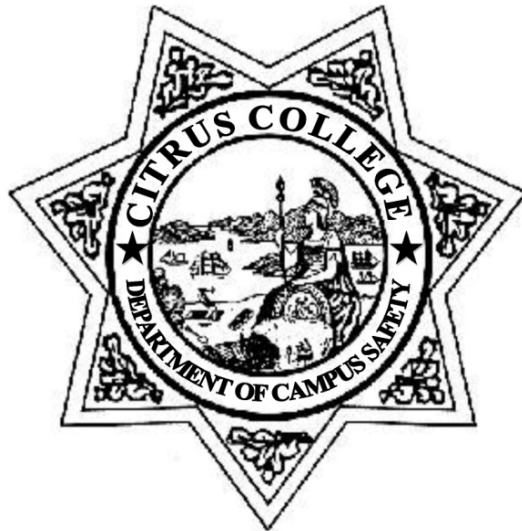




DEPARTMENT OF CAMPUS SAFETY



**ANNUAL SECURITY REPORT
2011**

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Our Commitment to Your Safety

The following information is provided as part of Citrus College’s commitment to the safety and security of our campus. Citrus College serves approximately 14,000 students each semester in college credit, continuing education, non-credit and community services divisions. This Document is published in accordance with 20 USC (1092)f and 34CFR668.46, “The Jeannie Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”

Legislative History of the Clery Act

The *Student Right to Know and Campus Security Act* (Public Law 101-542) was signed into law by President Bush in 1990 and went into effect on Sept. 1, 1991. Title II of this act is known as the *Crime Awareness and Campus Security Act of 1990*. This act amends the *Higher Education Act of 1965* (HEA) by adding campus crime statistics and reporting provisions for postsecondary institutions. It requires the disclosure of crime statistics for the most recent three years, as well as disclosure of the institution's current security policies. Institutions are also required to issue timely warnings when necessary. All public and private Title IV eligible institutions must comply with the requirements of this act which is enforced by the U. S. Department of Education (ED).

This law was amended when Congress enacted the Campus Sexual Assault Victim's Bill of Rights as part of the *Higher Education Amendments of 1992* {Public Law 102-325, Section 486(C)}, giving victims of sexual assault on campus certain basic rights. In addition, institutions are required to develop and distribute a policy statement concerning their campus sexual assault programs targeting the prevention of sex offenses. This statement must also address the procedures to be followed if a sex offense occurs.

The most recent version of this law was passed as part of the *Higher Education Amendments Act of 1998* {Section 486(e) of Public Law 105-244}. The official title under this act is the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* {20 U.S.C. 1092(f)}. On November 1, 1999, ED issued the final regulations which went into effect on July 1, 2000. The amendments require ED to collect, analyze, and report to Congress on the incidences of crime on college campuses. The amendments also expand the requirement of the *Student Right to Know and Campus Security Act of 1990* that all institutions of higher education participating in the federal student aid programs must disclose to students, faculty, staff, and, upon request, prospective students; information regarding the incidence of crimes on campus as part of their campus security report.

The 1998 amendments made several changes to the disclosure requirements. Among these changes were the addition of two crimes (arson and negligent manslaughter) and three locations (residence halls, non-campus buildings or property not geographically contiguous to the campus, and public property immediately adjacent to a facility that is owned or operated by the institution for education purposes) that schools must include in the reported statistics. Institutions that have a campus police or security department are required to maintain a daily crime log that is available to the public. The *Clery Act* was further amended in October 2000 by the *Campus Sex Crimes Prevention Act* (Section 1601 of Public Law 106-386). The changes went into effect on October 28, 2002. Beginning in 2003, institutions are required to notify the campus community where information concerning registered sex offenders who are on campus may be obtained.

Annual Security Report

Citrus Community College District's *Annual Security Report* includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus facilities, such as annex parking lots; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as sexual assault and other matters. A copy of this report may be obtained by contacting the Department of Campus Safety (626) 914-8611 or at www.citruscollege.edu.

Policy for Reporting the Annual Disclosure of Crime Statistics

The Department of Campus Safety prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available at www.citruscollege.edu under campus safety. This report is prepared in cooperation with the local law enforcement agencies surrounding Citrus College and annex parking facility. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, advisors to students, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

Copies of the *Annual Security Report* may be obtained at Campus Safety, located in the Campus Safety building (CS) at 1000 W. Foothill Boulevard, Glendora, California 91741. All prospective employees may obtain a copy from the Citrus College website.

Reporting Emergencies and Criminal Activities on Campus

Life Threatening Situations

Always dial 911 and immediately notify Campus Safety at (626) 914-8611, or by dialing ext. 8611 from an on-campus phone (not from a cell phone). When calling 911, you must remember to dial a 9 (9-911) first if using a campus department phone. Provide official address, building name and room number. Emergency personnel may not be familiar with the campus or accustomed to Citrus College terminology.

Crimes in Progress

If possible, get to a safe and secure location. Always dial 911 and then immediately notify the Campus Safety (626) 914-8611, or ext. 8611 from any department phone on campus. Try to remember as much suspect information as possible (number of suspects, male/female, height, weight, race, clothing head to toe, distinguishing marks, direction of travel, vehicle information). DO NOT confront or try to apprehend the suspect(s).

Quick Tips

- Always dial 911 for all life threatening emergencies
- Notify Campus Safety immediately after calling 911
- For all non-life threatening incidents, notify Campus Safety first
- Stay on the phone with the dispatcher until they no longer need you
- If you have helpful information and it is safe to do so, make yourself available by staying in the area but do not interfere
- Program the numbers of local law enforcement agencies into your cell phone:
 - Campus Safety (626) 914-8611
 - Glendora Police Department (626) 914-8250
 - Azusa Police Department (626) 812-3200

Access Policy

During business hours, the college is open to students, parents, employees, contractors, guests, and invitees. During non business hours, access to all facilities is by key/card, if issued, or by admittance via Campus Safety. Entry to facilities is monitored on a 24-hour basis. Only employees are authorized to have keys to buildings; no students are to have access to campus facilities without employee supervision. Employees should close and secure their respective work area or classroom before leaving the location. The Department of Campus Safety will secure any doors that are found open during the closing of campus.

All buildings will be secured by Campus Safety by 10:30 p.m. and will re-open at 6:00 a.m., Monday through Friday. At closing, building intruder alarms will be activated. While we recognize the need for after-hour and weekend access to buildings, monitored admittance is needed. After-hours, a faculty or staff I.D. is required. Anyone working late or on the weekends, faculty or staff, should notify Campus Safety prior to entering a building. Holiday access is treated as weekend access.

Facility Security Issues

Alarm systems and outdoor lighting are integral parts of campus security. This equipment is maintained by the Facilities Department (626) 914-8690 (internal ext. 8690) and patrolled by campus safety officers. Facility security problems are reported to the Facilities Department. Campus safety officers regularly test the emergency phones in elevators; as all emergency phones are routed directly to Campus Safety. In addition, Campus Safety submits work orders for repair regarding security concerns, and conduct periodic lighting surveys. Officers report physical security concerns as needed. Lighting improvements are routinely evaluated. Physical security improvements include installation of high intensity lights in buildings, parking lots, areas with heavy landscaping and trees, and along pathways frequently traveled by students and staff.

Campus Security Authorities

Recent amendments to the Campus Security Act require that campus security authorities report crime statistics for inclusion in the college's *Annual Security Report*. Personnel listed in the distribution list are considered a "campus security authority" as that term has been defined by the United States Department of Education. Campus security authorities include members of Campus Safety, the Vice President of Student Services, the Dean of Students, and the coordinators of intercollegiate athletics.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the opinion of the Supervisor of Campus Safety, Dean of Students and Vice President of Student Services, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through announcements, posted notices, and emails. Registered students, faculty and staff will receive notifications via email. In addition, the warning will be posted throughout campus, as well as in the college's student newspaper, *The Clarion*. Anyone with information warranting a timely warning should report the circumstances to Campus Safety (626) 914-8611, or in person at the Campus Safety Building (CS), 1000 W. Foothill Boulevard, Glendora, California 91741.

The Daily Crime Log

A copy of the daily crime log is available upon request from the campus safety office. A media log that includes all crimes reported is also provided to the school newspaper, *The Clarion*.

Statistics from Local Police

Requests for crime statistics are sent annually to local law enforcement agencies including Glendora Police Department, Azusa Police Department and Azusa Pacific University Department of Campus Safety. These statistics are included in the *Annual Security Report*.

Report to ED via the Web-based Data Collection

As mandated by the Clery Act, Campus Safety reports all necessary crime statistics to the Department of Education. These statistics can be viewed on the campus safety web site (www.citruscollege.edu) or by logging onto the Department of Education's security data web site: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

Crime Statistics and Incident Reports

Campus Safety provides information on crime statistics to all students, faculty, and staff members, and upon request to applicants for employment, applicants for enrollment or parents, and the Secretary of the U.S. Department of Education.

The following definitions may be helpful in understanding the categories below:

Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

Public Property – The off campus area surrounding and contiguous to the campus including streets and the public sidewalk on the opposite side of such streets from Citrus College property.

Definitions of terminology for the criminal offense categories are those required by the Clery Act/Rules and are taken from the Federal Bureau of Investigation’s (FBI) Universal Crime Reporting (UCR) system.

Enforcement Authority

Per Citrus Community College District Board Policy BP-3500 and Administrative Procedure AP-3500, Campus Safety is a non-sworn department that provides a safe and secure learning and working environment for the Citrus College community. The department currently employs one Campus Safety Supervisor, one lead officer, 12 campus safety officers (CSO’s), approximately 20 student safety assistants (Owl Patrol), one full time secretary, and one clerical support staff. Campus safety officers receive their authority, limited to district property, from the Board of Trustees of Citrus College and the California Penal, Education, and Vehicle Code, respectively. Officers are non-sworn and do not possess peace officer status or police authority. CSO’s may make, or may assist others in making, private citizen’s arrest pursuant to section 837 of the penal code. Campus Safety officers may detain offenders for local law enforcement. Additionally, CSO’s are authorized to enforce traffic and parking regulations on district property, under the auspices of CVC 21113.

Furthermore, Campus Safety has the authority to enforce Citrus College board policies and administrative procedures including the Standards of Conduct (BP 5500) and Parking Regulations (AP 6750). In addition, per the education code, Campus Safety is the liaison with local police departments in all cases of criminal actions. Any action which is a violation of the penal code of the state of California must also be reported to local police. All employees and students should make a prompt and accurate report to Campus Safety in the event of an emergency. It is the responsibility of Campus Safety to make contact with the appropriate law enforcement and emergency response agencies.

Relationships with Local Law Enforcement Agencies

Citrus College Campus Safety maintains an excellent relationship with local law enforcement agencies. These agencies help provide proactive safety patrols of Citrus Community College District and surrounding area.

Per a Memorandum of Understanding (MOU) with the Glendora Police Department, campus safety officers write incident reports for crimes that occur on property owned and operated by Citrus College. Incident reports are also generated for violations of the Standards of Conduct (BP-5500).

As part of our efforts to facilitate safety on campus, it occasionally becomes necessary for campus safety officers to approach members of the community and ask for information. If an officer contacts someone, it does not necessarily indicate that the person is a suspect. Cooperation in these interviews, usually by simply providing name and proof of Citrus College affiliation, assists Campus Safety in promoting a safe and secure environment. Officers make every effort to be as sensitive and courteous as possible while maintaining professionalism at all times.

Security Awareness and Crime Prevention Programs and Methods

Campus Safety promotes security awareness throughout the campus community. The effectiveness of the department's crime prevention program is contingent upon the cooperation of all students, faculty, and staff. The Department of Campus Safety seeks to minimize criminal activity and increase security awareness and crime prevention through the following measures:

- *Safety Guidelines and Emergency Procedures* publication distributed on campus.
- Assisting the environmental health and safety supervisor distribute *Emergency Response Procedures* and information throughout campus.
- Notices in the *Weekly Bulletin*, which is distributed weekly to all faculty and staff members.
- Safety / security related articles in the student newspaper, *The Clarion*.
- Escort Services - CSO's and student safety assistants (Owl Patrol) are available to escort persons on campus to their destination; particularly during hours of darkness.
- In addition to constant vehicular security patrols of the campus, uniformed safety officers patrol the interior of campus on foot. Campus Safety staff are supplemented by student safety assistants (Owl Patrol), who are assigned to patrol assigned areas, typically parking lots. Officers are on duty 24 hours a day, seven days a week, year round.
- When a specific threat to safety exists, or a serious crime has occurred on or around campus, information is provided through announcements, posted notices, and emails to the campus community.
- Crime prevention bulletins are periodically issued by the department to offer suggestions on improving individual security.

Campus Safety supports programs that inform students and employees about being responsible for their own security and the security of others. These include:

- Programs presented by the Associated Students of Citrus College.
- Staff development programs.
- Student/faculty/staff orientation

Registered Sex Offenders

Per AP 3516, the District shall include in its *Annual Security Report* a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Per Penal Code Section 290, 290.01, and 290.95; sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the District must disclose his/her status as a registrant upon his/her application or acceptance of the position if he/she:

- 1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children, or
- 2) would be working directly and in an accompanied setting with minor children and his/her work would require touching minor children on more than an incidental basis.

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

Campus Safety at Citrus College is not a police department but a non-sworn security department in accordance with Education Code Section 72330.5. Sex offenders who may be required to register should do so with the Glendora Police Department, 150 S. Glendora Avenue, Glendora, California. Information concerning registered sex offenders can be obtained from www.meganslaw.ca.gov

Drug and Alcohol Policy

In accordance with Public Law 101-226, Drug Free Schools and Communities Act Amendment of 1989, the Board of Trustees of Citrus College prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees. Therefore, Board Policy 5500 BP-5500, the Standards of Conduct, Board Policy and Administrative Procedure 7103 BP/AP-7103, Drug and Alcohol-Free Environment and Drug and Alcohol Prevention Program and the California penal code prohibit the possession, use, and sale of alcoholic beverages and illegal drugs on campus, except as specified in the education code.

Violators of this policy may be subject to disciplinary action, which may include suspension, demotion, expulsion, or dismissal; and may also be subject to criminal sanctions including fines, jail, or prison sentences. The Dean of Students administers student disciplinary action, the director of human resources is responsible for employee disciplinary action, and the Campus Safety Supervisor collaborates with local law enforcement agencies for criminal prosecution.

For complete policies regarding alcohol or narcotics, please visit the campus safety website at the following web address:

<http://www.citruscollege.edu/stdntsrv/security/Pages/CollegeBoardPolicies.aspx>

Sexual Assault Policy

Citrus College recognizes that sexual assault is a serious issue and does not tolerate actions of sexual assault on campus. Glendora Police Department will investigate all allegations of sexual assault and take the appropriate disciplinary, criminal, or legal action.

To that end, Citrus College adheres to the requirements of education code section 67385, which implements procedures to ensure prompt response to victims of sexual violence that occur on campus, as well as providing them with information regarding treatment options and services. No community can be totally risk-free in today's society. However, working together, students, faculty, staff, and visitors can help to create an atmosphere that is as safe and crime-free as possible by reporting criminal behavior to campus safety at (626) 914-8611, or by dialing extension 8611 when calling from a college phone.

Per Board Policy 3540 and Administrative Procedure 3540, any sexual violence or physical abuse, including but not limited to rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of board policies and administrative procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

Sexual assault includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

Disciplinary action may be imposed on recognized individual students, student organizations, and/or any Citrus College faculty or staff responsible for a sexual assault. Sanctions implied following campus disciplinary procedures depend on the outcome and may range from suspension to expulsion. Every effort will be made to criminally prosecute perpetrators of sexual assaults.

As soon as possible, the victim of a sexual assault should report the incident to Campus Safety, the local police or any faculty or staff member. The victim should make every effort to preserve any physical evidence of the assault. This may include a voluntary medical exam, not showering or disposing of any damaged clothing or other items present after or during the assault. Victims are encouraged to call any law enforcement agency by dialing 911 after a sexual assault for a crime investigation. Some agencies will also offer referral and/or transport for medical treatment, and/or referral to crisis counseling and legal advocacy.

Any person who has been the victim of sexual violence is strongly urged to report the incident to at least one of the following: Campus Safety, Student Health Center, Counseling, Vice President of Student Services, or Dean of Students, as well as the Glendora Police Department. Any person

with information regarding sexual violence on campus should contact campus safety, the Vice President of Student Services, student health center or the Dean of Students as soon as possible.

Per AP 3540, all students, faculty, or staff members who allege they are victims of a sexual assault on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the Vice President of Student Services, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless, and until, the Vice President of Student Services is authorized by the alleged victim to release such information.

The Vice President of Student Services shall provide all alleged victims of sexual assault with the following, upon request:

1. A copy of the District's board policy and administrative procedures regarding sexual assault (BP/AP 3540);
2. A list of campus personnel who should be notified of the alleged assault and procedures for such notification, if the alleged victim consents:
 - a. Vice President of Student Services
 - b. Campus Safety (notifies Glendora Police Department)
 - c. Student Health Center for counseling resources
3. A description of available services, and the campus personnel available to provide these services if requested. Services shall include:
 - a. Notification of Glendora Police Department or local law enforcement. Anonymous reporting is available.
 - b. Assistance in securing emergency transportation, if needed.
 - c. Immediate referral to the student health center for advocacy and counseling resources or referral to the counseling center.
 - d. A list of other available campus and off campus resources.
4. A description of each of the following procedures:
 - a. Criminal prosecution
 - b. Civil prosecution (i.e., lawsuit)
 - c. District disciplinary procedures for both student and employee
 - d. Modification of class schedules and
 - e. Tutoring, if necessary

Rape, like other serious felony assaults, requires immediate notification of the Glendora Police Department. All sex crimes, including indecent exposure cases reported to Campus Safety will be documented on a report and forwarded to the investigations division of the Glendora Police Department in a timely manner. In those cases in which the alleged victims choose not to have their personal information reported, Campus Safety will provide a "Jane Doe" report to the Glendora Police Department in a timely manner in keeping with the Family Education Rights and Privacy Act.

Additionally, the following community resource information is made available to victims of sexual assault:

Project SISTER Sexual Assault Crisis & Prevention Services

(909) 626-HELP (4357)
(626) 966-4155

National Sexual Assault Hotline-Rape, Abuse & Incest National Network (RAINN)

(800) 656-HOPE (4673)
www.rainn.org

National Domestic Violence Hotline

(800) 799-7233
(800) 787-3224 (TTY)
www.ndvh.org

Suicide and Rape 24-Hour Emergency Services National Hotline

(800) 333-4444

On campus contact phones numbers:

Campus Safety	(626) 914-8611
Student Health Center	(626) 914-8671
Counseling	(626) 914-8530
Student Services	(626) 914-8532
Student Affairs	(626) 914-8601
Glendora Police Department	911 or (626) 914-8250

For further review of the College's Sexual Assault Policy, please log onto the following web address:

<http://www.citruscollege.edu/stdntsrv/studentdean/ab1088/Pages/default.aspx> or click on **Sexual Violence Prevention Statement (Assembly Bill 1088)**

Sexual Assault Prevention Programs

Campus Safety has plans to partner with various surrounding local law enforcement agencies to provide crime prevention, alcohol awareness, and rape aggression defense (RAD) courses. RAD courses will cover many sexual assault issues including; post incident care, notification to students of on-and-off campus sex offender victim services, and how to obtain registered sex offender information.

Campus Safety Forums

Campus Safety, along with Glendora Police Department and the Student Conduct Team worked together to produce Campus Safety Forums. Items discussed included personal safety tips, classroom safety, relationship with local law enforcement, police protocols for campus emergencies, what to do in the event of a campus/classroom emergency, what to do in the event of an active shooter on campus, expectations of campus instructors and employees, timely warnings, results of the lockdown drill and an update from the Student Conduct Team.

Emergency Response Procedures

Emergency Operation Plan

Citrus College has in place an *Emergency Operation Plan* that is designed to effectively coordinate the use of college and community resources to protect life and property immediately following a major natural, accidental disaster or emergency. It is activated whenever an emergency affecting the campus cannot be controlled through normal channels. The primary emergencies outlined by this plan are biological and environmental emergencies, bombs and explosives, disturbances and demonstrations, earthquake, fire, flooding, shootings, terrorism, and governmental response to pandemic flu. The college's partial or total response to natural disasters or campus-wide emergencies will be based on the magnitude of the emergency. Generally, response to a major emergency situation will progress from local, to regional, to state, to federal involvement.

The *Emergency Operation Plan* applies the principles of SEMS (Standardized Emergency Management System), the concept of ICS (Incident Command System), and NIMS (National Incident Management System) into a customized plan for Citrus College. SEMS is the set of principles developed for coordinating state and local emergency response in California. SEMS provides for a multiple level emergency response organization. SEMS is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels such as the field response, local government, operational areas and regions.

Emergency responses to any major emergency are to be conducted within the framework of the *Emergency Operations Plan*.

Concept of Operations

For planning purposes, Citrus College has established three levels of response to emergencies, which are based on the severity of the situation and the availability of campus resources.

Level One:

A minor to moderate incident where campus resources are adequate and available.

Level Two:

A moderate to severe emergency where campus resources may not be adequate and mutual aid may be required on a larger basis. A PROCLAMATION OF EMERGENCY is determined by the Superintendent/President or his/her designee.

Level Three:

A major disaster where resources in or near the impacted areas are overwhelmed and extensive city, county, state and/or federal resources are required. The college Superintendent/President or designee will declare a PROCLAMATION OF EMERGENCY.

The *Emergency Operation Plan* provides for a full emergency response by the college for an incident. However, only those sections of the response organization that are required to address the situation at the time are activated. For example, a level one disaster occurring on campus would require minimal activation of the plan, where a more serious situation would require increased activation.

Management and Control

The Superintendent/President or designee establishes the basic policies, which govern the emergency management organization, declares a campus emergency when required, and acts as the highest level of authority during an emergency. The *Emergency Operation Plan* is under the executive management of the incident commander and under the operational direction of the Superintendent/President.

Plan Goals and Objectives

The major goals of the *Emergency Operation Plan* are:

- The preservation of life
- The protection of property
- The continuity of campus operation

The overall objective is to ensure the effective management of emergency forces involved in preparing for and responding to situations associated with emergencies. Specifically, this will include:

- Overall managing and coordinating of emergency operations to include, as required, on scene incident management
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and appropriate private sector organizations
- Requesting and allocating resources and other related support
- Establishing priorities and adjudicating conflicting demands for support
- Coordinating inter-jurisdictional mutual aid
- Activating and using communication systems
- Preparing and disseminating emergency public information

- Disseminating community warnings and alerts
- Managing the movements and reception of persons in the event an evacuation is ordered
- Collecting, evaluating and disseminating damage information and other essential data
- Responding to requests for resources and other support
- Restoring essential services

Plan Activation

When an emergency situation arises, the incident commander will activate the *Emergency Operation Plan*. Assigned Citrus College personnel and equipment will be utilized to provide priority protection for the following:

1. Life/safety
2. Preservation of property
3. Restoration of academic programs

The manner in which Citrus College personnel and equipment will be used will be determined by the operational plan, under the direction of the incident commander. When the plan is activated, the Emergency Operations Center (EOC) will also be activated. The EOC is the area where all district emergency response team personnel are to meet in the event of an emergency. Currently, it is located in the Handy Campus Center.

The Superintendent/President or designee is responsible for notifying the incident commander to deactivate the emergency plan and the EOC when he/she deems it appropriate.

Emergency Notification

Procedures are in place to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees on campus. Citrus College contracts with Blackboard Connect, which provides the ability to send voice, email, and SMS / text messages to all students, faculty and staff. In the event of a significant emergency, Citrus College's emergency notification system, called *Citrus Alert*, will be activated. *Citrus Alert* enables the college to communicate with students and employees quickly in the event of an emergency.

A *Citrus Alert* will be sent only to inform students, faculty and staff of an imminent emergency, such as a natural disaster (e.g. fire, earthquake, flooding), threat of violence, chemical hazard, or other significant events such as a school closing or power outage. The *Citrus Alert* system will send messages to student-provided e-mail addresses and employees' Citrus e-mail addresses, as well as up to six phone numbers. The *Citrus Alert* system can also send a text message to a user's cell phone. Test messages are sent approximately once a semester.

Students, faculty and staff can submit and update their emergency contact information at: <https://wingspan.citruscollege.edu>, under the personal tab. **Students must have a WingSpan ID number and PIN to register.** Staff without WingSpan access may obtain their ID and PIN from the Human Resources Department.

The steps to entering email and emergency contact information are as follows:

1. Go to www.citruscollege.edu
2. Click **Update Your Citrus Alert Information**
3. Click <https://wingspan.citruscollege.edu> located under "How do I submit my contact information?"
4. Click **Enter Secure Area** to register.
5. Follow the login instructions.
6. Click on **Personal Information**.
7. Click on **Update E-mail Addresses**.
8. From the drop down menu choose **Personal Email** and click **Submit**.
9. Type in your complete email address.
10. Click **Submit**.
11. Click **Return to Menu** at the top of the page.
12. Click **Citrus Alert Contact Information**.
13. Enter or edit your contact information
14. Click **Submit**. This completes the process.
15. Exit WingSpan

NOTE: It may take from six to 24 hours to update your email address in the system.

Further information regarding *Citrus Alert* can be found at the Campus Safety web-page at www.citruscollege.edu, or by clicking on the following: <http://www.citruscollege.edu/citrus-alert/Pages/default.aspx>.

Crisis Action Team

Per the *Emergency Response Plan*, the crisis action team (management section of the EOC), will confirm there is a significant emergency, determine whom to notify and how, and initiate, if necessary, *Citrus Alert*. The crisis action team consists of:

- Superintendent/President – Dr. Geraldine Perri
- Vice President of Administrative and Fiscal Services – Carol Horton
- Vice President of Student Services – Dr. John Baker (interim)
- Vice President of Instruction – Dr. Irene Malmgren
- Director of Human Resources - Dr. Robert Sammis
- Director of Facilities – Fred Diamond

The crisis action team will assess and confirm an emergency's significance and will notify accordingly.

Emergency Notification to the Larger Community

As indicated in the *Emergency Operations Plan*, the public information officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency.

The PIO provides information to employees, students, and the general campus community. Additionally, the PIO is the point of contact for the public and the news media, coordinating press releases, communicating with other agencies and holding news conferences as necessary.

The PIO is also responsible for establishing a rumor control center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means.

The PIO is Paula Green, Director of Communication.

Evacuation Plan

Emergency evacuation of a building or buildings, or the entire campus may be required due to emergency situations, including but not limited to fire, explosion, earthquake, power outage, or other major crisis. All fire alarms are to be treated as authentic warnings whether they prove to be false alarms or not. Evacuation plans are building specific and are designed to move everyone out of the threatened buildings or areas and towards an evacuation area as safely and quickly as possible.

Emergency Evacuation Assistance Areas (EEAA)

In compliance with the Federal Americans Disabilities Assistance Act, Citrus College has established designated emergency evacuation assistance areas in multistory buildings to help students and employees with disabilities. Campus buildings affected by this requirement include: AD, VT, LB, ED, PS, PC, TC, LI, and MA.

Each floor of multistory buildings has two emergency evacuation assistance areas with direct access to a nearby stairwell exit. These areas are clearly placarded with a blue and white universal handicap symbol. If a student or employee is unable to safely reach the ground floor unassisted, they will be provided assistance.

During a major emergency or power outage, elevators may not be in operation. In any emergency evacuation, campus safety and/or college designated emergency responders will assist any person with a disability to safely evacuate a campus building.

Fire Alarm Signal

A fire alarm is located in every building on campus. If an alarm sounds, strobe lights are also activated. When a fire alarm is activated, campus safety personnel will direct all occupants to evacuate the building. Students, faculty and staff are to completely clear the building.

Evacuation Assembly Areas

Upon evacuating the building, students and employees are to stay in an area directed by campus safety staff or emergency response personnel. All evacuees are to keep a minimum of 150 feet away from buildings. Additionally, evacuation assembly areas are to be a safe distance away from imminent danger, such as falling debris from trees, power lines, antennas, and/or buildings.

Evacuees are to remain clear of service roads, stairways, fire hydrants and red zones, as emergency personnel and their vehicles will be utilizing the aforementioned areas.

Returning to Buildings

Upon the evacuation of a building, students and employees are not allowed to re-enter the building until campus safety and/or emergency responders have inspected the building and have deemed it all clear for resumption of normal activities. The all clear is only given after the emergency has been completely resolved and the strobes have been turned off, not when the alarm has been silenced.

Testing

To maintain campus preparedness, different methods for testing the emergency notification system, Citrus Alert, are explored and executed. Test messages are sent once per semester. Annual tests/reviews and procedures are conducted for emergency radio testing, review of the college's *Emergency Operations Plan*, and table top exercise for emergency operations center (EOC) staff. Fire alarm drills and building evacuations are held approximately four times a year in various buildings throughout campus. Fire drills are unannounced to the general student body and staff. In addition, Campus Safety along with GPD, Azusa Pacific University Campus Safety and Azusa Police Department have conducted campus lockdown drills simulating an active shooter scenario. These drills are held approximately once per semester.

Emergency Response Publications

Emergency preparedness plans have been established at Citrus College. Evacuation maps and emergency response procedures flip charts are posted in almost every classroom and office, by the Environmental Health & Safety Department. Additionally, all staff members are given a brochure titled *Safety Guidelines and Emergency Procedures*. Both are available at www.citruscollege.edu, under Campus Safety or by clicking on the following web links: <http://www.citruscollege.edu/finance/safety/Documents/EmergencyResponseProceduresFlipchart.pdf> and <http://www.citruscollege.edu/emergency/Documents/SafetyGuidelines.pdf>

Faculty and staff may also obtain copies of evacuation routes, safety guidelines and procedures, and emergency response flipcharts by contacting the Environmental Health & Safety office at (626) 914-8704 or by emailing the Environmental Health Supervisor, Jeff Eichler at jeichler@citruscollege.edu.

Citrus College's written plans and guidelines pertaining to appropriate responses for emergencies on campus are available in a 220 page manual called the *Emergency Operations Plan*.

Citrus College reserves the right to update or revise the contents of this report at any time.



**CITRUS COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF CAMPUS SAFETY
Campus Crime Statistics
2008**

Listed below are the crime statistics for 2008 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2008 through December 31, 2008, the following are the criminal offenses which occurred on campus and were reported to Campus Safety and public agencies:

	2008
Murder	0
Manslaughter	0
Sex Offense Force	0
Sex Offense (Non Force)	0
Robbery	1
Aggravated Assault	12
Burglary	5
Vehicle Theft	3
Arson	0

Drug Law Violation	0
Liquor Law Violation	4
Illegal Weapon Possession	1

Hate Crimes	0
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CITRUS COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF CAMPUS SAFETY
Campus Crime Statistics
2009

Listed below are the crime statistics for 2009 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2009 through December 31, 2009, the following are the criminal offenses which occurred on campus and were reported to Campus Safety and public agencies:

	2009
Murder	0
Manslaughter	0
Sex Offense Force	0
Sex Offense (Non Force)	0
Robbery	0
Aggravated Assault	4
Burglary	1
Vehicle Theft	7
Arson	0

Drug Law Violation	1
Liquor Law Violation	8
Illegal Weapon Possession	0

Hate Crimes	0
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CITRUS COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF CAMPUS SAFETY
Campus Crime Statistics
2010

Listed below are the crime statistics for 2010 in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act.

From January 1, 2010 through December 31, 2010, the following are the criminal offenses which occurred on campus and were reported to Campus Safety and public agencies:

	2010
Murder	0
Manslaughter	0
Sex Offense Force	0
Sex Offense (Non Force)	0
Robbery	1
Aggravated Assault	2
Burglary	5
Vehicle Theft	3
Arson	0

Drug Law Violation	5
Liquor Law Violation	3
Illegal Weapon Possession	0

Hate Crimes	0
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