

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>SECURITY</b>	Original Issue Date: November 13, 2008	Policy #: <b>625</b>
	Supersedes: September 8, 2011	Effective Date: March 12, 2015
Committees Consulted: College Safety Officer	Reviewed & Approved by: College Operations College Planning	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)

## **PURPOSE:**

To describe methods for promoting the safety and security of faculty, staff, students and property

## **POLICY:**

Safeguards are in place to reduce the risk of criminal activity at the College. These include:

- Limited access to buildings (cardkey system)
- Security cameras (parking lot and other strategic areas)
- Security lights at entrances and in outdoor corridors
- Private security stationed in lobby of Administration building and patrol of College grounds
- Los Angeles Sheriff's Department (LASD) available 24 hours/day for response to College
- LASD routine patrols of campus
- "Panic buttons" in classrooms and other key locations throughout the College
- Burglar alarms in all buildings.

Suspicious and criminal activities and incidents are reported

- Incidents may include disturbances by students, visitors, and employees.

## **PROCEDURE:**

Faculty and staff:

- Activate the "panic button" for immediate emergency response
- Notify LASD (3333) if on campus when security guard is not on duty or immediate assistance is needed
- Use Lobby door to enter and exit the Administration building between 1800 and 0600 hours
- Report criminal or suspicious activity to LASD and to supervisor
- Maintain security of building– do not prop open fire doors.

## **REFERENCES:**

College Policy #511: Identification Badge

## **REVISION DATES:**

November 13, 2008  
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