



ORANGE COAST COLLEGE CAMPUS PUBLIC SAFETY

Campus Safety Plan 2023



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AVAILABILITY, LOCATION, AND METHODS TO SUMMON LAW ENFORCEMENT ASSISTANCE

The Campus Public Safety Department is committed to providing a safe and secure College environment. Campus Public Safety Officers (PSO) patrol the Main Campus in Costa Mesa and the Waterfront Campus in Newport Beach during operational hours. They collaborate closely with local police departments. The Campus Public Safety Department is located at the Southeast corner of the Main Campus in Lot C and is open from 8:00 a.m. to 5:00 p.m., Monday-Friday. Campus Public Safety Officers are always available at the Main Campus.

Persons who want to report a crime in progress or other emergencies on campus should call **9-1-1** for a local law enforcement response. Individuals should report criminal offenses to the Campus Public Safety Department or to the PSO at the campuses for assessment to determine if a Timely Warning Notice is warranted. For services of a non-emergency or more routine nature, contact the Campus Public Safety Department at (714) 432-5017.

Crime Reporting

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

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

By Telephone Contact

- Emergency: 9-1-1
- Campus Public Safety Department: (714) 432-5017 (non-emergency)
- Campus Public Safety Department Emergency: (714) 432-5555

Emergency Light Call Stations

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

In Person Contact:

Campus Public Safety Officers may be contacted on site at the Campus Public Safety office on the Main Campus, or by phone to report any criminal or suspicious activity.



SPECIAL SAFEGUARDS FOR FACILITIES OR ACTIVITIES

Security of and Access to Campus Facilities

All campus facilities are accessible with keys and access cards, and most are open daily for scheduled campus community use. Campus key and card access control and distribution is a function of the Campus Public Safety and Maintenance and Operations Departments. The Campus Public Safety and Maintenance and Operations Departments are responsible for locking all Orange Coast College owned buildings. The Department of Education building is leased and controlled by third parties utilize their own personnel to lock the buildings.

Security Considerations Used in Maintenance of Campus Facilities

Ongoing inspections and surveys of campus indoor and outdoor lighting, shrubbery and walkways are conducted. The Campus Public Safety Department works in conjunction with Maintenance and Operations Department and participates in Crime Prevention Through Environmental Design concepts (agenda for manipulating the built environment to create a safer campus).

Special Event Safety Planning

Preparation for large or special events on campus involve the creation of Incident Action Plans, according to the Standardized Emergency Management System and in collaboration with mutual aid agencies and contracted safety personnel as needed.

Emergency Management

Orange Coast College will immediately notify the appropriate segments of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat. Information can be disseminated through the following methods of notification which may include but are not limited to the Orange Coast College website; social media sites (such as Facebook, Twitter, or the Student Service App); traditional media outlets; and the college's mass notification system (Regroup), the Public Address (P.A.) system, email, and text messages.

Emergency Plan

Orange Coast College in conjunction with the Coast Community College District has an emergency plan that meets State and Federal legal requirements. The Director of Campus Public Safety and Emergency Management is responsible for developing the emergency plan and coordinating the emergency planning process. Annual emergency preparedness training provides the campus community with information about emergency procedures, notification procedures, and protective actions regarding potential hazards on campus. The Orange Coast College Emergency Activation Guide includes information regarding shelter-in-place and evacuation guidelines. The plan provides various checklists and information related to the start-up of the Emergency Operations Center and communications with each site. Campus Emergency Operations booklet is available on the OCC Campus Public Safety website.



Evacuation Plan & Procedures

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

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

Campus Lockdown Procedures

Goal/Purpose of Lockdown

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



Active Shooters & Incidents Requiring a Lockdown (example: Active Shooter- Run, Hide, Fight)

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

[Shots Fired On Campus Training Video](#)

Emergency Lockdown Procedures

In the event of an emergency and notification of a campus lockdown, please follow the procedures below.

1. Remain calm. Encourage others to remain calm.
2. Immediately cease all activity (i.e., teaching, group work, meetings, etc.)
3. Lock or barricade all doors where possible; use furniture or desks as cover.
4. If possible, cover any windows or openings that have a direct line of sight into a hallway.
5. Shut the blinds or pull the shades down. Turn off the lights and try to give the impression that the room is empty.
6. Stay low, away from windows and doors.
7. Sit on the floor or crouch under or behind desks and bookshelves where possible, to be as invisible as possible.
8. Immediately put all cell phones on "Vibrate" or "Silent" mode. Calls to Campus Public Safety or Police should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
9. Be as quiet as possible.
10. DO NOT respond to anyone at the door until an "all clear" message is received via campus notification systems (*see ReGroup Notification*) or if you are certain, it is safe to do so (i.e., if police are at the door).
11. If you are directed by Campus Public Safety or Police to leave your secured area, assist others in moving as quietly and quickly as possible.
12. Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
13. Do not sound the fire alarm in the building unless there is a fire. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
14. If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building with hands raised above head and palms facing outward and follow the above



lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle or tree). Notify Campus Public Safety or Police of your location when safe to do so. If off-campus, do not return and follow official instructions from campus ReGroup notification system.

15. Be aware of alternate exits if it becomes necessary to flee.
16. Individuals should not attempt to leave the building until told to do so by Campus Public Safety or police personnel.

ACTIONS IN THE LAST 18 MONTHS TO INCREASE SAFETY

Faculty and staff members are to encourage students to follow instructions and seek a safe location. Students without staff should be directed to the nearest classroom or safe building or area. When the condition causing the lockdown has been eliminated, an "**all clear - lockdown is over**" announcement will be made through the campus emergency notification system (ReGroup) and public announcement system.

1. Purchased and replace existing security surveillance systems with updated Avigilon video software and hardware.
2. Provided First Aid and Active shooter training for the Orange Coast College community.
3. Purchased additional Stryker evacuation chairs.
4. Installed additional Public Address system at Main Campus
5. Purchased new radios for Campus Public Safety Officers w/PA system capability.
6. Increased staffing- dispatch personnel and weekend officer.

CHANGES IN SAFETY PRECAUTIONS DURING THE NEXT 24 MONTHS

1. Enabling Public Safety Officers at campuses the ability to lockdown campuses in emergencies.
2. Installation of twenty exterior public announcement speakers for the campus.
3. Upgrade intrusion alarms to cellular network.
4. Installation of additional panic alarms for emergency notification.
5. Provide individual first aid kits.

RECORDS OF ON-CAMPUS CRIME

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

California community colleges are required by California Education Code 67380(a)(1)(A) to compile records of all occurrences reported to local police, campus security personnel, or campus safety authorities of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft, destruction of property, illegal drugs, or alcohol intoxication, and to make this information available within two business days if requested by students, prospective students, employees, or the media.



REQUEST FOR CRIME INFORMATION

If you wish to request crime information, please contact: Jim Rudy, Director of Campus Public Safety, at jrudy5@occ.cccd.edu.

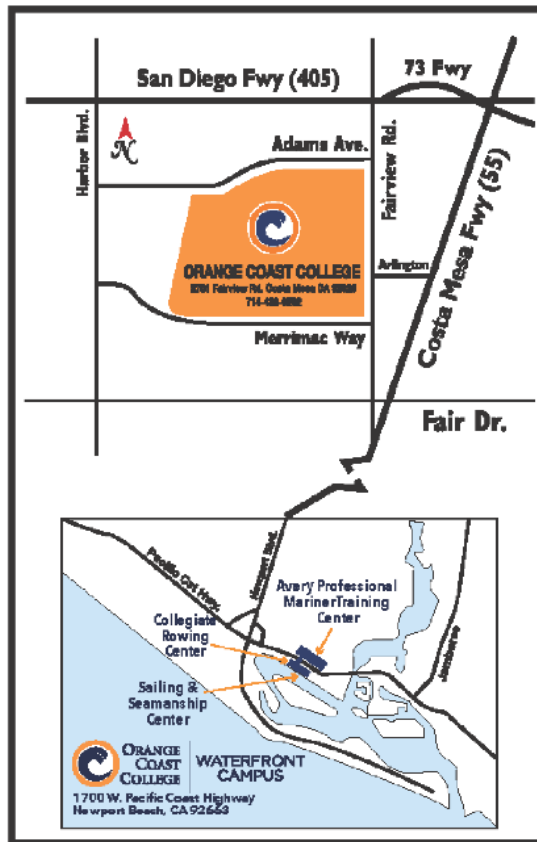
COAST COMMUNITY COLLEGE DISTRICT POLICIES

AP 3500 Campus Safety

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

BP 3500 Campus Safety

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





ORANGE COAST COLLEGE CAMPUS MAP

