



Los Angeles Southwest College
ANNUAL SECURITY REPORT
2015





Message from the College President

For almost 50 years, Los Angeles Southwest College has offered students an opportunity to acquire a degree or a certificate to help them get ahead in their education and in the workforce. During this time, LASC has also offered students a sense of calmness, order and a welcoming environment to aid them in achieving their goals in higher education. Make no mistake, LASC students are learning from their professors, interacting with their peers and participating in the many clubs, organizations and sports teams on this campus in an environment that is safe and secure. The high level of safety that we expect for our students extends to our faculty and staff as well as all of our guests and community members.

We have been able to achieve a secure campus thanks to our Los Angeles County sheriff's deputies and cadets who are located on campus in the sheriff's substation. Their work consisting of 24-hour mobile and foot patrols as well as daily in-person interactions and much more ensures that our campus community is always protected. We are fortunate to have this dedicated group on our campus and their hard work is one of the main reasons that this campus can lay claim to being one of the safest college campuses in the City of Los Angeles. I urge you to take a moment to review LASC campus crime statistics on our college's website in which our low crime rates are detailed.

But the low crime rates on this campus are not solely attributable to the work stemming from the sheriff's substation, but rather they are a collective effort in which all of us came together to make sure that our high security expectations are met and the safety and well-being of students, faculty, staff and visitors are a primary concern.

Each one of us carries the great responsibility of ensuring that this campus is safe today, tomorrow and well into the future. If you observe something out of the ordinary, witness someone acting suspicious or notice a backpack oddly placed, immediately report it to the sheriff's substation by calling 323-241-5311. The substation is located next to the Middle College High school and across from the Student Services Building on the Western Avenue side of campus. Take a moment to review the campus map at www.lasc.edu to locate the sheriff's substation so you will know where to go, if necessary.

As you walk around campus today, realize that there is an entire community looking out for you and your safety. This community is in the classroom, on the playing fields, in our parking lots and everywhere else on our beautiful campus. Join them in making sure that LASC continues to be one of the safest places in Los Angeles County.

Sincerely,

Linda D. Rose, Ed.D.
President

CRIME STATISTICS

The following crime statistics for Los Angeles Southwest College (LASC) 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.

LASC 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 result of assaultive or abusive conduct.



**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COMMUNITY COLLEGE BUREAU
2012 TO 2014 CLERY ACT CRIME STATISTICS
LOS ANGELES SOUTHWEST 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)	1	0	1				0	0	0
Rape	0	0	0				0	0	0
Sodomy	0	0	0				0	0	0
Sexual Assault with an Object	0	0	0				0	0	0
Fondling	1	0	1				0	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	0	0				0	9	0
AGGRAVATED ASSAULT	0	0	0				0	2	0
BURGLARY	0	0	2				0	0	0
MOTOR VEHICLE THEFT	1	1	1				0	0	0
ARSON	0	0	0				0	0	0
WEAPONS LAW - ARRESTS	0	0	1				2	1	0
WEAPONS LAW - REFERRED FOR DISCIPLINARY ACTION	0	1	0				0	0	0
DRUG LAW - ARRESTS	0	0	0				12	8	0
DRUG LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0				0	0	0
LIQUOR LAW - ARRESTS	0	0	0				0	0	0
LIQUOR LAW - REFERRED FOR DISCIPLINARY ACTION	0	0	0				0	0	0

HATE CRIMES

	DOMESTIC VIOLENCE - DATING VIOLENCE - STALKING
2012 - There were no reported hate crimes.	2012 - Information not compiled.
2013 - There were no reported hate crimes.	2013 - There was one (1) non aggravated domestic/dating violence incident on public
2014 - There were no reported hate crimes.	2014 - There were no domestic/dating violence or stalking incidents.

Date: 09/16/2015
 Data Sources: LASD LARCIS, LASD Arrest Query Tool, and Campus Security Authorities
 Note: There are no Residential Facilities associated with Los Angeles Southwest College. Statistics presented on this report were gathered in accordance with the Clery Act. They may vary from LASD, CCS YIR, UCR, and other reports.



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



LOCATIONS
On Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Additionally, this includes any building or property within the same reasonably contiguous geographic area of the main campus that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (e.g., a food or other retail vendor).
Non-Campus: Any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution's main campus.
Public Property: All public property, including thoroughfares, streets, sidewalks, parking facilities, and public parks immediately adjacent to and accessible from the campus that falls under the jurisdiction of an outside law enforcement agency. Generally, this property consists of a public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street (i.e., sidewalk, street, sidewalk). Public property does not include anything beyond the second sidewalk (e.g., businesses, residences, etc.).
CRIME CATEGORIES
Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
Negligent Manslaughter: The killing of another person through gross negligence.
Forcible sex offenses: Any sexual act directed against another person, forcibly or against that person's will. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
Non-forcible sex offenses: Unlawful non-forcible sexual intercourse. Includes incest and statutory rape.
Robbery: 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.
Aggravated Assault: 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.
Burglary: The unlawful entry of a structure to commit a felony or a theft.
Motor vehicles: The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts and mopeds.
Arson: 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.
Arrest: A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug or weapons laws (defined below).
Disciplinary Referral: 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.
Weapons Laws: The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.
Drug Laws: 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, Benzedrine).
Liquor Laws: 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.
Hate Crimes: Any of the above listed crimes and any other crime involving bodily injury, theft, intimidation, simple assault or destruction/damage/vandalism reported to the police or to a campus security authority in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

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, Vice President of Academic Affairs, Vice President of Student Services or Vice President of Administrative Services creates a serious or ongoing threat, a campus-wide "timely warning" will be issued.

The warning will be issued to students, faculty and staff through an LASC e-mail blast, Blackboard Connect, IP Messenger, Website News, and placed on the Jumbo-Tron.

Anyone with information that warrants a timely warning should contact the Sheriff's Department by phone (323) 241-5311 or in person at the Sheriff's Office at 1600 Imperial Highway, Los Angeles, CA 90047.

HOW TO REPORT CRIME

To report a crime, please contact the **Sheriff's Department at (323) 241-5311** or use one of the **Blue Emergency Telephones**, located throughout campus. The button you press on the Blue Emergency Telephone is direct dial to the Sheriff's Department. Again, the **Blue Phones** are located throughout the campus. See map.

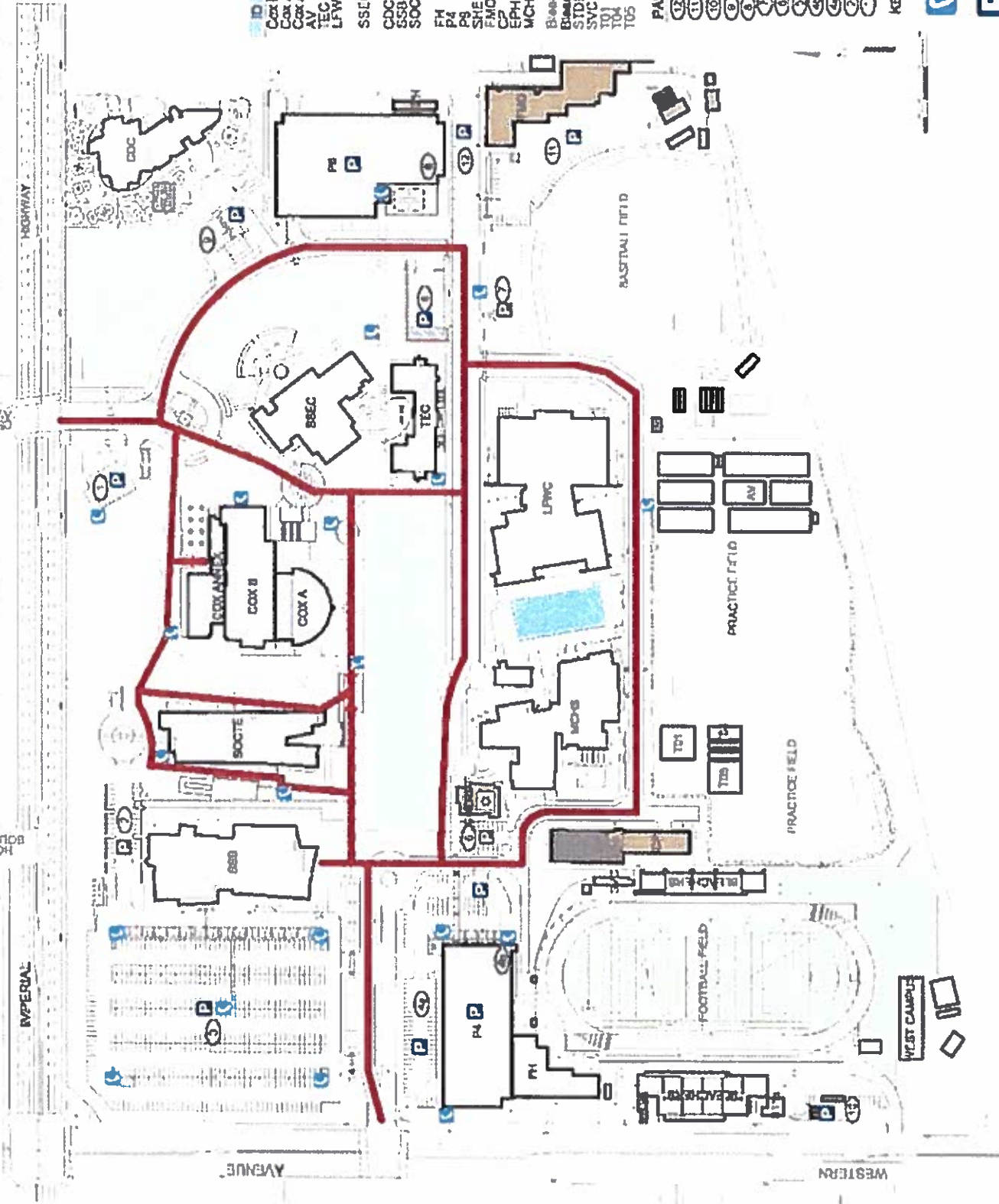
You may also report a crime to the following campus officials who are designated as campus security authorities:

- President – Dr. Linda Rose (323) 241-5273
- Acting Vice President, Student Services – Vacant (323) 241-5328
- Vice President, Administrative Services – Ferris E. Trimble (323) 241- 5467
- Vice President, Academic Affairs – Dr. Lawrence Bradford (323) 241-5280
- Associate Vice President, Administrative Services – Pamela Sanford (323) 241-5428
- Dean, Academic Affairs – Vacant
- Dean, Student Services – Vacant
- Interim Director of College Facilities – Mr. Allison Mah (323) 241-5059
- Principal, Middle College High School – Betty Washington (323) 418-4700

LASC 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.)

Los Angeles Southwest College



ID	BUILDING NAME
COX B	COX BUILDING
COX Annex	COX Annex
COX A	LITTLE THEATER
AV	ACADEMIC VILLAGE
TEC	TECHNOLOGY EDUCATION BUILDING
LFWC	THOMAS G. LARSON FITNESS AND WELLNESS CENTER
SSEC	STUDENT SERVICES EDUCATION CENTER
CDC	CENTRAL DEVELOPMENT CENTER
SSB	STUDENT SERVICES BUILDING
SOOTE	SCHOOL OF CAREER AND TECHNICAL EDUCATION
FH	ATHLETIC FIELD HOUSE
P8	WEST PARKING STRUCTURE #8
P9	NORTH EAST PARKING STRUCTURE#9
SHERIFF	CAMPUS SHERIFF STATION
FMO	MAINTENANCE / OPERATIONS BUILDING
CP	CENTRAL PLANT
EPH	EAST PUMP HOUSE
MCHS	MIDDLE COLLEGE HIGH SCHOOL WEST CAMPUS
Bleachers	HOME STADIUM BLEACHERS
STDM	VISITORS STADIUM CONCESSIONS
SVC	STADIUM VISITORS CONCESSIONS
T01	TEMPORARY OFFICE FACILITIES
T04	TEMPORARY OFFICE FACILITIES
T05	TEMPORARY OFFICE FACILITIES

PARKING LOTS	KEY LEGEND
12	Road Surface - General
11	LOT 11 - RMO Staff
10	LOT 10 - General
9	LOT 9 - CDC Visitor
8	Parking Structure - General
7	LOT 7 - Staff
6	LOT 6 - Staff
5	LOT 5 - Sheriff Staff
4	Parking Structure - General
3	LOT 4a - General
2	LOT 2 - Staff/ Visitor
1	LOT 1 - Annex Visitor

EMERGENCY BLUE PHONE
 SHERIFF
 PARKING
 PATH OF TRAVEL

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

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.

LASC 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 LASC. 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, LASC encourages the accurate and prompt reporting of crimes to the Sheriff's Department at (323) 241-5311 located at 1600 Imperial

Highway, Los Angeles, CA 90047.

Professional Counselors

The professional counselor whose official responsibilities include mental health counseling to members of the LASC 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

LASC has a Crisis Response Team which discusses violence prevention on an annual basis as well as an Employee Assistance Program which discusses mental health issues on an annual basis. Additionally, LASC encourages campus community safety through informational days held throughout the school year and information through the Sheriff's office.

PROGRAMS REGARDING PREVENTION OF CRIMES

LASC offers informational days throughout the school year in which information is given out regarding the prevention of crimes. Also, the Sheriff's Office post flyers and provides additional information on a variety of safety topics.

MONITORING OF CRIMINAL ACTIVITIES OFF-CAMPUS

LASC 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 LASC.

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.usdoj.gov/dea/agency/penalties.pdf>

In addition to criminal prosecution, violators are also subject to disciplinary action by LASC. 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/pubs/all_fact_sheets.pdf

Drug and Alcohol Prevention Programs

LASC Student Health Center has a Clinical Psychologist and a Clinical Social Worker that work with students and make referral as appropriate for students with mental health issues.

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/faculty_staff/hr/eap.htm
(800) 342-8111

National Council on Alcoholism and Drug Dependence

www.ncadd.org
(800) NCA-CALL
California Department of Alcohol and Drug Programs
www.adp.ca.gov
(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
(800) 923-8722

Cocaine Anonymous
www.ca.org
310-559-5833

Marijuana Anonymous
www.marijuana-anonymous.org
(800) 766-6779

Narcotics Anonymous
www.na.org
(800) 863-2962

Families Anonymous
www.familiesanonymous.org
(800) 736-9805

SEXUAL ASSAULT POLICY

The District's complete sexual assault policy is available in LACCD Board Rules, Chapter XVI ("Sexual Assault"), available at: *http://www.laccd.edu/board_rules/*

Educational Programs

LASC has educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The annual "Denim Day" is used to raise awareness campus-wide of the issue of sexual assault. Additionally, LASC has educational and prevention programs related to issues of domestic violence and stalking.

Who to Contact

If you are the victim of sexual assault on campus, you should immediately contact the Sheriff's Department, the President Office's, Executive Vice President's, Office or Vice President's Office.

LASC has a Domestic Violence and Sexual Assault Response Team that develops awareness campaigns on campus and refers students to campus and community resources.

The following individuals are members of the Domestic Violence and Sexual assault Response Team:

- Vacant – Vice President, Student Services
- Darlene Comegys
- Chauncine Stewart
- John Raasch
- Joni Collins
- Alexis Tucker
- Blanchie Hollier
- Cassaundra Walker
- Deputy Reginald Ducree – First Responder

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

Within 24 hours of being notified of a sexual assault, campus law enforcement shall, with the consent of the alleged victim, notify the College President of the sexual assault and the victim's name. (LACCD Board Rule 16200.30)

On-Campus and Off-Campus Resources for Victims of Sexual Assault

On-Campus Resources

Sheriff's Office – (213) 241-5311

Student Health Services – (323) 241-5252

Office of Vice President of Student Services – (323) 241-5328

Off-Campus Resources

National Organization for Victim Assistance – www.trynova.org

Rape and Battering Hotlines – (310) 392-8391, (213) 626-3393, (626) 793-3385

National Domestic Violence Hotline – (800) 656-HOPE

Changes to Academic Situation

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

Student Discipline for Sex Offenses

If the alleged perpetrator is a student, he/she may also be disciplined by the college for violating the District's Code of Conduct. Procedures for campus disciplinary actions are available in LACCD Board Rules, Chapter IX, Article IX ("Student Discipline") at:
http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleXI.pdf

The accused and accuser may have others present during a campus disciplinary hearing, with the exception of representation counsel. (LACCD Board Rule 91101.14(c)(7).) Both the alleged perpetrator and alleged victim shall be informed of the status and result of any student disciplinary proceedings. (LACCD Board Rule 16200.50)

Possible sanctions following a disciplinary hearing include, but are not limited to, suspension or expulsion from all of the District's colleges. These are separate penalties that what may be imposed by a criminal or civil court.

INFORMATION REGARDING SEX OFFENDERS

Registered sex offenders must register with campus law enforcement within five working days of commencing enrollment or employment at LASC (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, LASC's zip code is 90047.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

LASC 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

To report an emergency, please contact the Sheriff's Department at (213) 241-5311 or use one of the

blue emergency phones throughout the Campus.

Notification Procedures

In the event of a campus emergency, where it is necessary to notify students and staff of impending danger or critical information, LASC has developed 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 need to be immediate and on-going.

The primary notification procedures are summarized below.

1. **Email Blast** – All student, faculty, and staff with LASC email address are notified with a “send all LASC” email blast.

Blackboard Connect is activities whereby all faculty, staff and students, that are enrolled in the emergency notification system are notified by personal email, text message, and voice mail. Enrollment in Blackboard Connect for faculty/staff is through the LACCD Employee Portal or by providing contact information the IT department with alternate email information and/or mobile telephone information; enrollment for students is through Student Information System or by providing campus IT Department with alternate email and/or mobile telephone contacts.

2. **Notifications** are also placed on the LASC Website.
3. **The LASC Jumbo-Tron, corner sign,** will flash alerts as necessary for student, faculty, and community.
4. **Flyers/Signage** will be distributed and posted on campus as necessary to update faculty and staff.

LASC 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 LASC is threatened. The President, Vice President(s) or Sheriff's office will reassess the situation to determine whether additional notifications or updates need to be made.

Testing of Procedures

LASC conducts both announced and unannounced of its emergency response and evacuation procedures. The Administrative Services Department and the campus Sheriff's Office will monitor all announced tests of its emergency response and evacuation procedures.

LASC publicizes its emergency response and evacuation procedures by a) posting the evacuation routes in exit ways, conference rooms and classrooms; b) evacuation procedures are posted on the LASC website; and c) by providing emergency notification and procedures through the email blast or Blackboard Connect.

LASC 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 will be maintained in the Maintenance and Operations Office.