



LAGUNA COLLEGE OF ART + DESIGN CAMPUS SAFETY AND SECURITY

Campus Safety And Crime

Students should be vigilant regarding their personal safety and take care of their personal possessions. Crimes committed at any LCAD location should be first reported directly to the Laguna Beach Police Department (LBPd) by dialing 911. The LBPd and LCAD have a very good working relationship and are well informed as to our properties, special events, campus hours and will be notified when campus alarms are set off.

Campus crime or safety concerns should then be directly reported to either Campus Safety Officers or the LCAD reception desk staff which will then be reported to the Laguna Beach Police Department (if not already contacted), other emergency personnel and appointed school officials.

LCAD will work in conjunction with the Laguna Beach Police and Fire Departments and other State and Local Law Enforcement Agencies to maintain the safety and security of our campus community.

- **911 (If on campus, 911 calls will be directly routed to the LBPd)**
- **LBPd Non-Emergency: (949) 497-0701 "0" "#"**
- **LCAD Campus Safety: (949) 715-8034**

Confidential Reporting Procedures

LCAD does not have a confidential reporting procedure in place at this time.

Reporting Crimes to LCAD Administration

While the College encourages the entire LCAD campus community to promptly report all crimes and other emergencies directly to local law authorities, we understand that some may prefer to report to other individuals or College Officials.

The function of a Campus Safety Authority (CSA) is to report allegations of Clery Act crimes that he or she concludes are made in good faith to local law enforcement personnel and to the Campus Title IX Coordinator. CSA's are appointed due to their involvement and significant responsibility for campus and student activities. A Campus Security Authority is not responsible for determining whether a crime took place, as that is the function of law enforcement personnel. They are also to report complaints, breaches of student code of conduct and any other criminal violations on campus to the Campus Title IX Coordinator or the Director of Student Life.

Any community member, who feels they have been subjected to or is aware of someone being subjected to a crime on campus or witnesses a threat and

danger to property, is encouraged to report immediately to one of the following Campus Safety Authorities.

- **Title IX Coordinator:** Dr. Hélène Garrison, Ext. 240
- **Director of Safety & Security:** Jim Wooley, Ext. 296
- **Director of Student Life:** Doug DaVee, Ext. 245
- **Registrar:** Laura Patrick, Ext. 224
- **Resident Manager:** James Thistlethwaite, (912) 401-5026
- **Director of Human Resources:** Caroline Carlson, Ext. 287
- **Campus Safety Officers:** Bryan Heggie & Dave Becket (949) 715-8034
- **Main Campus Receptionist:** Linda Orem, Ext. 221
- **Big Bend Campus Receptionist:** Lisa Pelt, Ext. 239

The CSA's are trained to also assist victims with notifying law enforcement if the victim so chooses and to provide them with internal college complaint forms and procedures. Complainants may also decline to notify such authorities.

The person reporting the incident can also be referred to the Student Complaint Form, which can be found at my.lcad.edu

The Director of Student Life, Vice President of Academic Affairs, Director of Campus Safety and in some cases, Human Resources will analyze the case, determine next steps and govern disciplinary action using our Code of Conduct Policy and Disciplinary Committee.

Crime Reporting and Timely Warnings to LCAD Community

The Clery Act requires institutions to give timely warnings of crimes that represent a serious or ongoing threat to the college community. The institution is only required to notify the community of crimes, which are covered by the Clery statistics and reported to a CSA or local law enforcement and occurred in the specified geographic areas including on-campus, college owned or controlled non-campus property or on public property adjacent to the campus. We are committed to keeping the individual or individuals of alleged victims confidential when sending out warnings. The Title IX Coordinator or a designee will send out the timely warning notice.

LCAD places a high priority on keeping the community safe while on our campus and has devised the following plan to distribute timely warnings.

Timely Warning Distribution

- Our emergency alert system, OMNILERT, is the fastest way to communicate. A text message will be sent to the entire LCAD community

alerting you of safety and other important events with any instructions and/or updates. It is important that you keep your phone number up to date by using Self Service.

- E-mail blasts to students, staff and faculty members may also be sent out.
- The message on our main telephone line may be changed indicating any instructions or updates. That number is 949-376-6000.
- Posters
- College assemblies
- Verbal announcements

Each fall and spring semester a test of our OMNILERT system is conducted to ensure that the community is receiving emergency notifications.

LCAD is committed to providing information to the entire community as soon as pertinent information is available. There are a variety of ways that the College may choose to send out this information and is determined on case-by-case situations. The Timely Warning will include the following information:

- Time, Location and type of crime that occurred
- Information that promotes safety
- Allows information for individuals to protect themselves

Emergency Response and Evacuation Procedures

The Department of Academic Affairs/Student Life or the Director of Safety and Security will be responsible for notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an Imminent threat to the health and safety of students or employees occurring on the campus. This notification can be all of or part of our emergency notification capability to include: e-mail, OMNILERT text notification, telephone alert, website alert, fire alarm evacuation or alert (specific building or entire campus), in person notification, bull-horn or other means.

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

Campus Safety Officers are responsible for the confirmation that there is a significant emergency on campus. The Title IX Coordinator or in their absence, the appointed designee, will determine the content of the notification, and initiate the appropriate campus notification system. The campus authority for carrying out this process is the Title IX Coordinator and the college president or his/her designate in the event of his/her absence.

The Director of Campus Safety will test the college emergency response and evacuation procedures at least once during the Fall and Spring semesters. It is highly encouraged that you update your contact information in self-service each semester.

The Director of Campus Safety will file all information regarding scheduled drills, exercises and follow through for assessment and evaluation for emergency plans and capabilities. The Director will also annually publicize emergency response and evacuation procedures and to document, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

Emergencies

On campus and throughout Orange County, telephone 911 in any emergency. This central clearing number will route your call to the proper agency. It is a misdemeanor to call 911 in a non-emergency. A First-Aid kit is available in the Main Campus Administration Building, Big Bend and at South Campus for non-emergencies. A log is kept of all accidents. Please report any accident or emergency to Campus Safety or College Staff at the receptionist desk (949) 715-8034.

For a medical emergency on campus, notify the nearest faculty or staff member immediately. If the emergency is life-threatening (or if there is the slightest question) 911 will be called. If the accident or illness is obviously not life threatening but warrants medical attention, it is the policy of LCAD to send the individual to Saddleback Hospital Emergency Room. If the student does not have transportation LCAD will provide the cab fare.

Emergency Evacuation Plan

In the event of an emergency, students will be contacted through OMNILERT System via LCAD email and telephone. Instructions will be given in the message.

Student Safety

We are very serious about the safety of the LCAD community. All students, staff and faculty should be aware of safety and security concerns and should exercise caution and good judgment. Please be sure to report any suspicious activity or people to LCAD staff on duty or the local police.

When commuting from one campus to another:

- Please use extreme caution when crossing Laguna Canyon Road. Please be sure to press the cross light and wait until all cars have stopped before initiating the crossing.
- Keep in mind that there are reflective vests located at the Main Campus Reception Desk and at the Senior Studios and all are encouraged to take advantage of these. They can be picked up at one location and then returned at the other.

- It can be very dangerous to walk or bike along Laguna Canyon Road, especially at night. Please exercise extreme caution by wearing reflectors and bright colors. You should only cross the street at designated cross walks.
- The LCAD Shuttle makes regular stops to South Campus, Main Campus, Big Bend and Club Laguna. This is a free service and you are strongly encouraged to use it when traveling from one campus to another. The Shuttle runs from 8:00 a.m. to 10:30 p.m. Monday-Friday.

When arriving to or departing late from campus please take precautions and follow these suggested safety guidelines:

- Don't travel alone at night.
- Be alert and aware of your surroundings.
- Avoid dark, vacant or deserted areas; use well-lit, well-traveled routes.

If you sense that you are in trouble:

- If you are on-campus and sense that you are in trouble, please call the Campus Safety at (949) 715-8034.
- Move away from the potential threat if possible.
- Join any group of people nearby; cross the street and increase your pace.
- If a threatening situation is imminent, and people are close by to help, yell, scream or make a commotion in any way you can to get their attention.
- Go to an open business.
- Call 911 from a safe location.

Clery Act Crime Statistics

The federal government mandates through the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the disclosure of certain crime statistics so that students, employees, and families can be educated about the safety of College campuses. Please be aware that these are statistics for crimes related to murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and arrests of those in violation of liquor law violations, drug related violations and weapons possession.

The Crime Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, and on public property. The Crime and Fire Report is prepared in cooperation with the local law enforcement agencies, Laguna Beach Fire Department and the Director of Student Life. In keeping with federal regulations, all colleges and universities are required to publish a report on campus crime and fire statistics. The statistics below are for all LCAD properties.

There is also an Incident/Crime Log at the LCAD Main Campus Reception Desk, which is always available for public viewing.

Clery Report: Criminal Offenses On-Campus	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	2	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0
Criminal Offenses: On-Campus Housing Facilities			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0
Criminal Offenses- Public Property			
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses- Forcible	0	0	0
Sex Offenses-Non-forcible	0	0	0
Incest	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (doesn't include theft from vehicle)	0	0	0
Arson	0	0	0

Hate Crimes On Campus: Includes Murder/non-negligent manslaughter, negligent manslaughter, sex offenses both forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft intimidation and Destruction/damage/vandalism of property.	2013	2014	2015
Race	0	0	0
Religion	0	0	0
Sexual orientation	0	0	0
Gender	0	0	0
Disability	0	0	0
Ethnicity/National Origin	0	0	0
Hate Crimes On Campus Housing: Includes Murder/non-negligent manslaughter, negligent manslaughter, sex offenses both forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft intimidation and Destruction/damage/vandalism of property.			
Race	0	0	0
Religion	0	0	0
Sexual orientation	0	0	0
Gender	0	0	0
Disability	0	0	0
Ethnicity/National Origin	0	0	0
Hate Crimes Public Property: Includes Murder/non- negligent manslaughter, negligent manslaughter, sex offenses both forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft intimidation and Destruction/damage/vandalism of property.			
Race	0	0	0
Religion	0	0	0
Sexual orientation	0	0	0
Gender	0	0	0
Disability	0	0	0
Ethnicity/National Origin	0	0	0
Arrests on Campus			
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests On-Campus Student Housing Facilities	2013	2014	2015
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests Public Property			
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions On Campus			
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	10	0
Disciplinary Actions-On Campus Housing Facilities			
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	10	4	0
Disciplinary Actions Public Property			
Weapons, carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0