

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

Subject: SECURITY	Original Issue Date: November 13, 2008	Policy #: 625
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Committees Consulted: College Safety Officer	Reviewed & Approved by: College Operations College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health

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
- County police available 24 hours/day for response to College
- County police 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
- Report criminal or suspicious activity to County police (x3333) and to supervisor
- Maintain security of building access – do not prop open security doors.

REFERENCES:

#511: Identification Badge