

# Los Angeles Trade Technical College

## ANNUAL SECURITY REPORT



**2015**

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## Message from the College President....

It is my goal to ensure that the environment within which our students study and our faculty and staff work be as safe and secure as possible. We are committed to providing a learning environment that is secure and appropriate for higher education. If you, as a student, faculty member or staff member, have any concerns about your safety or the safety of classmates or staff, we encourage you to bring such concerns to my office or the campus Sheriff's department. It is important that we are aware of potentially dangerous situations, so that we can address them promptly and without incident.

We have a great team on campus. Our Sheriff's personnel are well-versed in campus policies and the law. They support a healthy and safe campus culture and provide us with important information that keeps us protected in any number of situations. Do not hesitate to call on them if you need any assistance or see something suspicious. It is their job to investigate it.

We hope that you find our campus to be a safe and secure place of study and work so that you can enjoy the educational journey.

Laurence B, Frank  
President

If you have an emergency:

- Pick up the nearest college telephone and push the button labeled "Emergency"
- or
- Using your cell phone: Contact LATTC's Sheriff's office at:  
213-763-3611

*Dialing 911 on your cell phone will delay emergency response to your location.*

## CRIME STATISTICS

The following crime statistics for Los Angeles Trade Technical College (LATTC) have been compiled by the Los Angeles County Sheriff's Department, in conjunction with local law enforcement agencies surrounding the campus.

Campus crime, arrest and referral statistics include those reported to the Los Angeles County Sheriff's Department, campus security authorities, and local law enforcement agencies.

Los Angeles Trade Technical College has certain mandatory crime reporting obligations under state law. The Child Abuse Neglect and Reporting Act ("CANRA," Penal Code section 11164 et seq.) requires employees to report known or suspected instances of child abuse or neglect to law enforcement. Penal Code section 11160 requires prompt, mandatory reporting to law enforcement by health care practitioners (such as employees or contractors in the Student Health Center) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or are the result of assaultive or abusive conduct.

# 2012 TO 2014 CLERY ACT CRIME STATISTICS



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
COMMUNITY COLLEGE BUREAU  
2012 TO 2014 CLERY ACT CRIME STATISTICS  
LOS ANGELES TRADE TECH COLLEGE**



OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0				0	0	0
SEX OFFENSES, FORCIBLE (TOTAL)	0	5	1				2	0	0
Rape	0	0	0				1	0	0
Sodomy	0	0	0				0	0	0
Sexual Assault with an Object	0	0	0				0	0	0
Fondling	0	5	1				1	0	0
Other Forcible Sex Offenses	0	0	0				0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0				0	0	0
Incest	0	0	0				0	0	0
Statutory Rape	0	0	0				0	0	0
ROBBERY	1	2	1				4	1	0
AGGRAVATED ASSAULT	1	1	1				2	0	0
BURGLARY	3	12	6				0	0	0
MOTOR VEHICLE THEFT	2	1	0				0	0	0
ARSON	0	0	0				0	0	0
WEAPONS LAW - ARRESTS	0	2	4				2	0	0
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0				0	0	0
DRUG LAW - ARRESTS	3	1	1				5	1	0
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0				0	0	0
LIQUOR LAW - ARRESTS	0	0	0				1	0	0
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0				0	0	0

OFFENSE	2012	2013	2014
<b>HATE CRIMES</b>			
2012 - There were no reported hate crimes.			
2013 - There were no reported hate crimes.			
2014 - There were no reported hate crimes.			

**DOMESTIC VIOLENCE - DATING VIOLENCE - STALKING**  
 2012 - Information not compiled.  
 2013 - There were three(3) domestic violence (simple assault) incidents on campus.  
 2014 - There was one (1) aggravated domestic/dating violence associated with a robbery and sexual battery, two (2) non-aggravated domestic/dating violence and one (1) non-aggravated domestic/dating violence associated with a robbery.

Date: 09/16/2015  
 Data Sources: LASD LARCRIS, LASD Arrest Query Tool, LAPD Newton Division, LAPD CAD Unit, LAPD Application Development and Support Division, and Campus Security Authorities.  
 Note: There are no Residential Facilities associated with Los Angeles Trade Tech College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS Y/IR, UCR, and other reports.  
 Note: For 2012 & 2013, we were unable to determine if the statistics obtained from LAPD's Application Development and Support Division for the "Public Property" category were for Los Angeles Trade Tech College's Clery defined geography. As a result, we excluded LAPD's 2012 & 2013 Public Property statistics from the above table.

# CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES



## LOS ANGELES COUNTY SHERIFF'S DEPARTMENT COMMUNITY COLLEGE BUREAU CLERY ACT DEFINITIONS – LOCATIONS AND CRIME CATEGORIES



LOCATIONS
<p><b>On Campus:</b> 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).</p> <p><b>Non-Campus:</b> 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.</p> <p><b>Public Property:</b> 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, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc.).</p>
CRIME CATEGORIES
<p><b>Murder/Non-Negligent Manslaughter:</b> The willful (non-negligent) killing of one human being by another.</p> <p><b>Negligent Manslaughter:</b> The killing of another person through gross negligence.</p> <p><b>Sex offenses:</b> Any sexual act directed against another person, forcibly or against that person's will. Includes rape, sodomy, sexual assault with an object, and fondling.</p> <p><b>Non-forcible sex offenses:</b> Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.</p> <p><b>Robbery:</b> The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.</p> <p><b>Aggravated Assault:</b> An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.</p> <p><b>Burglary:</b> The unlawful entry of a structure to commit a felony or a theft.</p> <p><b>Motor vehicles:</b> The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.</p> <p><b>Arson:</b> The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.</p> <p><b>Arrest:</b> A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).</p> <p><b>Disciplinary Referral:</b> The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. If both an arrest and disciplinary referral are made, only the arrest is counted.</p> <p><b>Weapons Laws:</b> The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.</p> <p><b>Drug Laws:</b> Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzadrine).</p> <p><b>Liquor Laws:</b> The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.</p> <p><b>Hate Crimes:</b> Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, ethnicity/national origin, or gender identity of the victim.</p> <p><b>Domestic Violence:</b> A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, person with whom the victim shares a child in common, a person who is or has cohabitated with the victim as a spouse or intimate partner, or is having or has had a dating or engagement relationship.</p> <p><b>Dating Violence:</b> Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on the following factors: 1) the length of the relationship, 2) the type of relationship, 3) the frequency of interaction between the persons involved.</p> <p><b>Stalking:</b> Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.</p>

Date: 09/22/2014

# CAMPUS MAP

400 West Washington Blvd  
Los Angeles, California  
90015-4181  
www.lattc.edu



- AH – ASPEN HALL**  
*(Formerly TE Building)*  
Behavioral/Social Sciences/Child Development  
English/English as a Second Language  
Mathematics
- CDC BUILDING**  
Child Development Center
- CH – CEDAR HALL**  
*(Formerly K Building)*  
Bookstore  
Business  
Fitness Center  
Sciences
- CY – CYPRESS HALL**  
*(Formerly D Building)*  
College Sheriff  
Design and Media Arts  
Physical Plant Office
- JH – JUNIPER HALL**  
*(Formerly ST Building)*  
Academic Affairs  
Administrative Services  
Admissions & Records  
Business Office  
Cal/Works/GAIN  
Career Center  
Compliance Office  
Counseling Center  
EOP/CARE  
Financial Aid  
Human Resources  
Information Center  
International Student Program  
President's Office  
Public Relations  
PUENTE  
Student Services  
UMOJA  
University Transfer Center  
Workforce & Econ. Dev.
- LG – LAUREL GYMNASIUM**  
*(Formerly G Building)*  
Gymnasium
- MA – MARIPOSA HALL**  
Academic Connections  
Academic Technology  
Assessment  
Bridges to Success Center  
Copy/Mail Center  
Disabled Student Programs & Services (DSPS)  
Distance Education  
Info Tech (IT)  
Labor Center  
Learning Skills and Noncredit Library  
Library  
Office of Student Life  
Open Computer Labs  
Staff Lounge  
Student Health Center  
Tutoring Center  
Veteran Student Center
- MH – MAGNOLIA HALL**  
*(Formerly A Building)*  
Cosmetology  
Nursing Program
- OH – OAK HALL**  
*(Formerly F Building)*  
Language Arts/Humanities  
Machine Shop (CNC)  
Advanced Transportation & Manufacturing  
Welding
- RH – REDWOOD HALL**  
*(Formerly C Building)*  
Architectural Technology  
Associated Student Organization (ASO)  
Worksource Center
- SA – SAGE HALL**  
*(Formerly H Building)*  
Cafeteria  
Culinary Arts  
Early College Academy  
Garden Room
- SG – SEQUOIA HALL**  
*(Formerly B Building)*  
Apprenticeship  
Construction Maintenance & Utilities
- WH – WILLOW HALL**  
*(Formerly J Building)*  
Athletics  
Health & Exercise Science (Kinesiology)

BUILDING DIRECTORY		
AH - Aspen Hall	LA - South Library (non-operational)	SA - Sage Hall
CDC - Child Development Center	LG - Laurel Gymnasium	SG - Sequoia Hall
CH - Cedar Hall	MA - Mariposa Hall	TH - Toyon Hall
CR - Central Receiving	MH - Magnolia Hall	WH - Willow Hall
CY - Cypress Hall	OH - Oak Hall	
	OP - Olive St. Parking	MHU - Magnolia Hall Utility
JH - Juniper Hall	RH - Redwood Hall	SCU - South Campus Utility

**LEGEND**

- Sheriff's Office
- Construction Area
- Designated Smoking Area
- Designated Free-Speech Area
- Public Pay Phone
- Emergency Blue Phone
- Elevator
- Overflow Parking (10-15 vehicles of service)
- Student Parking (General admission seating)
- Motorcycle Parking
- Sheriff's Parking

**On Campus? Scan QR Below**

or visit [map.lattc.edu](http://map.lattc.edu) and tap the location icon

Please NO SMOKING

Rev: 01.02.2015

## TIMELY WARNING POLICY

When a crime is reported to the Sheriff's Department on campus and/or the campus administration that, in the judgment of the President's Office and/or other designated campus administrator, creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued through LATTC's Email Blast, Screen Messages, School Messenger, IP Messenger, website news post or message, messages on Facebook and Twitter, flyers, and signage to students, faculty and staff.

Anyone with information warranting a timely warning should contact the Sheriff's Department by phone at (213) 763-3600 or in person at the Sheriff's Office located in D-150.

## HOW TO REPORT CRIME

To report a crime, please contact the Sheriff's Department at (213) 763-3600 or use the blue emergency telephones with a button you press which dials directly to the Sheriff's Office located throughout the campus.

You may also report crime to the following campus officials who are designated as campus security authorities:

Vice President of Student Services – Kaneesha Tarrant – (213) 763-7078  
Vice President of Administrative Services – Mary Gallagher – (213) 763-7040  
Dean of Student Services – Dorothy Smith – (213) 763-5507

LATTC does not have procedures allowing victims and witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Police reports are considered public records under state law, and reports of crime cannot be held in complete confidence. However, victims of sexual violence may request to law enforcement that their names not become a matter of public record. (Penal Code section 293.)

## SECURITY AND ACCESS TO CAMPUS FACILITIES

No visitor on campus shall attend a college activity limited to college personnel without prior approval of the college president or his/her authorized representative. Any visitor on campus may attend a college event which is authorized as open to the public. (LACCD Board Rule 91202.) All visitors must adhere to the Code of Conduct, LACCD Board Rule Chapter IX, Article VIII ("Conduct on Campus"), available at: [http://www.laccd.edu/board\\_rules/documents/Ch.IX-ArticleVIII.pdf](http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleVIII.pdf)

College premises shall not be used later than 11:00 p.m., except upon special permission of the college. (LACCD Board Rule 7200.32.)

The campus Sheriff's Office secures all perimeter gates at 11:00 p.m. and then proceeds to secure all doors. Additionally, the Sheriff's Office conducts hourly foot patrols of the campus throughout the night.

LATTC does not have any campus residences.

# CAMPUS LAW ENFORCEMENT

## **Authority of the Los Angeles County Sheriff's Department**

The LACCD contracts with the Los Angeles County Sheriff's Department to provide security services at LATTC. The Sheriff's Department has authority to apprehend and arrest individuals involved in illegal activity on campus and areas immediately adjacent to the campus. The Sheriff's Deputies are peace officers as defined in Penal Code section 830.1. The Sheriff's 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 Sheriff's Department. 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). Sheriff's Department personnel work as appropriate with local, state and federal law enforcement agencies, and have access to national crime databases.

The Sheriff's Department maintains a daily crime log of criminal incidents and alleged criminal incidents which are reported to the Sheriff's Department.

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

To ensure the safety of everyone on campus, LATTC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (213) 763-3600 or walk in the office located on the ground floor of Cypress Hall (D-150).

## **Professional Counselors**

A professional counselor whose official responsibilities include mental health counseling to members of the LATTC 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. (LACCD Board Rule 8302.10.) However, counselors may encourage victims to make a report to law enforcement.

## PROGRAMS REGARDING SECURITY PROCEDURES AND PRACTICES

LATTC has a Crisis Response Team which discusses violence prevention on an annual basis, the Work Environment Committee has a Campus Safety Subcommittee that meets on a monthly basis during the school year, as well as an Employee Assistance Program which discusses mental health issues on an annual basis. Additionally, LATTC encourages campus community safety through informational days held throughout the school year and providing information through the Sheriff's Office.

## PROGRAMS REGARDING PREVENTION OF CRIMES

LATTC offers informational days throughout the school year in which information is provided to participants regarding the prevention of crimes. Also, the Sheriff's Office posts flyers and provides additional information on a variety of safety and security topics.

## MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

LATTC does not have recognized off-campus locations of student organizations, such as off-campus housing facilities, and does not engage in monitoring of student criminal activity off-campus. However, students engaging in criminal activities off-campus, in conjunction with college-sponsored activities, may be subject to disciplinary action by LATTC.

## POLICY REGARDING POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLICIT DRUGS

The LACCD 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.

LACCD Board Rule 9803.19 prohibits the following: "Alcohol and Drugs. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics: (a) opiates, opium and opium derivatives; (b) mescaline; (c) hallucinogenic substances; (d) peyote; (e) marijuana; (f) stimulants and depressants; (g) cocaine."

### 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.justice.gov/dea/druginfo/ftp3.shtml>

The federal Controlled Substances Act is available at:  
<http://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

In addition to criminal prosecution, violators are also subject to disciplinary action by LATTC. Student discipline actions may include the following: warning, reprimand, disciplinary probation, 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 at:  
<http://www.justice.gov/dea/druginfo/factsheets.shtml>

### Drug and Alcohol Prevention Programs

LATTC provides workshops and awareness sessions through the Student Health Center and the Student Services division as student sponsored and college sponsored activities during the school year.

## Resources for Counseling, Treatment and Rehabilitation

The following counseling, treatment, and rehabilitation resources are available for the treatment of alcohol and drug dependence and abuse.

Los Angeles Community College District Employee Assistance Program (EAP)  
<http://www.laccd.edu/Departments/HumanResources/Total-Wellness-Program/Pages/HR-ARFLbenefits.aspx>  
(800) 342-8111

National Council on Alcoholism and Drug Dependence  
[www.ncadd.org](http://www.ncadd.org)  
(800) NCA-CALL

California Department of Health Care Services  
<http://www.dhcs.ca.gov/individuals/Pages/SUD-Services.aspx>  
(800) 879-2772

Los Angeles County Public Health, Substance Abuse Prevention and Control  
<http://publichealth.lacounty.gov/sapc/>  
(800) 564-6600

Alcoholics Anonymous  
[www.aa.org](http://www.aa.org)  
(800) 923-8722

Cocaine Anonymous  
[www.ca.org](http://www.ca.org)  
310-559-5833

Marijuana Anonymous  
[www.marijuana-anonymous.org](http://www.marijuana-anonymous.org)  
(800) 766-6779

Narcotics Anonymous  
[www.na.org](http://www.na.org)  
(800) 863-2962

Families Anonymous  
[www.familiesanonymous.org](http://www.familiesanonymous.org)  
(800) 736-9805

## SEXUAL ASSAULT POLICY

Los Angeles Trade Technical College will not tolerate sexual assault or sexual violence in any form, including acquaintance rape. If you have experienced sexual assault, you have the right to:

- Report the incident to the Campus Sheriff's Department and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence crucial to pursuing criminal action (an important step even if you are not immediately certain you want to pursue a criminal complaint).

- Report the matter to Healthy Advocacy Response Team (HART). LATTC's HART includes the following members: Vincent Jackson (Dean of Academic Affairs), Kaneesha Tarrant (Vice President of Student Services), Sergeant Diane Dodd (Law Enforcement, Los Angeles County Sheriff's Department), Deputy Lavonce Jeffrey (Law Enforcement, Los Angeles County Sheriff's Department), Dorothy Smith (Dean of Matriculation), Ashraf Hosseini (Counselor), and Sheila Tishler (Counselor).

Any student experiencing sexual assault or sexual violence who chooses to report the incident also helps to deter further assaults or violence. Others who are aware of such conduct may report it to ensure that survivors receive the services they need. Incidents can be reported to the Campus Sheriff's Department or the Healthy Advocacy Response Team. Reports should be made as soon as possible. Medical assistance should be sought to ensure preservation of physical evidence. Psychological counseling is available on campus from the LATTC Counseling Center.

## INFORMATION REGARDING SEX OFFENDERS

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

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

If you are doing a search on the Megan's Law site for sex offenders residing in the local area, LATTC's zip code is 90015.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

LATTC will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on the campus. (Examples of such emergencies include outbreaks, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest, explosions, chemical or hazardous waste spills, etc.)

To report an emergency, please contact the Sheriff's Department at (213) 763-3600 or use one of the blue emergency phones located throughout the campus.

### Notification Procedures

The College President or other designated administrator will make the determination of confirming whether an emergency exists, and when and how the emergency response plan will be executed. Notification is initiated by the Public Relations office.

LATTC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond, or otherwise mitigate the emergency.

The entire campus community will be notified when there is a potential that a very large segment of LATTC is threatened. The College President or other designated administrator will reassess the situation to determine whether additional notifications or updates need to be made.

In the event of a campus emergency, where it is necessary to notify students and staff of impending danger or critical information, LATTC has developed a protocol to engage as many students and staff as possible, in the shortest amount of time. It is important that all current technology and communication modes be used to widely distribute the information as quickly as possible. Coordination with the President's Office, the campus Sheriff's Office, district personnel, and Public Relations needs to be immediate and ongoing.

Below is our roll-out communication checklist for critical information:

- **Email blast.** An LATTC\_ALL message is sent out to all faculty and staff.
- **Screen messages.** Aspen Hall, Juniper Hall, Magnolia Hall, and Mariposa Hall have programmed video screens on most floors. A message is developed and placed on those screens electronically and left as a stagnant item.
- **School Messenger.** Our phone software allows us to send a recorded message, an e-mail, phone message, and/or text message to those students and staff who have opted into the system with their phones.
- **IP Messenger.** Our phone system also has the capability of delivering an audio message using every phone on campus (these phones are located in every classroom and office on campus). The recorded message plays through the phone's audio system, and can be heard throughout an entire classroom. It also interrupts those people talking on the phone at the time the message is sent out. The same message can be programmed to repeat several times at various hours.
- **Website News post or Message.** The message should remain very visible to anyone visiting the campus website, and it should be updated periodically throughout the emergency or critical period. The website also allows for blog entries so others can ask questions and gather more information.
- **Messages on Facebook and Twitter.** Social media is engaged because many of our students ONLY receive information from these sources. Short messages are developed and placed without raising alarm. Again keeping people updated.
- **Flyers.** The message is placed on a one-sheet, and distributed to every mailbox on campus. This is especially important for adjunct faculty. Flyers are also distributed from places such as the Bridges to Success Center, Admissions & Records, Financial Aid and Counseling - places where students congregate.
- **Signage.** Placed in areas of high traffic and closed entrances or buildings. Other areas to be coordinated with the Sheriff's office and other campus departments.

### Testing of Procedures

LATTC conducts both announced and unannounced tests of its emergency response and evacuation procedures. The Environmental Health and Safety Office and the campus Sheriff's Office will monitor all announced tests of its emergency response and evacuation procedures.

LATTC publicizes its emergency response and evacuation procedures by: 1. The posting of emergency procedures in each classroom. 2. The posting of emergency response and evacuation procedures on the LATTC website. 3. Providing emergency information in our School Catalog. 4. Providing other emergency notifications and procedures through Email blast or through School Messenger.

LATTC will document each test by recording a description of the test, the date the test was held, the time the test started and ended, and whether the test was announced or unannounced. Copies of test documentation are available from Physical Plant Office.