



**ANTELOPE  
VALLEY  
COLLEGE**

Annual Campus Safety and Security Report  
2014-15

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## History of the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The "Clery Act" is named in memory of 19 year old Lehigh University freshman Jeanne Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law was amended in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained.

In 2013 the Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE) amended the federal Jeanne Clery Act. SaVE will help bolster the response to and prevention of sexual violence in higher education.

## President's Message

At Antelope Valley College the health and safety of the environment we provide for our students and the college community is of highest priority. We continuously review our emergency response and safety processes and methods to ensure that not only are we prepared, but more importantly, that we prevent; violence, unsafe conditions, and inadequate response to emergency situations.

We have a well-established emergency response plan that is rehearsed through a series of evacuation drills, simulations, and table-top exercises. It is a topic that is openly and actively discussed across campus.

Workshops are held on the prevention and reporting of campus violence acts, sexual assault and awareness, and inappropriate behavior in all realms of student life.

Two years ago the college established a Behavior Intervention Team (BIT) for the purpose of identifying inappropriate behavior and tracking trends in behavior as a diagnostic to prevent serious incidents; create awareness; and educate students, faculty and staff.

We are committed to the safety and security of the entire college community. We will always commit, or redirect, resources as needed to ensure such. We have been entrusted with precious resources, from the physical plant of the campus, to the human treasure found in the future of our students.

Ed Knudson  
Superintendent/President

## List of Acronyms and Terms

AVC	Antelope Valley College
CSUB-AV	California State University of Bakersfield, Antelope Valley
LASD-AVC	Los Angeles County Sheriff's Department at Antelope Valley College
SCT	Student Center
SEMS	Simulated Emergency Management System
SOAR	Students on Academic Rise High School

## Geographic Locations

Lancaster Campus  
3041 West Avenue K  
Lancaster, CA 93536

Palmdale Campus  
1529 E. Palmdale Blvd.  
Palmdale, CA 93550

Foxfield  
4555 West Avenue G  
Lancaster, CA 93536

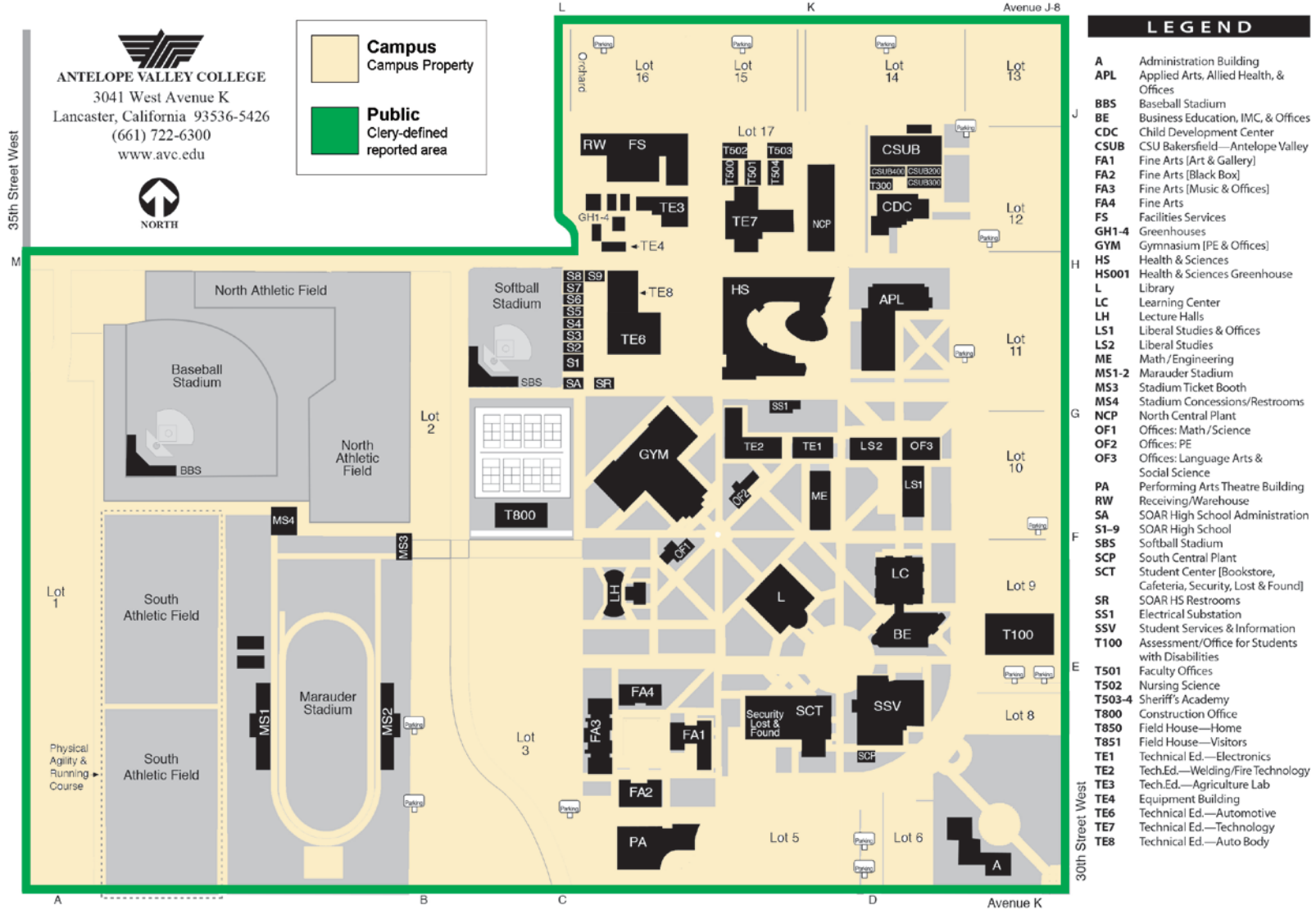
### Locations Defined

**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.)

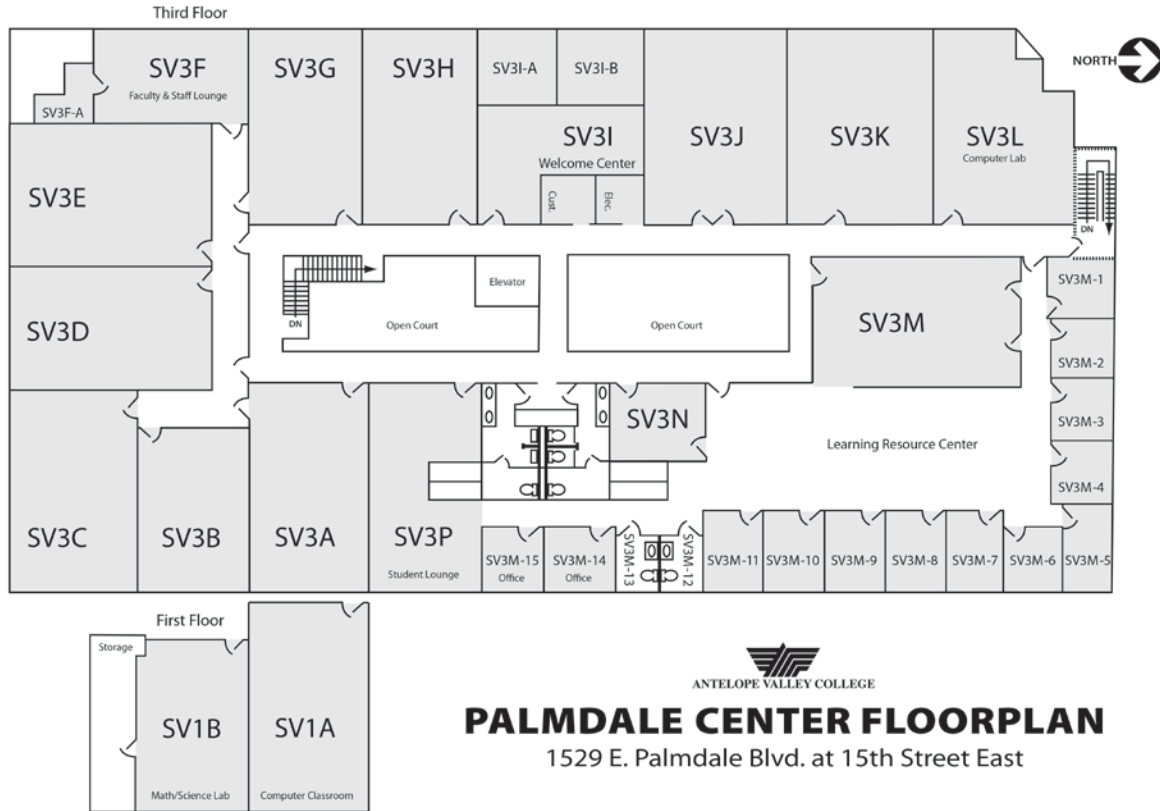
# Lancaster Campus Map





### Palmdale Center Map

The Palmdale Center is housed in a building that consists of three (3) floors. Antelope Valley College utilizes the rooms on the third floor and two rooms on the first floor. The parking lot is a shared lot for any visitors to the college or to any other businesses within the building.



REV. 07/07/10

  
 ANTELOPE VALLEY COLLEGE  
**PALMDALE CENTER FLOORPLAN**  
 1529 E. Palmdale Blvd. at 15th Street East

### Fox Field Campus Map

The Fox Field site is housed on the Fox Field Airport. AVC occupies several classrooms, two hangars, and office space within this property. The parking lot is a shared lot for any visitors to the college or to any other businesses within the property.



## Campus Law Enforcement

AVC contracts with the Los Angeles County Sheriff (LASD-AV) to provide security services on campus. The 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 LASD-AVC maintains a daily crime log of criminal incidents and alleged criminal incidents which are reported to the LASD-AVC.

### Accurate and Prompt Reporting of Crimes to Law Enforcement

To ensure the safety of everyone on campus, AVC encourages the accurate and prompt reporting of crimes to the LASD-AVC at (661) 722-6399 or in person at Student Center (SCT) 125.

### Professional Counselors

A professional counselor whose official responsibilities include 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.

## Crime Statistics

CLERY CRIME CATEGORY	2009*	2010*	2011*	2012		2013		2014	
	REPORT	REPORT	REPORT	REPORT	ARREST	REPORT	ARREST	REPORT	ARREST
<b>TOTAL CRIMES</b>	5	18	9	39	25	32	24	17	12
MURDER	0	0	0	0	0	0	0	0	0
*NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
FORCIBLE SEX OFFENSE (RAPE)	0	0	0	0	0	0	0	0	0
NONFORCIBLE SEX OFFENSE	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT	Unk	Unk	Unk	0	0	0	0	0	0
ROBBERY	1	1	1	1	0	2	0	0	0
AGGRAVATED ASSAULT	2	0	0	2	3	0	0	0	0
BURGLARIES	0	10	2	13	0	6	1	4	1
MOTOR VEHICLE THEFTS	0	0	0	2	1	2	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
WEAPON VIOLATIONS	2	2	1	2	2	4	4	2	2
DRUG LAW VIOLATIONS	0	5	4	19	19	18	19	10	8
LIQUOR LAW VIOLATION	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	Unk	Unk	Unk	Unk	Unk	Unk	Unk	1	1
DATING VIOLENCE	Unk	Unk	Unk	Unk	Unk	Unk	Unk	0	0
STALKING	Unk	Unk	Unk	Unk	Unk	Unk	Unk	0	0

### HATE CRIMES\*\*

Note: In 2011, there was one hate crime involving sexual orientation.

ADDITIONAL CRIME CATEGORIES	2009*	2010*	2011*	2012		2013		2014	
	REPORT	REPORT	REPORT	REPORT	ARREST	REPORT	ARREST	REPORT	ARREST
<b>TOTAL CRIMES</b>	5	62	62	120	63	98	45	100	70
BATTERY	0	2	4	5	3	9	5	2	2
IDENTITY THEFT	Unk	1	0	3	0	1	0	1	0
EMBEZZLEMENT	0	1	0	1	0	0	0	0	0
PETTY THEFT	1	9	14	29	0	35	4	12	0
GRAND THEFT	0	6	5	4	0	4	1	8	2
OTHER FELONY	Unk	2	9	9	2	11	2	5	5
VANDALISM	3	16	21	15	0	7	1	22	0
VEHICULAR HIT AND RUN	Unk	7	0	0	0	0	0	3	3
OTHER MISDEMEANOR	1	5	9	54	52	30	28	44	40
ADDITIONAL WARRANT ARREST	Unk	13	0	0	6	1	4	3	18

<b>TRAFFIC STATS</b>	2009*	2010*	2011*	2012	2013	2014
<b>TOTAL CRIMES</b>	Unk	20	16	86	67	79
TRAFFIC COLLISION REPORTS	Unk	20	16	3	10	8
HIT AND RUN	Unk	Unk	Unk	1	2	3
HAZARDOUS CITATIONS	Unk	Unk	Unk	2	8	2
TOWED VEHICLES	Unk	Unk	Unk	80	47	66

<b>CAMPUS PARKING</b>	2009*	2010*	2011*	2012	2013	2014
<b>TOTAL CRIMES</b>	Unk	3770	6200	7412	5382	4559
PARKING CITATIONS	Unk	3038	5146	5328	4080	3391
APPEALED	Unk	366	527	1042	651	584
DISMISSED	Unk	221	267	457	288	246
NOT DISMISSED	Unk	145	260	585	363	338

<b>CAMPUS CALLS FOR SERVICES</b>	2009*	2010*	2011*	2012	2013	2014
<b>TOTAL CRIMES</b>	Unk	145	132	110	131	133
STUDENT DISTURBANCE	Unk	58	44	43	45	45
MEDICAL REQUEST	Unk	55	51	54	65	68
OTHER	Unk	32	37	13	21	20

\* During these years the data was not reported in as much detail as it was starting in 2012. The incidents were also not broken down by reports/arrests.

## Programs Regarding Security Procedures and Practices

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 frequently provides education and prevention programs for students to maintain their safety, health, and well-being. AVC has also worked jointly with Valley Oasis to take the necessary steps in not only Title IX and Clery Act compliance but is also moving forward with ways to change the on campus culture regarding the various types of domestic violence, dating violence, sexual assault, and stalking.

## Programs Regarding Prevention of Crimes

Reference: AP3505

The LASD-AVC maintains a webpage on the Lancaster campus web site 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:

- AVC has a “Blue Phone” system located in and around the Lancaster campus. Know where these 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 or use a Blue Emergency Phone.
- 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!

The LASD-AVC provides free safety escort service during operating hours to transport students to their cars or bus stops on the campus periphery. Anyone may report a crime or other suspicious activity anonymously at Los Angeles County Sheriff Station Tip Hotline by calling (323) 778-5678.

## **Monitoring of Criminal Activities Off-Campus**

Reference: 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.



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

References: AP3550, AP3650, AP5520

AVC and LASD-AVC is committed to drug-free and alcohol-free campuses. Students and employees are prohibited from unlawfully possessing, using or distributing illicit drugs and alcohol on District premises, in District vehicles, or as part of any activity of the District or colleges of the District.

AP 3550 Drug Free Environment and Drug Prevention Program Reference: Drug Free Schools and Communities Act Amendment, 1989; 20 U.S. Code Section 1145g and 34 C.F.R.86.1 et seq.; Federal Drug-Free Workplace Act, 1988; 41 U.S. Code Section 702. The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education. The 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.

AP 3650 Alcoholic Beverages Reference: Business and Professions Codes Sections 24045.4, 24045.6, and 25608; 34 CFR 668.46(b) the possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of 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 the 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 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consumer or possesses alcohol in any public or private area of campus without prior District approval. Organizations or groups violation 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:

<http://www.usdoj.gov/dea/agency/penalties.pdf>

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

## Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available in AP3550.

## Drug and Alcohol Prevention Programs

AVC uses referral services for Drug and Alcohol prevention and treatment programs. A monthly online magazine is distributed, Student Health 101, which provides prevention and treatment information. AVC also provides hotline information for students (see below). Please refer to the AVC Student Health webpage <http://www.avc.edu/student-services/health> for additional information.

## Resources for Counseling, Treatment, and Rehabilitation

ASAP Drug Hotline	800-367-2727
AV Council on Alcoholism & Direct Dependency	661-948-5046
California Smokers Helpline	800-844-2439
Drug Abuse Hotline	800-444-9999
Families Anonymous	800-736-9805
I-ADARP Drug & Alcohol Support	818-994-7454
Narconon	800-468-6933
Narcotics Anonymous	661-299-5599
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
Teen Abuse Hotline	800-462-9164
Valley Women's Center	818-757-2188

## Sexual and Other Assaults Policy

References: AP3540

AVC's complete sexual and other assault policy is available on [www.avc.edu](http://www.avc.edu) via the Administrative Policies, AP3540.

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, sexual assault, 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, co-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.

### Educational Programs

AVC provides the following educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses:

- Periodically during the academic year the LASD-AVC presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft and vandalism, as well as education sessions on personal safety. Additionally, this information is available on the college website under the LASD-AVC webpage.
- A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their surroundings and the security of others.
- In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in college and student publications.
- When time is of the essence, information is released to the college community through security alerts on RAVE and email distributions.
- Student Health Services holds a variety of events and resource session for education, awareness, and support.

## Who to Contact

If you are the victim of sexual or other assault on campus, you should immediately contact LASD-AVC or the BIT Team. AVC's BIT Team includes the following members:

Name	Role	(661) 722-6300 Extension
Dr. Erin Vines	Vice President, Student Services	6303
Dr. Jill Zimmerman	Dean, Student Life and Services	6354
Dr. De'Nean Coleman	Counselor	6624
Dr. Louis Lucero	Director, Office of Students with Disabilities	6161
Gary Roggenstein	Director, Counseling and Matriculation	6364
Terry Cleveland	Director, Risk Management & Environmental Health	6033
Raymond Murgatroy	Deputy in Charge	6399
Lisa O'Leary	Clerical Assistant III, Student Health Services	6683

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

Within 24 hours of being notified of a sexual or other assault, campus law enforcement shall, with the consent of the alleged victim, notify the College Superintendent/President of the sexual assault and the victim's name.

## On-Campus Resources for Victims of Sexual and Other Assault

- Deputy Raymond Murgatroyd, Deputy in Charge, LASD-AVC Office
- Dr. Erin Vines, Assistant Superintendent/Vice President Student Services
- Dr. Jill Zimmerman, Dean of Student Life and Services

## Off Campus Resources for Victims of Sexual Assault

Adult Protective Services	800-451-5155
Antelope Valley Hospital, 24 Hour Forensic Hotline	661-723-7273
Domestic Violence Center of Santa Clarita	661-259-8175
Domestic Violence Hotline	800-978-3600
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.	661-339-2733
RAIIN	800-656-HOPE
Safe Way Out	800-978-3600
Two Lifestyles (survivors' support group)	661-361-1590
Valley Oasis Domestic Violence Shelter	661-945-5509
Valley Oasis SARS	661-949-6143
VINE (Victim Information and Notification Everyday)	800-721-8021

### **Changes to Academic Situation**

AVC will comply with a victim's request for an academic situation change following an alleged sex offense, if such changes are reasonably available. For example, AVC may, consistent with Board Policy, provide the option of taking "withdrawal" or "incomplete" grades.

### **Student Discipline for Sex Offenses**

In addition to reporting suspected sex crimes to the local police, the district will 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. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

## Information Regarding Sex Offenders

References: AP3516

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at AVC. (Penal Code section 290.)

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 Calif. 93534

Palmdale Sheriff's Station: 1020 East Palmdale Blvd., Palmdale Calif. 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.

## Emergency Response and Evacuation Procedures

References: AP3505

All members of the campus community are notified on an annual basis 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.

### 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 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, with the assistance of other department or agencies (as necessary) 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 only used for emergency texts of immediate danger to the college community.
- **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.
- **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 direction of the Executive Director of Marketing and Public Information.

The District's Executive Director of Marketing and Public Information 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

### 1. Evacuation Emergencies

- a. **RAVE - College Webpage** – sign up for cell phone notification at AVC.edu
- b. **Earthquake** – take cover under your desk. When the shaking stops evacuate the building.
- c. **Fire/Explosion/Hazardous Material Release**
  - i. If possible, experiments that may be hazardous if left unattended should be shut down.
  - ii. Direct students to the nearest exit and then to the Evacuation area.
  - iii. Verify that everyone leaves and that all the doors are closed. If there is smoke in the hallways get close to the ground and crawl from the building.
  - iv. Call (661) 722-6399 and report the location and size of the fire.
- 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 of 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 Evacu-Trac equipment for upper floor evacuations, this equipment is placed on stair landings
- f. If necessary wheelchairs can be guided down stairs by two helpers.
- g. Move to any area of safety and continue to escort student until away from danger area.

## Drill Zones

Drills are conducted at AVC based on designated zones as specified below. The Palmdale and Fox Field centers also participate in drills.

Month	Drill Zone
November	<i>Drill Zones 1 &amp; 3:</i> <b>DZ 1</b> = A, SSV, SCT <b>DZ 3</b> = BE, L, LC, T100
February	<i>Drill Zones 2 &amp; 4:</i> <b>DZ 2</b> = FA1-FA4, PA, NORTH & SOUTH ATHLETIC FIELDS, MS1-4, T850-1 <b>DZ 4</b> = LH, OF1, GYM, T800, SA, S1 – S9, SR, SBS, TE6, TE8
April	<i>Drill Zones 5 &amp; 7:</i> <b>DZ 5</b> = LS1, LS2, ME, OF2, OF3, SS1, TE1, TE2 <b>DZ 7</b> = HS, HS001
September	<i>Drill Zones 6 &amp; 8:</i> <b>DZ 6</b> = APL, CDC, CSUB <b>DZ 8</b> = FS, GH1-4, RW, T501-4, TE3-4, TE7, NCP

The Palmdale Center and the Fox Field Site will also have building evacuation drills. Logistics and assignments will be different from the Lancaster campus. CSUB-AV and SOAR also participate in the drills with the Lancaster campus.

## Assignment of Duties

Every staff member has a responsibility as Disaster Service Workers, per Government Code 3100, for performing certain duties in times of emergency.

## Active Shooter Drills

Reports of Active Shooter types of events are seen in the news on almost a weekly basis. AVC continues to prepare for emergency situations that could occur on campus.

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 training to prepare the campus for emergency situations.

On the LASD-AVC website, there is 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.

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.

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.

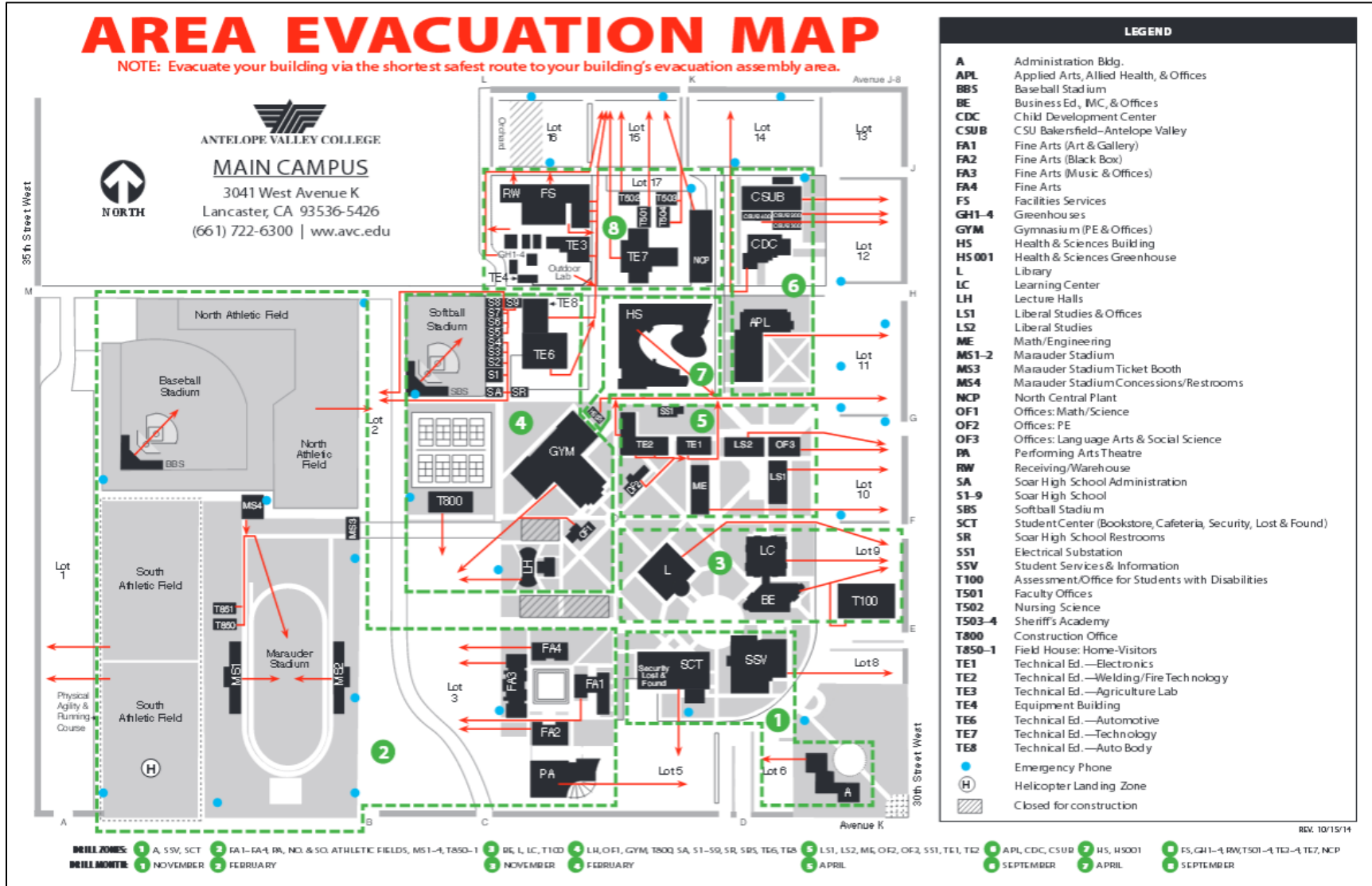
### **Registration for RAVE Mobile Security**

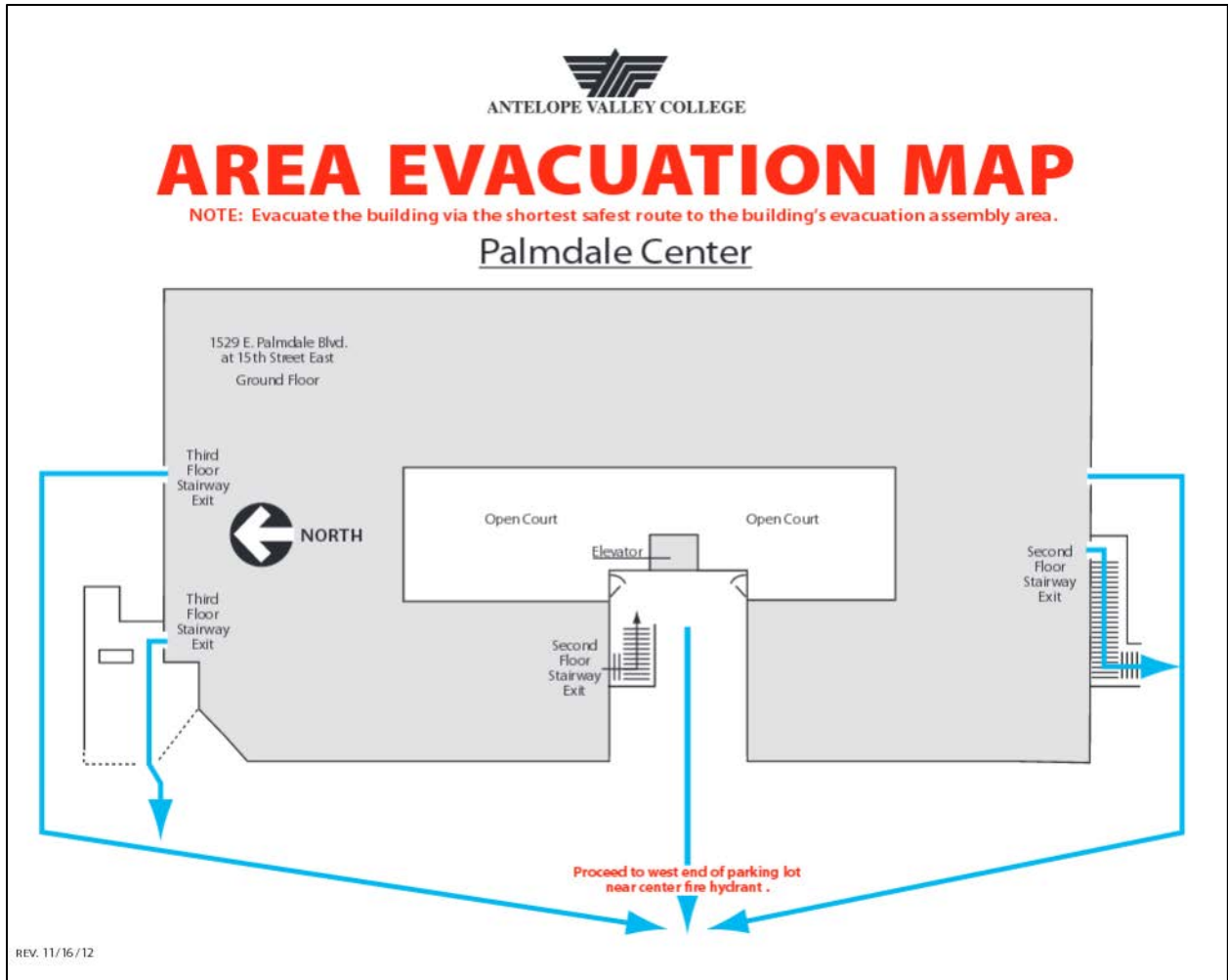
To advance AVC's ability to connect with the campus community in the event of an emergency, Antelope Valley College has partnered with Rave Mobile Safety for emergency alert services. These services are capable of delivering messages via text messaging to a cell phone, AVC Gmail and personal email addresses,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

To manage settings, and add your cell, visit MyAVC, <http://myavc.avc.edu>. Select the Home Tab. To the right find the Campus Alerts module. Click the 'Update notification preferences' button.

With this 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 at [help@avc.edu](mailto:help@avc.edu), or by calling (661) 722-6300, ext. 6535.

Evacuation Maps







# AREA EVACUATION MAP

Fox Field Site



REV. 10/12/07

## Timely Warning and Emergency Notification

Reference: AP3515

On occasion, students will see a timely warning notification (crime alerts) describing dangerous incidents or recent crime trends that may be a threat to the college community.

In an effort to keep the college community aware of such incidents, it is the policy of Antelope Valley College to disseminate these notices. The information shall be disseminated by the Executive Director of Marketing and Public Relations through the following 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 info 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 department.

Anyone with information warranting a timely warning should contact the LASD-AVC Office by phone at (661) 722-6399 or in person at Student Center (SCT) 125.



## Reporting a Crime

Reference: AP3515

Contact LASD-AVC at (661) 722-6339. Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the LASD-AVC. In addition you may report a crime to the following areas:

- Assistant Superintendent/Vice President of Student Services, Dr. Erin Vines  
661-722-6303
- Dean of Student Life and Services, Dr. Jill Zimmerman  
661-722-6354
- Assistant Superintendent/Vice President of Human Resources, Mr. Mark Bryant  
661-722-6311

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

If you are the victim of a crime and do not want to pursue action through the district's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Assistant Superintendent/Vice President of Student Services, Dean of Student Life and Services, and the Assistant Superintendent/Vice President of Human Resources can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, 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 crimes statistics for the institution.

## Security and Access to Campus Facilities

Reference: AP3501

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. 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, 661.722.6300, extension 6288.

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 key, if issued, 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.

## Maintenance of District Property

Reference: AP3505

Antelope Valley College is committed to campus safety and security. Exterior lighting and landscape control is critical to that commitment. The Maintenance and Operations Director of facilities works closely with the LASD-AVC to consider safety in the maintenance of district facilities. LASD-AVC personnel routinely checks the grounds and lighting on all campuses as part of their patrol duties. If a deficiency is identified, a work order is initiated and sent to the Facilities department for correction.

AVC community members are encouraged to report any deficiency or campus safety concerns to the Maintenance and Operations department at (661) 722-6300, ext. 6480.

Police officers check exterior building doors during their evening shifts to ensure locking mechanisms are working properly.

Community members who encounter faulty locking mechanisms should phone the Maintenance and Operations department or the LASD-AVC to ensure prompt repair or replacement.

## Related Board and Administrative Policies

The following procedures were utilized to develop and maintain this manual. To view the full details of a procedure visit <http://www.avc.edu/administration/board/policyprocedures.html>

### Board Policies

BP 3430	Prohibition of Harassment
BP 3501	Campus Security and Access
BP 3510	Workplace Violence Plan
BP 3515	Reporting of Crimes
BP 3520	Local Law Enforcement
BP 3540	Sexual and Other Assault on Campus
BP 3550	Drug Free Environment and Drug Prevention
BP 7600	Police Department(s)

### Administrative Policies

AP 3430	Prohibition of Harassment
AP 3500	Campus Safety
AP 3501	Campus Security and Access
AP 3505	Emergency Response Plan
AP 3510	Workplace Violence Plan
AP 3515	Reporting of Crimes
AP 3516	Registered Sex Offender information
AP 3518	Child Abuse Reporting
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
AP 3650	Alcoholic Beverages