Clery Annual Security Report for 2012

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

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

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

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

The District Campus Safety Department will employ community oriented security principles, problem solving techniques and other appropriate methods that will fit within and contribute to the educational philosophy and processes of the District. Campus Safety officers are responsible for providing the safest possible environment within the scope of their authority, training, job duties and abilities.

Services provided by the Campus Safety Department:

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

**Law enforcement authority and interagency cooperation**

Campus Safety officers are not sworn peace officers. Campus Safety Officers enforce parking regulations and college regulations and board policy. Campus Safety officers complete incident reports on crime incidents and violation of college regulations or board policy.

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

Fullerton Police Department should be notified immediately of any armed combatants on campus. Fullerton Police Department can be reached at 714-738-6800 or by dialing 911. After Fullerton Police Department is notified, then notify the Campus Safety Department at (714) 992-7777.

**Access to campus buildings and facilities**

Most campus buildings are open from 6:30 AM to 10:30 PM, Monday through Friday. On weekends, buildings are opened based on scheduled
use or special events. All Fullerton College staff and students have been issued identification cards. Campus Safety personnel may ask you to produce your identification if there is a question about authorization to be in a building.

Staff who require access to buildings during off-hours should contact Campus Safety for access and notification. Some campus rooms may be protected by intrusion alarms. Staff should notify Campus Safety Department before entering those areas. Campus Safety Department will unlock areas designated by the room reservation schedule, 714-992-7024.

Safety of college property

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

Timely warning notice, (campus safety alert)

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

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

Anyone with information warranting a timely warning or emergency notification should report the circumstances to the Campus Safety Office or to other appropriate campus authority. When a determination has been made that a timely warning/emergency notification should be issued, Campus Safety, the Campus Public Information Officer and other appropriate District/campus administrators will work collaboratively to ascertain methods of informing the campus community of the incident and to craft an official message.

A release will typically include the following information, if known:

- A succinct statement of the incident
- Any connection to previous incidents
- The nature and severity of the threat
- Location of the incident and persons who might be affected
• Physical description or composition drawing of a suspect, if appropriate
• Date and time the alert was released
• Other appropriate safety steps/tips

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

• The Campus/District PIO
• CEO (President/PROVOST/Chancellor/designee)
• Campus Safety Office

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

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

**Emergency preparedness**

The Campus Safety Department plays a central role in the preparation and management of campus emergency preparedness. The Campus Safety Department coordinates the training of all Building and Floor Evacuation
Marshals. The Campus Safety Department coordinates mock evacuation drills of the entire campus. The Campus Safety Department manages the emergency radio system on campus. Members of the Campus Safety Department participate in the college’s Emergency Operations Center which is guided by NIMS/SIMS protocol.
Crime statistics

The Annual Security Report Daily Crime Log can also be found on the Campus Safety Department internet site, (campussafety@fullcoll.edu). The report is up-to-date for the previous month’s crime activities. Crimes are listed by month and in order they were reported.

Crime Log

Daily Crime Log: January 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24/2012</td>
<td>1/24 - 1605</td>
<td>456 P.C</td>
<td>12-02954</td>
<td>Bookstore</td>
<td></td>
</tr>
<tr>
<td>1/25/2012</td>
<td>1/25 - 1400</td>
<td>488 P.C</td>
<td>12-02955</td>
<td>Building 1200</td>
<td></td>
</tr>
<tr>
<td>1/31/2012</td>
<td>1/31 - 1700</td>
<td>594 P.C.</td>
<td>12-02962</td>
<td>Parking Structure</td>
<td></td>
</tr>
</tbody>
</table>

Daily Crime Log: February 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/7/2012</td>
<td>2/7 - 1235</td>
<td>488 P.C</td>
<td>12-02969</td>
<td>Building 1200</td>
</tr>
<tr>
<td>2/8/2012</td>
<td>2/8 - 1650</td>
<td>243 P.C</td>
<td>12-02974</td>
<td>Bookstore</td>
</tr>
<tr>
<td>2/8/2012</td>
<td>2/8 - 1650</td>
<td>243 P.C</td>
<td>12-02974</td>
<td>Berkely &amp; Chapman</td>
</tr>
<tr>
<td>2/15/2012</td>
<td>2/15 - 1348</td>
<td>242 P.C</td>
<td>12-02983</td>
<td>Building 1100</td>
</tr>
<tr>
<td>2/21/2012</td>
<td>2/21 - 0700</td>
<td>488 P.C</td>
<td>12-02986</td>
<td>Building 1300</td>
</tr>
<tr>
<td>2/21/2012</td>
<td>2/21 - 2055</td>
<td>488 P.C</td>
<td>12-02989</td>
<td>Building 1200 Bike Rack</td>
</tr>
<tr>
<td>2/28/2012</td>
<td>2/28 - 1110</td>
<td>487 P.C</td>
<td>12-02996</td>
<td>Building 1200</td>
</tr>
<tr>
<td>2/29/2012</td>
<td>2/29 - 0945</td>
<td>488 P.C</td>
<td>12-02988</td>
<td>Building 1300 Bike Rack</td>
</tr>
</tbody>
</table>
### Daily Crime Log: March 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/5/2012</td>
<td>3/5 - 1330</td>
<td>488 P.C</td>
<td>12-13273</td>
<td>Bldg. 500</td>
</tr>
<tr>
<td>3/15/2012</td>
<td>3/15 - 1615</td>
<td>488 P.C</td>
<td>12-03014</td>
<td>1200 Locker Room</td>
</tr>
<tr>
<td>3/19/2012</td>
<td>3/19 - 1000</td>
<td>488 P.C</td>
<td>12-03023</td>
<td>1200 Locker Room</td>
</tr>
<tr>
<td>3/20/2012</td>
<td>3/20 - 1815</td>
<td>488 P.C</td>
<td>12-03020</td>
<td>Lot 6</td>
</tr>
<tr>
<td>3/22/2012</td>
<td>3/22 - 1130</td>
<td>488 P.C</td>
<td>12-03033</td>
<td>200 Wishire</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Arrest</td>
</tr>
<tr>
<td>3/26/2012</td>
<td>3/26 - 1507</td>
<td>488 P.C</td>
<td>12-03029</td>
<td>Bldg. 900 West Side</td>
</tr>
<tr>
<td>3/28/2012</td>
<td>3/28 - 1330</td>
<td>488 P.C</td>
<td>12-03036</td>
<td>La Habra Campus</td>
</tr>
</tbody>
</table>

### Daily Crime Log: April 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/10/2012</td>
<td>4/10 - 0630</td>
<td>488 P.C</td>
<td>12-03048</td>
<td>Sculpture Garden</td>
</tr>
<tr>
<td>4/16/2012</td>
<td>4/16 - 2120</td>
<td>487.3 P.C</td>
<td>12-03050</td>
<td>Parking Structure</td>
</tr>
<tr>
<td>4/18/2012</td>
<td>4/18 - 1540</td>
<td>487 P.C</td>
<td>12-03055</td>
<td>Strength Lab</td>
</tr>
<tr>
<td>4/18/2012</td>
<td>4/18 - 1540</td>
<td>487 P.C</td>
<td>12-03058</td>
<td>Lot 5</td>
</tr>
</tbody>
</table>

### Daily Crime Log: May 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/9/2012</td>
<td>5/9 - 1907</td>
<td>647 F.P.C</td>
<td>12-03074</td>
<td>Lot 10</td>
</tr>
<tr>
<td>5/14/2012</td>
<td>5/14 - 1428</td>
<td>11357b H&amp;S</td>
<td>12-03078</td>
<td>434 E. Chapman</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No cite or arrest</td>
</tr>
<tr>
<td>5/15/2012</td>
<td>5/15 - 1643</td>
<td>594 P.C</td>
<td>12-03080</td>
<td>Bldg. 400</td>
</tr>
<tr>
<td>5/16/2012</td>
<td>5/16 - 1345</td>
<td>488 P.C</td>
<td>12-03062</td>
<td>Bldg. 100</td>
</tr>
<tr>
<td>5/19/2012</td>
<td>5/19 - 1055</td>
<td>594 P.C</td>
<td>12-03081</td>
<td>Bldg. 1000</td>
</tr>
<tr>
<td>5/24/2012</td>
<td>5/24 - 1415</td>
<td>488 P.C</td>
<td>12-03084</td>
<td>Bldg. 800</td>
</tr>
<tr>
<td>5/24/2012</td>
<td>5/24 - 1340</td>
<td>488 P.C</td>
<td>12-03087</td>
<td>Football/Track</td>
</tr>
</tbody>
</table>
### Daily Crime Log: June 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/1/2012</td>
<td>6/1 - 1412</td>
<td>488 P.C</td>
<td>12-03089</td>
<td>1300 Building</td>
<td></td>
</tr>
<tr>
<td>6/9/2012</td>
<td>6/9 - 1745</td>
<td>594 P.C</td>
<td>12-03091</td>
<td>Wilshire Auditorium</td>
<td></td>
</tr>
<tr>
<td>6/28/2012</td>
<td>6/28 - 1448</td>
<td>488 P.C</td>
<td>12-03108</td>
<td>Sculpture Garden</td>
<td></td>
</tr>
</tbody>
</table>

### Daily Crime Log: July 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/11/2012</td>
<td>7/11 - 1330</td>
<td>488 P.C</td>
<td>12-03106</td>
<td>Pool Bike Racks</td>
<td></td>
</tr>
<tr>
<td>7/17/2012</td>
<td>7/17 - 1030</td>
<td>488 P.C</td>
<td>12-03109</td>
<td>1400 Bike Rack</td>
<td></td>
</tr>
<tr>
<td>7/17/2012</td>
<td>7/17 - 0940</td>
<td>594 P.C</td>
<td>12-03110</td>
<td>400 Building</td>
<td></td>
</tr>
<tr>
<td>7/18/2012</td>
<td>7/18 - 1630</td>
<td>594 P.C</td>
<td>12-03112</td>
<td>Lot 10</td>
<td></td>
</tr>
<tr>
<td>7/18/2012</td>
<td>7/18 - 1855</td>
<td>488 P.C</td>
<td>12-03113</td>
<td>1400 Bike Rack</td>
<td></td>
</tr>
<tr>
<td>7/18/2012</td>
<td>7/18 - 1800</td>
<td>488 P.C</td>
<td>12-03115</td>
<td>1700 Bike Rack</td>
<td></td>
</tr>
<tr>
<td>7/21/2012</td>
<td>7/21 - 1100</td>
<td>487 P.C</td>
<td>12-03116</td>
<td>1200 Patio</td>
<td></td>
</tr>
<tr>
<td>7/24/2012</td>
<td>7/24 - 0130</td>
<td>594 P.C.</td>
<td>12-03118</td>
<td>1400 Men’s Bathroom</td>
<td></td>
</tr>
<tr>
<td>7/24/2012</td>
<td>7/24 - 0400</td>
<td>594 P.C</td>
<td>12-03119</td>
<td>400 Men’s Bathroom</td>
<td></td>
</tr>
<tr>
<td>7/25/2012</td>
<td>7/25 - 1440</td>
<td>488 P.C</td>
<td>12-03124</td>
<td>Wilshire 100 Bike Rack</td>
<td></td>
</tr>
<tr>
<td>7/26/2012</td>
<td>7/26 - 1100</td>
<td>487 P.C</td>
<td>12-03121</td>
<td>Wilshire Theater</td>
<td></td>
</tr>
</tbody>
</table>

### Daily Crime Log: August 2012

<table>
<thead>
<tr>
<th>Date/Time Reported</th>
<th>Date/Time Occurred</th>
<th>Nature (classification)</th>
<th>Case Number</th>
<th>General Location</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/2012</td>
<td>8/1 - 0930</td>
<td>488 P.C</td>
<td>12-03131</td>
<td>Football Field</td>
<td></td>
</tr>
<tr>
<td>8/6/2012</td>
<td>8/6 -1615</td>
<td>459 P.C</td>
<td>12-03132</td>
<td>434 Chapman</td>
<td></td>
</tr>
<tr>
<td>8/7/2012</td>
<td>8/7 - 1630</td>
<td>488 P.C</td>
<td>12-03124</td>
<td>600 Bike Racks</td>
<td></td>
</tr>
<tr>
<td>8/14/2012</td>
<td>8/14-1410</td>
<td>488 P.C</td>
<td>12-03138</td>
<td>1400 Bike Rack</td>
<td></td>
</tr>
<tr>
<td>8/28/2012</td>
<td>8/28 - 1800</td>
<td>594 P.C</td>
<td>12-03142</td>
<td>1200 Female Locker room</td>
<td></td>
</tr>
<tr>
<td>8/28/2012</td>
<td>8/28 - 2210</td>
<td>594 P.C</td>
<td>12-03147</td>
<td>1700 Vending Machine</td>
<td></td>
</tr>
<tr>
<td>8/29/2012</td>
<td>8/29 - 1000</td>
<td>488 P.C</td>
<td>12-03149</td>
<td>2100 Bike Rack</td>
<td></td>
</tr>
</tbody>
</table>
Clery Crime Statistics

The Annual Security Report includes Clery Crime Statistics for the previous three years. Those statistics are reported for certain crimes as listed in the below reporting crime table.

Clery Act Crime Statistics

<table>
<thead>
<tr>
<th>CRIMES</th>
<th>On Campus</th>
<th></th>
<th></th>
<th>Public Property</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Non-forcible sex offenses</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Auto Theft</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SPECIAL CATEGORY ARREST</td>
<td>2009</td>
<td>2010</td>
<td>2011</td>
<td>2009</td>
<td>2010</td>
<td>2011</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violation</td>
<td>4</td>
<td>7</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Laws</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Violation of Weapons</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Violation of Drugs</td>
<td>7</td>
<td>10</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Violation of Liquor Laws</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Crime Reporting Procedures (Policy Statement)

Campus Safety is everyone’s responsibility at Fullerton College. Students, faculty, staff and visitors are partners in creating an atmosphere that is safe and conducive to learning.

Emergency call boxes are located throughout campus and will connect the caller directly to Campus Safety.

Reporting of a crime can also be accomplished by contacting Fullerton Police Department. The Fullerton Police Department is located at 237 W Commonwealth Fullerton, CA 92832 and (714) 738-6800.

Emergency procedures

Addressing Disruptive Student Behavior

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

Responding To Disruptive or Threatening Behavior

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

- Call Campus Safety at 714-992-7777. For life threatening situations call 911.

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

**General Emergency Procedures For Fire, Power Failure, Bomb Threat, or Earthquake**

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

Notifications:

1. Call Campus to identify emergency.
2. For Fire, pull fire alarm.
3. Campus Safety will initiate emergency notifications to administrative staff and outside agencies.
4. Alert Campus Safety to aid in evacuation of physically disabled persons.
5. Staff and/or Campus Safety will evaluate the situation and take appropriate steps to insure a safe and timely evacuation.
A. Fire: Identify a safe exit route and exit building.

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

C. Power Failure: Notify Campus Safety and Maintenance and Operations then await instruction

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

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

F. If Campus Safety is not available, staff will assess the emergency and, when appropriate, direct people to exits.

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

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

When Calling For Help

Fullerton Fire Department: 714-738-6122

Fullerton Police Department: 714-738-6800

Police and Fire Department Emergencies: 911

Campus Safety Department Emergency: 714-992-7777
1. Give your name.
2. Give the building number and room number or other specific location. (This is crucial because the emergency dispatcher phone may not necessarily display the same information).
3. Give the phone number from which you are calling, including the extension number.
4. Describe the situation or victim's condition clearly and accurately.
5. DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

**FOR POWER OUTAGE CALL CAMPUS SAFETY FIRST.**

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

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

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

Evacuation of Disabled Persons

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

Hearing-impaired persons: To warn an individual get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—go out the back door, turn right and go down. Now!"
To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.
Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or use of the Stryker chair.
Disabled persons not able to evacuate: Advise the disabled person that you will notify Campus Safety and that an officer will respond to assist him/her with their evaluation.

**Power Outage**

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

If people are trapped in an elevator:
1. Tell the passengers to stay calm and that you will get help.
2. Call the Campus Safety, 714-992-7777.
**Bomb Threat**

If you receive a bomb threat over the telephone, remain calm and ask:
1. When is it going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? When? Why?
7. Where are you now?
8. What is your name? Phone number? Address?

Pay attention for, and take notes about:
1. Exact wording of call
2. Background sounds/noises
3. Describe the caller's voice
4. Did you recognize the voice?
5. Describe the language used. Well spoken? Irrational? Foul?
6. Your thoughts.

Call the Campus Safety, 714-992-7777.

**Explosion**

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

Call Campus Safety 714-992-7777 and your site administrator.
You will be given instructions by your site administrator and/or the Campus Safety. In the event you are instructed to evacuate, mentally note anything in your area that appears out of place or suspicious, and report it.

Fire

Know the location of fire extinguishers in your area and how to use them.
Upon discovery of a small fire, call the Fire Department, 714-738-6122:
1. Immediately call the Campus Safety, 714-992-7777.
2. If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.
3. Get help, if necessary.

Upon discovery of a large fire, call the Fire Department:
1. Pull emergency alarm and give verbal alarm.
2. Call the Campus Safety, 714-992-7777.
3. Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using the stairway. Do not use elevators to evacuate.
4. Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.
5. Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.

6. Wait for further instruction from the Campus Safety or emergency personnel. Do not re-enter the building until instructed to do so.

If someone's clothes are on fire, them drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

**Earthquake**

During an earthquake:

1. Drop, cover, and hold on.
2. Stay in the building. Do not evacuate.
3. Take shelter under tables, desks, in doorways and similar places.
4. Keep away from overhead fixtures, windows, filing cabinets and bookcases.
5. Assist any disabled persons in the area and find a safe place for them.
6. If you are outside, stay outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

1. Check for injuries; give or seek first aid.
2. Check for safety hazards; fire, electrical, gas leaks, water supply, etc.
3. Do not use telephones and roadways unless necessary. Keep them open for emergency use.
4. Be prepared for aftershocks.
5. Cooperate, keep informed, remain calm and help clean up.
If evacuation is ordered:
1. Seek out any disabled or injured persons in the area and give assistance, exit using the stairway. Do not use elevators.
2. Beware of falling debris or electrical wires as you exit.
3. Go to an open area away from buildings, trees, power lines and roadways.
4. Wait for further instructions from emergency personnel.

**Weapons and Dangerous Objects**
1. It is a felony to possess any firearm or firearm replica on school grounds.
2. It is a misdemeanor to possess any dirk, dagger, razor, taser or stun gun on school grounds.
3. It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than 2 inches.
4. It is a misdemeanor to possess any switchblade or gravity-activated knife with a blade length of two or more inches.
5. Any other weapons are either unlawful or in violation of the District's Zero Tolerance Policy.

If a student is found in possession of a weapon or other dangerous object:
1. Confiscate the weapon or object if it is safe to do so.
2. Notify Campus Safety 714-992-7777 and wait for their arrival.
3. Retain the confiscated item until the circumstances are investigated by Campus Safety Department.

**Hazardous Materials**
The following information is provided as a handy source of information needed by people who normally do not work with hazardous materials. For your safety, remember:
1. Practice SAFETY at all times!
2. Always be CAUTIOUS with hazardous materials!
3. Always BE PREPARED!
   • Check the labels for information.
   • It pays to know the specific hazards of the chemicals you are handling.
   • If you don't know, ask!
4. THINK AHEAD! BE READY!
   • Keep people away—isolate area—call for help (see emergency numbers).
   • Activate safety procedures for injuries.
5. REPORT any unusual observations to Plant Operations and Campus Safety immediately!
   Examples:
   • Containers in bad condition
   • Unusual odors
   • Leaky containers
   • Illegible or missing labels
   • Facility damages
   • Equipment damages or malfunctions
6. HANDLE hazardous material carefully.
   • Pay attention at all times
   • Be alert to your surroundings.
   • Ignorance and horseplay can cause serious accidents!
7. Keep your work area CLEAN.
   • Good housekeeping is a continuous job!
   • Always maintain a clean uncluttered work area.
   • DO NOT walk around in spilled material!
CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.

Chemicals and Solvents
If immediate fire hazard exists or medical assistance is required, call the Fire Department, 714-738-6122 and Campus Safety, 714-992-7777.
Evacuate area and await assistance.
For spills not involving immediate danger to life or property:
1. Confine the spill.
2. Evacuate the immediate area and limit access.
3. Notify area supervisor.
4. Any spill, which can potentially cause injury to a person or property, must be reported to:
   Campus Safety, 714-992-7777

Radioactive Material Spills
Call the Fire Department, 714-738-6122, and Campus Safety, 714-992-7777.
For a major spill involving external radiation hazard to personnel:
1. Keep all persons as far away from accident scene as is practical.
2. Perform life-saving rescues and emergency first aid, in cases of injuries.
3. Avoid spreading contamination.
4. Call: Campus Safety, 714-992-7777
5. Detain all persons involved with the incident at the scene until they are monitored.
For spills not involving immediate danger to life or property:
1. Confine the spill. If liquid, drop absorbent paper over contamination.
2. Limit access and traffic.
3. Call: Campus Safety, 714-992-7777
When the skin is lacerated by glassware or equipment contaminated with radioactive material, immediately wash the wounded area thoroughly under a stream of cold water.

Ingestion of radioactive materials:
If the person is conscious:
1. Call Campus Safety, 714-992-7777
2. Call Poison Control Center, 9-1-800-876-4766
3. Do not give counteragents unless directed by Poison Control Center or a physician.
4. Do not follow directions for neutralizing poisons found on the container.
If the person is unconscious, call 911 Fire Department and then the Campus Safety, 714-992-7777.

Substance Abuse, Drugs and Alcoholic Beverages

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

Sexual Assault Information

All forms of sexual assault and all attempts to commit such acts are regarded as very serious. Response to these acts may range from significant college discipline to criminal prosecution.

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

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

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

- Fullerton College Health Center Website: healthservices.fullcoll.edu
- National Domestic Violence Hotline: 1-800-799-7233
- A Toll Free Rape Crisis Hotline: (800)656-HOPE
• GLBT (Gay, Lesbian, Bisexual, Transgender) Hotline: 888-843-4564
• National Sexual Assault Hotline: 800-656-4673
• SAVS (Sexual Assault Victims Services) Santa Ana: 714-834-4317
• GLBT Information/Referrals: 714-534-0862
• Project Sister: 909-626-4357 (24-hour hotline that provides the victim with a Rape Advocate at Pomona Valley Hospital Medical Center during the police interview and in court)
• National Center for Victims of Crime, Abuse, Domestic Violence and Rape:
  o Information and Referrals: 800-349-2255
  o TTY/TDD: 800-211-7996

• [Link to CDC website]
• [Link to 4Women website]
• [Link to OJP website]
• Human Options (Shelter): 949-737-5242
• Interval House (Shelter): 714-891-8121
• Laura’s House (Shelter): 949-361-3775

**Weapons Prohibited on Campus**

Dangerous objects or explosives upon the grounds is prohibited, unless the person is authorized to posses such a weapon in the course of his or her employment, has been authorized by a District employee to have a knife, or is a duly appointed peace officer, who is engaged in the performance of his or her duties.
Firearms or other weapons shall be prohibited on any college or District center, except for activities conducted under the direction of district officials or as authorized by an official law enforcement agency.

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

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

Convicted Sexual Offender Registration Laws
Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Fullerton Police Department) if the offender is enrolled as a student at Fullerton College; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vacation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Fullerton Police Department (FPD) within five working days of commencing enrollment or employment at Fullerton College. Registrants are also required to notify the FPD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vacation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working on the Fullerton College Campus may contact the Fullerton Police Department at (714) 738-6800.