Reporting the Annual Disclosure of Crime Statistics

References: BP 3515, AP 3515, Education Code Section 67380

The Superintendent/President shall assure that, as required by law, reports are prepared for all occurrences reported to the Antelope Valley College Sheriff's Department of any arrests for crimes committed on or off campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Superintendent/ President shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

The District shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information. The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three (3) years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained at the College President's Office, AVC Campus Sheriff's Office in Lancaster, Security Office-Room 104 in Palmdale, or at Fox Field-Office 103 or can be obtained by contacting the Public Information Officer.

Programs Regarding Security Procedures and Practices

References: BP 3501, BP 3515, AP 3501, AP 3515

AVC maintains a 24/7 security and safety presence on the campus which is supported by enhanced security features such as controlled access systems managed by the LASD-AVC. The LASD-AVC proactively patrols the campus and engages individuals involved in suspicious or criminal activity. The LASD-AVC assists visitors with safety information and directions to locations and events. In addition to patrol and prevention, the LASD-AVC also educates the campus on personal crime prevention and safety. In addition to the LASD-AVC the campus relies on the Los Angeles County Sheriff's Department, Lancaster Station for additional response and support as needed. Emergency services for fire and first aid response are generally provided by the Los Angeles County Fire Department.

AVC Student Health Services in consultation with District Title IX coordinators provides annual and ongoing education and prevention programs for students to maintain their safety, health, and well-being. The District provides annual training to various departments and personnel regarding sexual misconduct, harassment, discrimination, including but not limited to reporting requirements, resources and support, security for themselves and others, and bystander intervention.

A behavioral intervention process is available for faculty, staff, and the public to report behavioral issues. These reports are directed to the Antelope Valley College CARE Team, who are dedicated to a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and well-being of AVC students, faculty, staff, and visitors.

The CARE Team has received extensive training from the National Behavioral Intervention Team Association (NaBITA) which is an organization for the support and professional development of behavioral intervention team members and specializes in behavioral intervention teams on college campuses. These trainings and certifications provide education, resources, and support to the

CARE Team to make our campus and workplaces safer through caring prevention and intervention.

Disciplinary or CARE reports can be submitted online by faculty or staff through the AVC-Advocate portal at the following link: <https://www.avc.edu/students/student-services/care/report>

A report can be submitted online by the public at the following link:
https://avc-advocate.symplicity.com/public_report/index.php/pid180512?

This form is not used to report an emergency or other urgent concern. In those situations, call the LASD-AVC at (661) 722-6399, 24 hours a day to report any emergency or urgent concern.

Reporting a Crime

References: BP 3515, AP 3515

To ensure the safety of everyone on campus, AVC encourages the accurate and prompt reporting of crimes. To report a crime on any AVC campus, contact LASD-AVC at (661) 722-6399 or in person at one of the LASD-AVC Offices. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported.

In addition, you may report a crime to the following areas:

- Office of Assistant Superintendent/Vice President of Student Services (661) 722-6303
- Dean of Student Life and Services (661) 722-6354
- Office of Assistant Superintendent/Vice President of Human Resources & Employee Relations (661) 722-6311
- Lancaster LASD-AVC Office-Building S (661) 722-6399
- Palmdale LASD-AVC Office-Room 104 (661) 722-6300 Ext. 6810

In the event of an off-campus emergency dial 9-1-1.

Confidentiality

References: BP 3515, AP 3515, AP 3434

If an individual is a victim of a crime and does not want to pursue action through the District's system or the criminal justice system, the individual may still want to consider making a voluntary, confidential report. With the individual's permission, when the victim of crime elects to or is unable to make such a report, the Assistant Superintendent/ Vice President of Student Services, Dean of Student Life and Services, or the Assistant Superintendent/Vice President of Human Resources & Employee Relations can file a report on the details of the incident without revealing the individual's identity. The purpose of a confidential report is to comply with the individual's desire to keep the matter confidential, while taking steps to ensure the future safety of the individual and others. With such information, the District can keep an accurate record of the number of incidents, 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.

While the reporting disclosure of the act of violence itself is mandated, a victim's identity, or the identity of a third party, may not be disclosed to local law enforcement unless the victim, or third-party witness, consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity may not be disclosed either.

Accommodation or protective measures will be provided to the victim and maintained as confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

Professional and Pastoral Counselors

References: AP 3435

Professional, licensed, mental health counselors, and pastoral counselors, who provide mental-health counseling to members of the AVC community and who is functioning within the scope of his/her license or certification is exempt from disclosing reported offenses to law enforcement, unless there is a legal obligation to disclose. Personal information from counseling records will not be revealed unless disclosure is required by law. However, counselors may encourage victims to make a report to law enforcement or to report crimes on a voluntary, confidential basis.

A Pastoral Counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is a representative of the District whose official responsibilities include providing psychological counseling to members of the District's community and who is functioning within the scope of his or her license or certification.

Programs Regarding Prevention of Crimes

References: BP 3540, AP 3435, AP 3505, AP 3540

Supervisory Employee Training

By January 1, 2020, the District shall provide at least two (2) hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one (1) hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with training and education within six months of their assumption of his/her position. After January 1, 2020, the District shall provide sexual harassment training and education to each employee once every two (2) years.

The 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, a review of “abusive conduct,” and harassment based on gender identify, gender expression, and sexual orientation. The training and education shall also 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.

Supervisor’s harassment training must also address potential exposure and liability for employers and individuals, supervisor’s obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

Staff Training

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence. In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District’s potential liability, or that they did not understand the policy and desire further training.

Education and Prevention for Students

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.

Monitoring of Criminal Activities Off-Campus

References: AP 3520

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations is monitored and recorded. This information is provided to the Assistant Superintendent/Vice President of Student Services for any action or follow-up that may be required. There are currently no off-campus locations for student organizations.

Policy Regarding Weapons on Campus

References: BP 3530, AP 3530, California Penal Code Section 626.9, California Penal Code Section 626.10

The District shall be considered a “Gun Free Zone” in accordance with California Penal Code Section 626.9 and shall also be known for a “Zero” tolerance with regards to any weapons violations as stated in California Penal Code Sections 626.9 and 626.10.

The District shall consider the following as “Zero” tolerance violations: Firearms, knives, explosives or other dangerous objects, including but not limited to any facsimile firearm, knife or explosive, are prohibited on any District campus or at any District center, or in any facility of the District. The prohibition of firearms on any District campus, District center, or in any District facility includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.

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 Antelope Valley College Sheriff’s Department before taking place. Any person who believes that he/she may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify the Antelope Valley College’s Sheriff’s Department, and obtain written permission from Los Angeles Sheriff Department to possess a firearm or other weapon on campus.

Policy Regarding Possession, Use, and Sale of Alcoholic Beverages and Illicit Drugs

References: BP 3550, AP 3550, AP 3560, Drug Free Schools and Communities Act Amendment, 1989; 20 U.S. Code Section 1011i and 34 C.F.R.86.1 et seq.; Federal Drug-Free Workplace Act, 1988; 41 U.S. Code Section 81, Business and Professions Codes Sections 25608; 34 Code of Federal Regulations Part 668.46

AVC and LASD-AVC are committed to providing employees and students with a drug and alcohol-free workplace and campus environment and emphasize prevention and intervention through education. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District. As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten (10) days after receiving notice of a workplace drug conviction.

The possession, sale, or the furnishing of alcohol on campus is governed by California state law by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the LASD-AVC. The campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by LASD-AVC. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under twenty- one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Penalties

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

In addition to criminal prosecution, violators are also subject to disciplinary action by AVC. Violation of the prohibition of drugs and alcohol policy at AVC will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Student discipline actions may include the following: reprimand (verbal and written), temporary suspension by instructor, disciplinary probation, restitution, campus community service, suspension, and/or expulsion.

LASD-AVC may make recommendations to the District Attorney’s office for a “Drug Diversion” program for any offender of the District’s “Drug Free” policy.

Health Risks

References: BP 3550, AP 3550

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available in AP 3550.

Drug and Alcohol Prevention Programs

References: BP 3550, AP 3550

AVC uses referral services for Drug and Alcohol prevention and treatment programs. A monthly online magazine, Campus Well: Student Health 101, which provides prevention and treatment information is distributed to students. AVC also provides referral and hotline information for students (see below), educational events in collaboration with community partners Tarzana Treatment Center, TimelyCare and the Los Angeles County Department of Mental Health and Wrap Around linkage. Please refer to the AVC Student Health webpage for additional information: www.avc.edu/studentservices/health

Resources for Counseling, Treatment, and Rehabilitation

Al-Anon	(888) 425-2666
Alcoholics Anonymous (AA)	(661) 945-5757
Alcohol and Drug Referral Helpline	(800) 252-6465
ASAP Drug Hotline	(800) 367-2727
AV Council on Alcoholism & Direct Dependency	(661) 948-5046
California Smokers Helpline	(800) 662-8887
Families Anonymous	(800) 736-9805
I-ADARP Drug & Alcohol Support	(818) 252-1400
Narconon	(800) 468-6933
Narcotics Anonymous	(818) 773 9999
Narcotics Anonymous World Service Office	(818) 773-9999
National Council on Alcoholism and Drug Dependence	(818) 997-0414
Right on Programs, Inc.	(818) 240-1683
Self Help and Recovery Exchange (SHARE)	(877) 742-7349
Tarzana Treatment Center	(661) 726-2630
Valley Women's Center	(818) 713-8700

Sexual and Other Assaults Policy

References: BP 3433, BP 3540, AP 3433, AP 3540

AVC's complete sexual and other assault policy is available on www.avc.edu via the Administrative Policies, AP 3540.

Any sexual assault or physical abuse, including, but not limited to, rape, sexual assault, domestic violence, dating violence or stalking as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all academic educational, extra-curricular, athletic, and other programs of the District, whether those programs take place in the District facilities or at another location or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

Reporting of Sexual Assault or VAWA Crimes

AVC strongly encourages timely reporting of sexual and other assaults, so that evidence may be collected and preserved. LASD-AVC enforcement and the CARE Team can ensure that immediate medical attention is provided, assure the victim that confidentiality will be maintained (unless the victim otherwise consents), inform the victim of legal and disciplinary options, and provide the victim with appropriate referrals.

Sex Offender Registration

References: AP 3516

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her status.

A sex offender who must register for committing a crime against a minor victim under the age of sixteen (16) is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Sex offenders who may be required to register should do so at: The LASD-AVC prior to registering or attending any classes. Sex offenders who wish to register at the Antelope Valley Community College District to attend classes must first be registered with their local law enforcement agency in the area in which they reside as required by state law.

Information concerning registered sex offenders can be obtained from the Megan's Law computer terminal at the Lancaster and Palmdale stations of the Los Angeles County Sheriff's department:

Lancaster Sheriff's Station: 501 West Lancaster Blvd., Lancaster, CA 93534
Palmdale Sheriff's Station: 750 East Avenue Q, Palmdale, CA 93550

Information regarding registered sex offenders may also be obtained at the California Department of Justice, Office of Attorney General’s “Megan’s Law” website, at: <http://www.meganslaw.ca.gov/>.

In doing a search on the Megan’s Law site for sex offenders residing in the local area, AVC’s zip code is 93536.

The LASD-AVC shall not release information regarding a sex offender, unless the person seeking the information has signed a statement, on a form provided by the Department of Justice, stating that he/she is not a registered sex offender, that he/she understands the purpose of the release of information is to allow members of the campus community to protect themselves and their children from sex offenders, and that he/she understands it is unlawful to use the information received to commit a crime against any registered sex offender or to engage in illegal discrimination or harassment of a registered sex offender. The department will maintain the signed statement in its records for a period of five (5) years.

Upon request, the LASD-AVC will release the following information regarding a registered sex offender: (1) full name; (2) known aliases; (3) gender; (4) race; (5) physical description; (6) photograph; (7) date of birth; (8) crimes resulting in registration; and (9) the date of last registration or reregistration.

Who to Contact

If you are the victim of sexual or other assault on campus, you should immediately contact LASD-AVC or the Behavioral Intervention (CARE) Team. AVC’s CARE Team includes the following members:

Name	Role	(661) 722-6300 Extension
Dr. Jill Zimmerman	Dean, Student Life and Services, Chair	6354
Dr. Rashitta Brown-Elize	Dean, Counseling and Matriculation	6314
Nichelle Williams	Director, Financial Aid	6141
Maricela Ruvalcaba	Learning Disability Testing Technician, Office for Students with Disabilities	6133
Terry Cleveland	Director, Risk Management & Environmental Health	6033
Kathryn Mitchell	Dean, Arts & Humanities	6554
David Pine	Deputy, Antelope Valley College Los Angeles County Sheriff Department (LASD-AVC)	6399
Dr. De’Nean Coleman-Carew	Counselor/Professor	6624
Harmony Miller	Interim Executive Director of Human Resources & Employee Relations	6311
Jennifer Winn	Clerical, Student Health Services	6771
Lauren Elan Helsper	Vice President, Human Resources & Employee Relations	6311
Idania Padron Reyes	Vice President, Student Services	6303

Upon notice of an actual or suspected allegation of sexual misconduct, the Title IX Coordinator or designee provides outreach to the impacted individual(s) with information regarding rights, resources, and supportive measures. Information in the outreach includes, but is not limited to, reporting options within the District, law enforcement, and the Office for Civil Rights, student health and counseling services, employee assistance programs, as well supportive and protective measures. Outreach can be conducted via multiple modalities including email, in-person, telephonically, etc. The Title IX Coordinator or designee assess each case to determine the most appropriate method for outreach taking into consideration the unique nuances of each situation.

On-Campus Resources for Victims of Sexual and Other Assault

The District has a multitude of resources available for students and employees. Resources for students, include, but are not limited to, financial aid, health services, counseling, Basic Needs Support, career guidance, etc. are available on the Student Services website. Throughout their tenure at the District, students are frequently reminded about the resources via orientation, campus emails and communications, on some class syllabi, and via interactions with staff. The annual course catalog also contains important information for students. Employees are informed of the resources available to them upon onboarding, on the Human Resources website, during Open Enrollment and through campus communications.

- Deputy David Pine, Deputy in Charge, LASD-AVC
- Office of Assistant Superintendent/Vice President Student Services
- Dr. Jill Zimmerman, Dean of Student Life and Services
- Office of Assistant Superintendent/Vice President Human Resources & Employee Relations

Off-Campus Resources for Victims of Sexual Assault

Adult Protective Services	(877) 477-3646
Domestic Violence Center of Santa Clarita	(661) 259-8175
Domestic Violence Hotline	(800) 799-7233
Kayla's Place	(661) 949-3269
LA County Victim – Witness Services	(661) 974-7717
National Domestic Violence Hotline	(800) 799-SAFE
Paving the Way Foundation, Inc.	(661) 522-4134
Rape, Abuse, and Incest Network (RAINN)	(800) 656-HOPE
Safe Way Out	(661) 949-6143
Sexual Assault Response Team (SARS)	(661) 402-3076
Two Lifestyles (Survivors Support Group)	(661) 409-3076
Valley Oasis SARS	(661) 949-6143
VINE (Victim Information and Notification Everyday)	(800) 721-8021

Supportive and Protective Measures

Reference AP 3434, AP 3435

Students and employees who have been impacted by actual or alleged sexual or protected class misconduct are offered supportive measures to assist them in their ability to continue their involvement and participation in all of the District's educational programs and activities. Supportive and protective measures are available to all parties free of charge and without the filing of a formal complaint. Supportive and protective measures might include, but are not limited to changes to academic, living, transportation, and working situation or protective measures such as counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The District assesses each situation and works with the impacted individuals to determine the necessary supportive measures in each situation. In situations when there is a continued danger to the safety/wellbeing to other community members, and/or the campus, the District utilizes the campus threat assessment team to assess the situation and determine, what, if any protective measures are necessary.

Written Notification and Procedures

References: ABP 3434, AP 3435

Written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. All students, faculty members, or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from LASD-AVC, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until authorized to release such information by court order.

Sheriff personnel shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following, upon request:

- a copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking
- a list of personnel on campus who should be notified of the assault and procedures for such notification, if the alleged victim consents
- information about the importance of preserving evidence and the identification and location of witnesses
- a description of available services, and the persons on campus available to provide those services if requested the victim's option to:
 - notify proper law enforcement authorities, including on-campus and local police
 - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses
 - decline to notify such authorities
- information about the participation of victim advocates and other supporting people
- the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court
- information about how the District will protect the confidentiality of victims
- information about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- Information about counseling, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid
- Information about other services available within the District or in the community
- a description of each of the following procedures:
 - Criminal prosecution
 - Civil prosecution (i.e., lawsuit)
 - District disciplinary procedures, both student and employee.
 - Modification of class schedules
 - Tutoring, if necessary
 - The persons on campus who should be notified of the assault include:
 - The President/Superintendent
 - The Vice President of Student Services
 - Sexual Assault Response Services (SARS) (661) 723-7273

Investigation of the Complaint

References: AP 3434, AP 3435

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

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the LASD-AVC, or the Vice President of Student Services of any ongoing investigation. Information shall include the 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, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Office, which shall work with the campus Police Sheriff Department and the Vice President of Student Services Office to assure that all confidentiality rights are maintained.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk.

Disciplinary and Corrective Actions

If harassment, discrimination or retaliation occurred in violation of District policy, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

If the District imposes discipline, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant. Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems and should follow up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to allege lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at

the time, to ascertain whether the complainant affirmatively consented.

- In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.

Student Discipline for Sex Offenses

References: AP 3435

In addition to reporting suspected sex crimes to the local police, the District will fairly and impartially investigate incidents for the purposes of instituting disciplinary proceedings through the college as appropriate. Campus sanctions, following campus disciplinary procedures, depend on the outcome of the investigation and may range from suspension to expulsion. The accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings and shall be informed of the outcome of the proceeding.

Disciplinary Appeal Procedure

References: AP 3434

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within 10 business days of receiving a Party's appeal.
- Allow the non-appealing Parties at least 15 business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome.

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Reporting Crime Statistics

LASD-AVC is responsible for gathering crime statistics within the Clery geography of AVC. Our crime statistics are reported in a simple format, by geographical location. We hope this will help our communities understand this information better.

Crime Reports

Lancaster Campus

Offense	Year	On-Campus Property	Non-campus Property	Public Property
PRIMARY CLERY CRIMES				
Murder/Non-negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Manslaughter by Negligence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	1	0	0
Burglary	2022	1	0	0
	2021	3	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	6	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Liquor Law Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Arrests	2022	0	0	0
	2021	1	0	0
	2020	0	0	0
Drug Law Referrals for Disciplinary Action	2022	0	0	0
	2021	1	0	0
	2020	0	0	0
Weapons Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
VAWA CRIMES				
Domestic Violence	2022	3	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

HATE CRIMES

There were no hate crimes reported for 2020, 2021, and 2022.

UNFOUNDED CRIMES

There were no unfounded crime reports for 2020, 2021, and 2022.

Antelope Valley College has no residential facilities.

Palmdale Center Technical Center

Offense	Year	On-Campus Property	Non-campus Property	Public Property
PRIMARY CLERY CRIMES				
Murder/Non-negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Manslaughter by Negligence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Drug Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
VAWA CRIMES				
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

HATE CRIMES

There were no hate crimes reported for 2020, 2021, and 2022.

UNFOUNDED CRIMES

There were no unfounded crime reports for 2020, 2021, and 2022.

Antelope Valley College has no residential facilities.

Fox Field Site

Offense	Year	On-Campus Property	Non-campus Property	Public Property
PRIMARY CLERY CRIMES				
Murder/Non-negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Manslaughter by Negligence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Drug Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Referrals for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
VAWA CRIMES				
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

HATE CRIMES

There were no hate crimes reported for 2020, 2021, and 2022.

UNFOUNDED CRIMES

There were no unfounded crime reports for 2020, 2021, and 2022.

Antelope Valley College has no residential facilities.

Timely Warning and Emergency Notifications

References: AP 3515

The District shall publish warnings without delay to the campus community about crimes that are considered to represent a continuing threat to other students, employees and taking into account the safety of the community in a manner that is timely and will aid in the prevention of similar crimes. The information shall be disseminated by the Public Information Officer (PIO) in coordination with the Antelope Valley College Deputy and the Superintendent/ President or designee, to determine the content, the appropriate notification systems, and initiate the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Public Information Officer (PIO) may also post a notice on the campus-wide electronic bulletin board on the Antelope Valley College Web Site, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the AVC Campus Sheriff's Office, by phone extension 6399 or in person.

In the event that a situation arises, either on or off campus, that, in the judgment of the Antelope Valley College Deputy and the Superintendent/President or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the Public Information Officer (PIO), email system to students, faculty, and staff. The information shall be disseminated by the Public Information Officer (PIO) in a manner that aids the prevention of similar crimes.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter
- Criminal homicide – negligent manslaughter
- Sex offenses – forcible and non-forcible sex offenses
- Domestic violence, dating violence, and stalking
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations, and illegal weapons possession
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury
- Those reported to AVC Sheriff's Office
- Those that are considered to represent a continuing threat to other students and employees

Anyone with information warranting a timely warning or who are witnesses or victims of a crime should immediately report the crime to the LASD-AVC at (661) 722-6399 when and if that criminal act is committed within the jurisdiction of the College Campus Sheriff's Office.

Members of the District who are witnesses or victims of a crime off campus and outside the jurisdiction of the Campus Sheriff's Office, should contact the Los Angeles County Sheriff's Department:

In Lancaster contact: (661) 948-8466

In Palmdale contact: (661) 267-4300

In an effort to keep the college community aware of such incidents, it is the policy of Antelope Valley College to disseminate these notices through any or all of these notification systems:

- **RAVE** – Text messaging system (requires signup by each person).
- **Email blast** – An AVC-ALL message is sent out to all faculty and staff.
- **Website news post or message** - The college intranet will post messages on all computer screens throughout the campus warning of any imminent danger.
- **Flyers** - The message will be placed on a one-sheet and distributed to every mailbox on campus. Flyers are to be distributed to places such as the information desk, financial aid, and counseling.
- **Signage** - Placed in areas of high traffic and closed entrances or buildings.
- Other areas to be coordinated with the LASD-AVC office and other campus departments.

Registration for RAVE Mobile Security

To advance AVC's ability to connect with the campus community in the event of an emergency, AVC has partnered with Rave Mobile Safety for emergency alert services. These services can deliver messages via text messaging to a cell phone, AVC email, personal email, and voice messaging to home and cell phones.

To manage settings, and add information, visit MyAVC at <http://my.avc.edu>. Find the RAVE Mobile Safety widget. Click the "Update notification preferences" button.

RAVE can also be accessed by visiting <https://www.getrave.com/login/avc>

With the control panel, enable or disable preferred methods of notification and return anytime to update. Up to three phone numbers or email addresses in each area may be entered: Mobile Phones, Voice Only, & Email. These services will only be used in the event of an emergency or a weather-related closure. The general public can sign up as well, through the Rave Mobile Safety link on the AVC Home Page, <http://www.avc.edu>. Any questions can be directed to AVC's Help Desk by email at help@avc.edu or by calling (661) 722-6300, ext. 6605.

Emergency Response and Evacuation Procedures

References: BP 3505, AP 3505

All members of the campus community are notified that they are required to notify the LASD-AVC of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The LASD-AVC has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, LASD-AVC personnel have a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Sheriff Response

The LASD-AVC will initiate the institutional response by immediately investigating reports of a significant emergency or dangerous situation within the college community. They may also request assistance from other college departments or outside agencies after confirmation that an immediate threat exists.

Emergency Notification

In the case of a true emergency or dangerous situation posing an immediate threat to the campus community, notification will be made without delay, unless the LASD-AVC determine that such a notification would place the AVC community or a victim at a greater risk or compromise containment efforts, response to or mitigation of the emergency.

It is the responsibility of the LASD-AVC in coordination with Superintendent/ President or designee and Public Information Officer (PIO) to:

- Determine the content of any notification
- Determine the appropriate campus segments to notify
- Initiate the appropriate notification system
- Continue to update the AVC community during the emergency

Communication Methods

- **RAVE:** An electronic text messaging alert system for quickly delivering emergency messages to students and staff. Messages include basic brief information and instructions for obtaining additional details. RAVE is used for emergency texts of immediate danger to the college community.
- **Email blast** – An AVC-ALL message is sent out to all employees and students.
- **Website News post or message** - The college intranet will post messages on all computer screens throughout the campus warning of any imminent danger.
- **Personal Communication:** Individual departments are strongly encouraged to maintain various means of personal communication, including phone trees and email lists that can be accessed as needed.
- **Website:** Campus updates are provided to the community via the website under the direction of the Executive Director of Marketing and Public Information.

The Public Information Officer (PIO) will be responsible for the dissemination of emergency information to the larger community through cell phone alerts, website announcements, radio, and TV alerts.

Emergency Response General Procedures

References: BP 3505, AP 3505

1. Evacuation Emergencies

- a. **RAVE** - sign up for cell phone notification at <https://www.getrave.com/login/avc>
- b. **Earthquake** – Drop onto your hands and knees; Take cover under a desk or table or cover the back of your head and neck with one arm and hand; Hold on to your sheltering furniture with your other hand or use both arms to cover your head and neck if there is no shelter under which to cover.
- c. **Fire/Explosion/Hazardous Material Release**
 - i. Know the location of fire extinguishers in your area and know how to use them.
 - ii. Drop and roll if you and/or your clothes catch on fire.

- iii. Immediately call campus security at ext. 4444 or 6399 or use a cell phone and dial (661) 722-6399. Give your name and describe the location and size of the fire.
 - iv. If necessary, or if directed to do so by campus security personnel, activate the building alarm.
 - v. On large fires that are not immediately controllable, or after using the fire extinguisher, close all doors to confine the fire and reduce oxygen—but do not lock them.
 - vi. Proceed to the designated parking lot for your building. Keep walkways clear for emergency vehicles. Refer to the Area Evacuation Map to determine your designated parking lot.
 - vii. Do not return to the building until told to do so.
- d. **Power Outage** - Most campus buildings are not provided with emergency or standby lighting. If the power does go out during class, have the students stay in their seats. Information regarding the restoration of power will be passed on to you as soon as possible. If the power does not return in a reasonable length of time, evacuate the classroom or laboratory. Caution students that there is no rush; they should take their time exiting the building. Emergency lighting should be functioning in the room, hallway, or stairways.
- e. **Active Shooter** - DO NOT EVACUATE - In the event of gunfire or a shooting, lock or barricade your classroom doors, turn off the lights and be quiet until police arrive and tell you to move out of the building.

2. Evacuation Procedures Checklist

- a. Advise your class of the need to evacuate the building.
- b. KNOW the direction to the nearest Evacuation Area.
- c. Direct the class to take all their belongings with them IF TIME PERMITS and go to the designated evacuation area (refer to campus Evacuation map).
- d. Direct the class to move to the nearest building exit.
- e. DO NOT return to the building unless allowed to do so by emergency personnel.
- f. Be prepared to provide details of missing or injured students to emergency personnel.

3. Evacuation of Persons with Disabilities - Use the following guidelines to plan for the evacuation of persons with disabilities:

- a. Create a plan for each students' needs.
- b. When evacuating always ask what method of assistance the person prefers. Not all persons can be removed from their wheelchairs and carried safely.
- c. Ask for planned assistance from another person in the class when evacuating students with disabilities (if possible do this on the first day of classes).
- d. Assist/roll/lead the student out of the room toward the exit and evacuation route.
- e. Use Evac-Chairs for upper floor evacuations, this equipment is placed on stair landings.
- f. Move to any area of safety and continue to escort students until away from danger area.

Drill Zones

Drills are conducted at AVC Lancaster campus based on designated zones. Each zone is scheduled annually. The Palmdale Center, Palmdale Technical Center, and the Fox Field Site also have building evacuation drills. Logistics and assignments will be different from the Lancaster campus. CSUB-AV and SOAR participate in the drills with the Lancaster campus.

Full information regarding drills can be found at the following link: <https://www.avc.edu/human-resources/risk-management-environmental-health/emergency-drill-information-faculty-staff>

Assignment of Duties

References: BP 3505, AP 3505, Government Code 3100

All employees have responsibility as Disaster Service Workers, per Government Code 3100, for performing certain duties in times of emergency. Specific assignments are outlined, and additional assignments may be given via the chain of command. Full details of assignments can be found in Administrative Policy 3505.

Emergency and Active Shooter Drills

References: BP 3505, AP 3505

AVC continues to prepare for emergency situations that could occur on campus and will continue lock down drills as scheduled by the LASD. The District conducts numerous announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. For each test conducted, the Antelope Valley College Police Department will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Drills are communicated to the campus months in advance with periodic reminders leading up to the event, if the event is announced. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration. Results of the exercise including whether the event was announced or unannounced, how long was taken to achieve full compliance, and identified areas of improvement are distributed to the campus by email after the event.

The AVC community is advised of the following emergency procedure:

If in a room or building and you hear gunfire, lock your door(s) from the inside if the door(s) can be locked, call campus security to describe what you heard and give them your building name and room number, turn off room lights (whether day or night), and then take shelter so that you are not visible through a window to anyone outside of the window. Remain sheltered in place until campus security notifies you to take other action.

AVC Administrative Council participated in the Standardized Emergency Management System (SEMS) training for Executives and Senior Officials. Special training was given to the Board of Trustees and specific administrators, which included a tabletop simulation for emergency preparedness. Additionally, all faculty and staff completed a seven (7) hour online SEMS/NIMS/ICS training to prepare the campus for emergency situations. This training, now streamlined to 5 hours, is given each year to new personnel.

On the LASD-AVC website, an active shooter training video available for students and staff to utilize. This video will help prepare our community in case an active shooter situation occurs. The video can be found at the following link: www.avc.edu/avc-sheriffs-office

All AVC locations will have yearly Active Shooter Drills that are not to be confused with the Emergency Evacuation Drills. The Active Shooter Drills are conducted site-wide rather than by Drill Zone and have, so far, required shelter-in-place activities rather than evacuations. Due to the COVID-19 pandemic, shelter-in-place activities requiring students, staff & faculty to bunch-up along the inside of rooms violates social distancing protocols. Therefore,

personnel have been provided with reminders to utilize the active shooter training video (referenced in the previous paragraph) in their classrooms, departments, and divisions.

The National Fire Protection Association's Standard 101 defines the Life Safety Code for all facilities including campuses. Failure to participate in an emergency drill can result in fines being levied upon the District by OSHA as well as the fire marshal. Additionally, the Los Angeles County Fire Code has regulations governing fire safety, evacuation and lockdown plans and associated drills. Furthermore, individuals who resist, interfere, or disobey lawful orders of firemen or public officers (including law enforcement officers) are subject to citation or arrest.

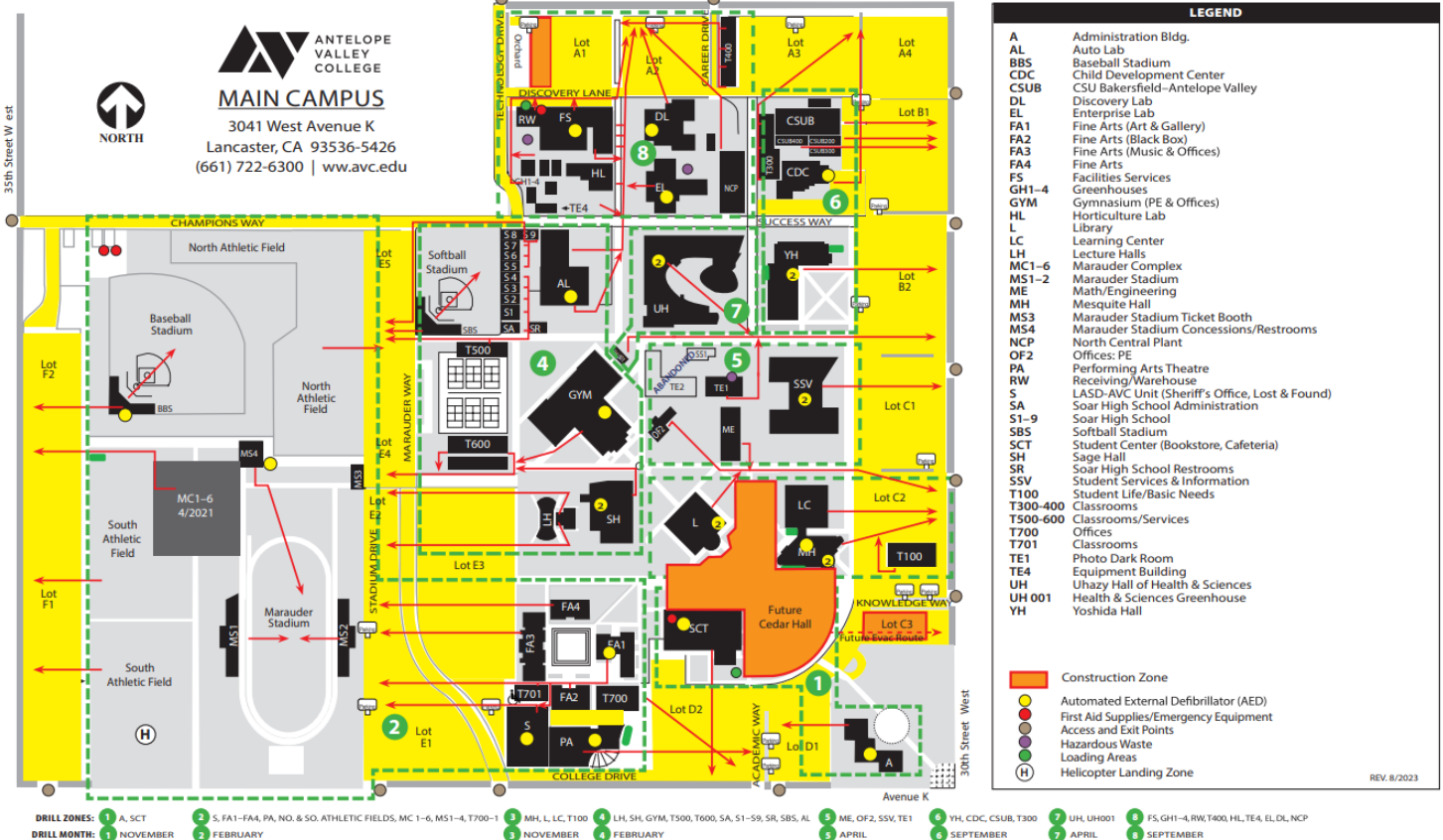
Evacuation Maps

AVC Evacuation Maps can be accessed at the following link: www.avc.edu/campus-map

Lancaster Evacuation Map

AREA EVACUATION MAP

NOTE: Evacuate your building via the shortest safest route to your building's evacuation assembly area.

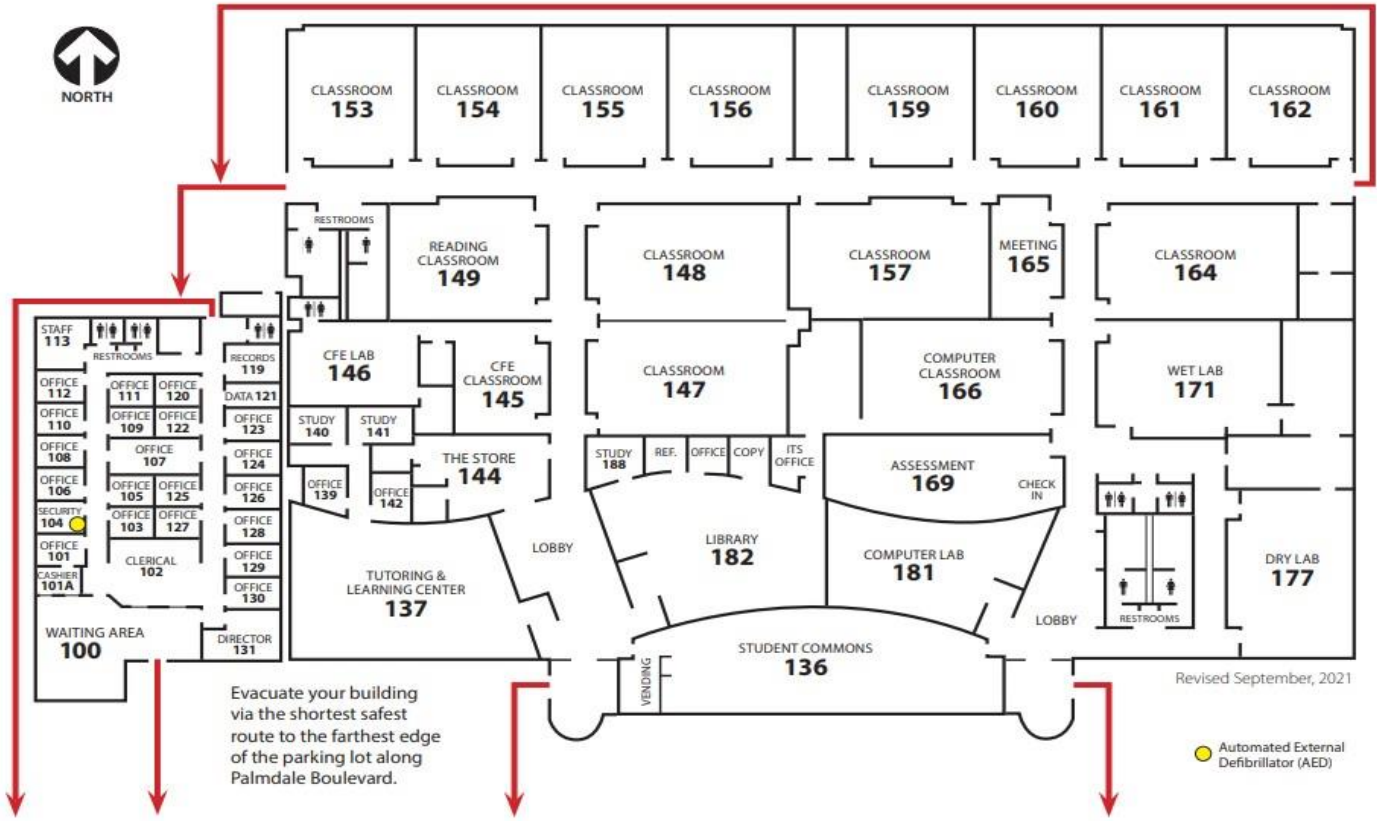


Palmdale Center Evacuation Map



Palmdale Center

2301 EAST PALMDALE BLVD. PALMDALE, CA 93550 • (661) 722-6400 • www.avc.edu/palmdale/



Revised September, 2021

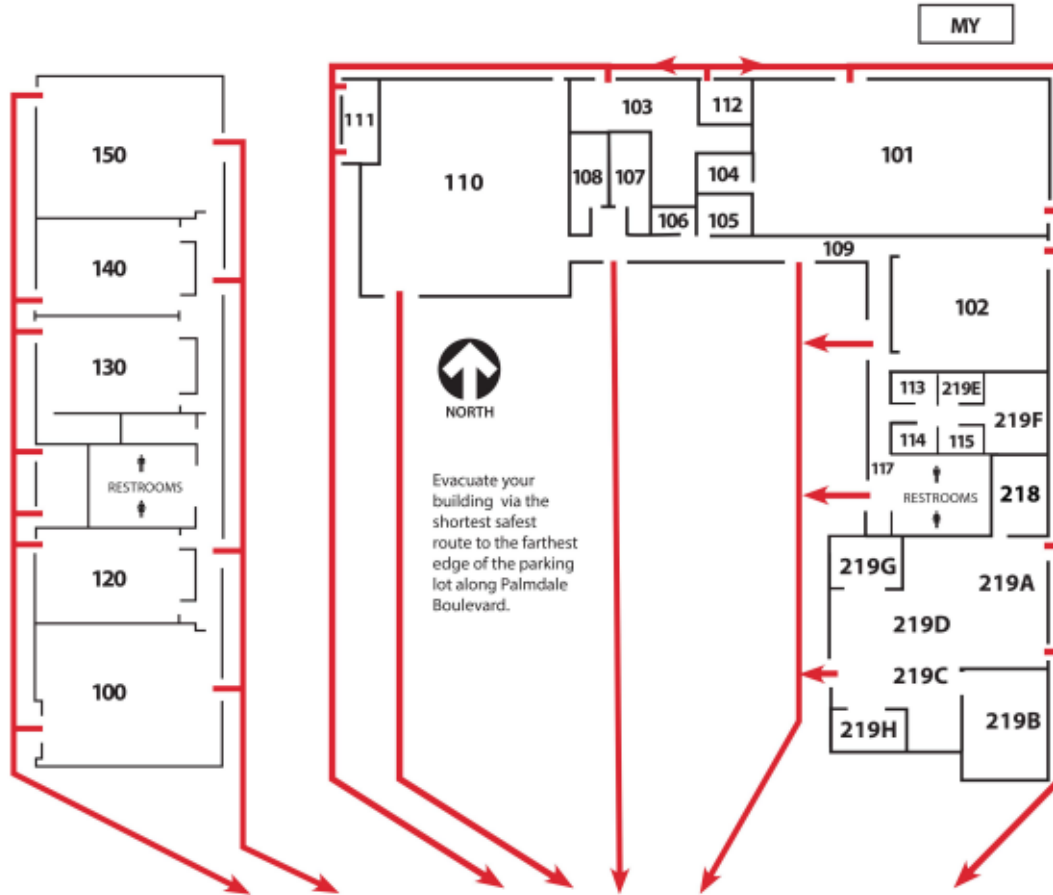
PALMDALE BOULEVARD (NOT TO SCALE)

Palmdale Technical Center Evacuation Map



Palmdale Technical Center

2255 EAST PALMDALE BLVD. PALMDALE, CA 93550 • (661) 722-6400 • www.avc.edu/palmdale/



Revised August, 2022

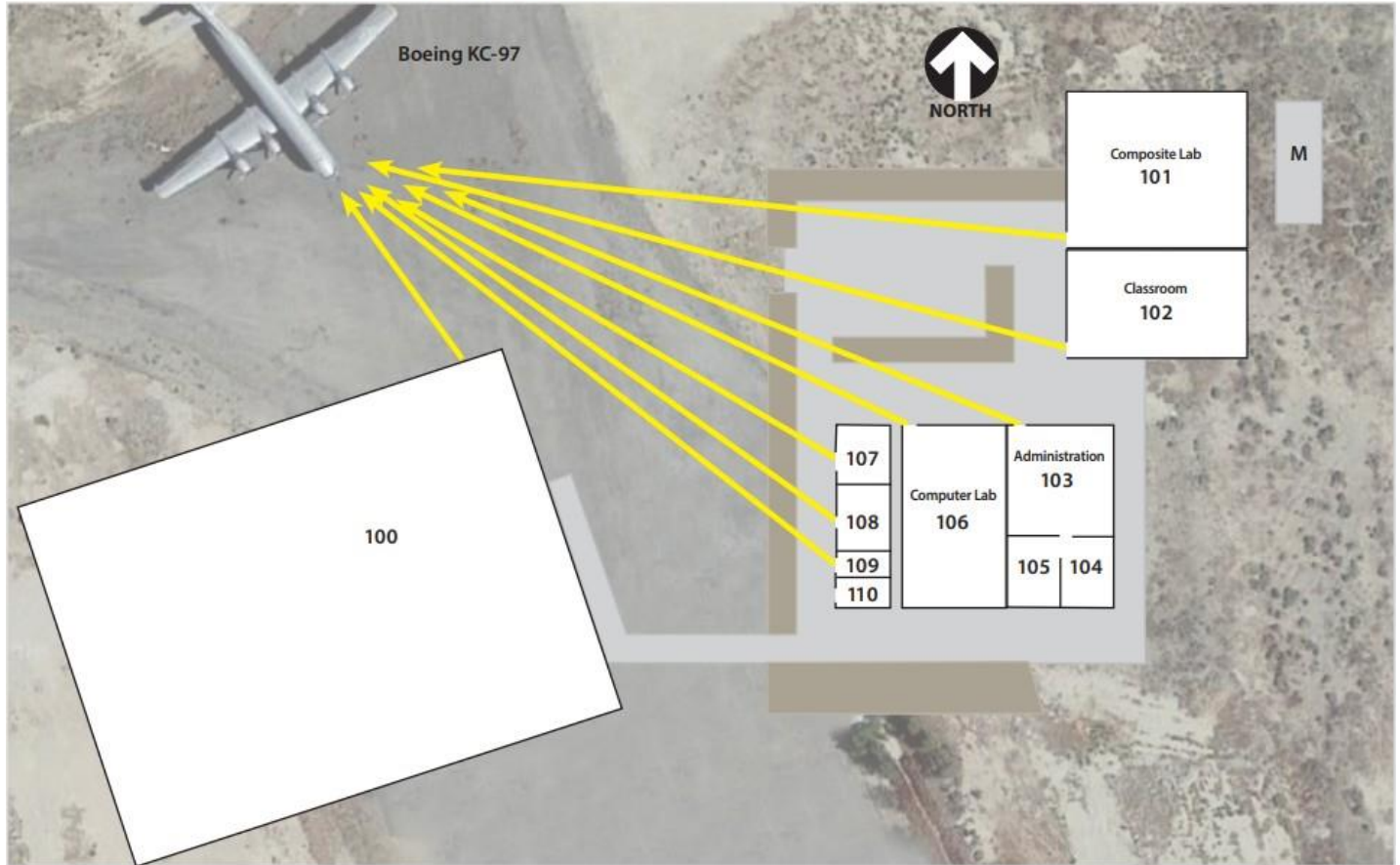
PALMDALE BOULEVARD (NOT TO SCALE)

Fox Field Site Evacuation Map



AREA EVACUATION MAP—FOX FIELD SITE

4549 Barnes Avenue • Lancaster, Ca 93536



REV. September 2020

Related Board and Administrative Policies

The following policies and procedures were utilized to develop and maintain this report. To view the full details of a policy or procedure visit the District Board of Trustees page at:

<https://go.boarddocs.com/ca/avc/Board.nsf/Public/>

Board Policies

BP 3410	Nondiscrimination
BP 3430	Prohibition of Harassment
BP 3433	Prohibition of Sexual Harassment Under Title IX
BP 3500	Campus Safety
BP 3501	Campus Security and Access
BP 3505	Emergency Response Plan
BP 3510	Workplace Violence
BP 3515	Reporting of Crimes
BP 3520	Local Law Enforcement
BP 3530	Weapons on Campus
BP 3540	Sexual and Other Assaults on Campus
BP 3550	Drug Free Environment and Drug Prevention Program
BP 5500	Standards of Conduct
BP 7360	Discipline and Dismissals – Academic Employees
BP 7365	Discipline and Dismissals – Classified Employees
BP 7600	Campus Security
BP 7700	Whistleblower Protection

Administrative Policies

AP 3050	Institutional Code of Ethics
AP 3410	Nondiscrimination
AP 3430	Prohibition of Harassment
AP 3433	Prohibition of Sexual Harassment Under Title IX
AP 3434	Responding to Harassment Based on Sex Under Title IX
AP 3435	Discrimination and Harassment Complaints and Investigations
AP 3500	Campus Safety
AP 3501	Campus Security and Access
AP 3505	Emergency Response Plan
AP 3506	Campus and Site Closures and Re-Openings
AP 3510	Workplace Violence
AP 3515	Reporting of Crimes
AP 3516	Registered Sex Offender information
AP 3520	Local Law Enforcement
AP 3530	Weapons on Campus
AP 3540	Sexual and Other Assault on Campus
AP 3550	Drug Free Environment and Drug Prevention Program
AP 3560	Alcoholic Beverages
AP 5520	Student Discipline Procedures
AP 5530	Student Rights and Grievances
AP 7360	Discipline and Dismissal – Academic Employees
AP 7365	Discipline and Dismissal – Classified Employees
AP 7600	Campus Security
AP 7700	Whistleblower Protection