

THE LOS ANGELES FILM SCHOOL CAMPUS SAFETY POLICIES

SECTION I: CAMPUS SAFETY

Education requires a safe environment for success. The Los Angeles Film School (LAFS) is strongly committed to crime prevention and the safety of our campus community members. Your cooperation is essential to minimize criminal activity and create a safer community for all. Like other institutions, colleges and universities are not without occasional crimes. You are an important member of the LAFS community of students, faculty and staff. This means that you must obey federal, state and local laws as well as the rules and regulations of LAFS. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at LAFS.

A well-informed campus community helps create a safety conscious public. LAFS prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses.

1.1 The Campus Security Authority

To help ensure the safety of the school community, LAFS has designated Campus Security Authority Personnel (CSA). The CSA is an individual the school designates as the point of contact in the event of an emergency, incident or crime. Students, faculty and staff should report criminal offenses and incidents to the CSA. These individuals also serve as a primary point of contact in the event of an emergency, incident or crime. Employees and security services personnel who handle tasks like patrolling or monitoring access also serve in campus security authority capacities. The local CSA provides training on incident reporting and submitting crime reports.

Designated Campus Security Authorities:

6363 Sunset Blvd., 6353 Sunset Blvd., IVAR Theater locations:

| | | |
|--------------------------------------|--------------------|--------------|
| Vice President of Campus Development | Pat Olmstead | 323.769.2492 |
| Vice President of Operations | Jenna Langer | 323-960-3840 |
| Director of Operations & Facilities | Elizabeth McDonald | 323.769.2855 |

6690 Sunset Blvd. location:

| | | |
|--------------------------------------|---------------|--------------|
| Vice President of Campus Development | Pat Olmstead | 323.769.2492 |
| Operations Manager | Curtis Hooker | 323.464.5200 |

1.2 Private Security Services Communication with Campus Security Authorities

Any private security firms hired by LAFS are required to report all incidents and crime information to the appropriate Campus Security Authority per the Jeanne Clery Act. All information is reviewed by the Campus Safety Team for reporting purposes. Private security services personnel and LAFS employees cannot make arrests. However, LAFS works diligently to maintain close working relationships with federal, state and local law enforcement.

Private security officers must meet basic training requirements for uniformed security personnel. Authorized personnel may carry a guard license, guard certificate, security officer registration, or state-issued guard card.

SECTION II: REPORTING ANNUAL CRIME STATISTICS

LAFS provides notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty and staff.

2.1 Notifying the Campus Community

Every year, LAFS community members receive a notice of the Campus Crime Statistics Report electronically. The notice always discloses that these annual crime statistics are part of LAFS' Annual Security Report; that it is available on our website at <http://www.lafilm.edu/campus/introduction.html>; and states how community members may request a paper copy of the report.

2.2 Procedure for Gathering and Disclosing of LAFS' Annual Crime Statistics

A police report must be filed for loss or destruction of LAFS property. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the CSA can assist with police reports for personal property. The CSA will also maintain a listing of all crimes that occur on campus in the Campus Crime Log (Logbook) which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. The Logbook for the most recent sixty (60) day period must be open to public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than sixty (60) days must be made available within two (2) business days of a request. Logbooks must be kept for seven (7) years.

SECTION III: SAFETY AWARENESS & CRIME PREVENTION

LAFS takes safety awareness and crime prevention measures very seriously.

3.1 Crime Prevention Measures

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the LAFS community - more safe and secure:

- Lock your car.
- Always take and keep your car keys with you.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as laptops.
- Do not park in isolated areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks and laptops with your name or some other traceable identification.
- Never bring any kind of weapon onto school property.

3.2 Timely Warning Notifications to the Campus Community

The LAFS Campus Safety Team (CST) releases a Timely Warning Notification (TWN) to alert the campus community of crimes or events that may potentially threaten students, faculty, staff or property. Posting these notices is necessary when a serious crime or a pattern of crimes or threats may put anyone in the campus community at risk. The CST is responsible for alerting the campus community (i.e., students, faculty and staff) of a particular crime or trend of crimes in a manner that is timely and will aid in the prevention of similar crimes. TWNs can be issued for threats to persons or to property. TWNs are posted in visible, accessible areas where such threats occur. LAFS may use posters, emails and on-site digital and video monitors, or other available means to inform the campus community.

It is important to note that the CST is not required to issue a TWN for every crime reported but must, at a minimum, follow Clery Act guidelines. When making their decision, the CST may consult with local law enforcement. Whether the CST issues a TWN is determined on a case-by-case basis in conjunction with all the facts surrounding the crime(s), including such factors as:

- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- **The possible risk of compromising law enforcement efforts.** The CST should consider law enforcement efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts.
- **Community safety and awareness.** When issuing a TWN, the CST must include information about the crime that triggered it, excluding personally identifiable or victim information. They also provide information that promotes safety and aids in the prevention of similar crimes.

3.3 Safety and Access to LAFS Facilities

During all hours of operation, the LAFS facility is secured by locks on entranceways that require a proximity security card to disengage locks as well as elevators locks, which require proximity security card to engage elevator operation. In addition, the building lobby is manned and monitored by security services personnel. Students, faculty, and staff are issued a proximity card for access through security doors. During business hours, visitors to LAFS facilities will be admitted only through the main entrances.

It is essential that all students, faculty, and staff strive to keep LAFS' facilities secure from unwelcome intruders. Never loan your proximity card to anyone. Never admit anyone into LAFS' facilities who does not have a proximity card for any reason. Should an individual approach you with a request to admit him/her into LAFS' facilities with your proximity card, report the incident to security services personnel immediately.

3.4 Campus Maintenance

The CST ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. The CST must notify the appropriate facilities manager and request prompt attention to the problem. LAFS facilities management personnel maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety.

3.5 Safety Programs

LAFS sponsors at least one safety event and one sexual assault awareness event annually. A common theme of our safety events is developing members' awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime prevention education. The annual safety event varies by campus and may include CPR, AED (automated external defibrillator), Crime Prevention Programs, Self-Defense and Protection, and Local Police or Fire Department demonstrations.

3.6 Informing New Staff of Safety Reporting Procedures

In addition to coordinating these safety events, LAFS makes a good-faith effort to inform new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the CST.

3.7 Emergency Evacuation Planning

The CST conducts at least one emergency evacuation drill per year at each building on campus. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor. LAFS also maintains Emergency Response Guides (ERGs) in classrooms and common areas to provide a hands-on resource for students, faculty and staff to utilize in the event of emergencies involving medical response, evacuation, fire/smoke/explosion, severe weather, hazardous material, earthquake/power outage, intruder, civil disturbance, and bomb threat.

3.8 Emergency Evacuation Assistance

Individuals who require assistance during an emergency must disclose this need to their manager (staff)

or the Disability Services Coordinator (DSC) (students) at 323.960.3830. In conjunction with the CST, the DSC develops a personal emergency plan that includes specific notification and evacuation procedures for appropriate students, faculty or staff in the event of an emergency.

SECTION IV: REPORTING CRIMINAL ACTIVITIES

In an emergency, dial **9-1-1** for help. We urge you to report all criminal activity, whether on or off campus, to the state or local police. You may report criminal activity to the CSA anonymously or request confidentiality. The CSA will coordinate with the local police department and private security services personnel when compiling the Annual Crime Statistics Report.

4.1 Reporting Emergency Criminal Activities

In emergencies, **dial 9-1-1 first.**

9-1-1 answers calls 24 hours a day, 7 days a week. The local police, fire or medical departments will respond immediately.

First, call 9-1-1 to report criminal offenses. You may use other emergency-response numbers to reach public emergency response agencies. After calling 9-1-1, report emergency incidents and crimes to a CSA so s/he may also respond.

The Los Angeles Police Department provides the following means for reporting criminal activities:

TEXT-A-TIP

To provide anonymous tips, text CRIMES (274637) on your cell phone and begin the message with the letters LAPD.

You may submit an anonymous tip anytime, anywhere, 24 hours a day, 7 days a week, by phone 800-222-TIPS (800-222-8477)

ANONYMOUS WEB TIPS

Battered Women Hotline
310-392-8381

Child Abuse
800-540-4000

Narcotics Hotline
800-662-BUST (2878)

Narcotic Drug Abuse
800-252-6465

Rape Hotline
626-793-3385

Runaway Hotline
800-551-1300

Suicide Hotline
877-727-4747

Terrorist Threats
1-877-A-THREAT (284-7328)

4.2 Reporting Criminal Activity to the Campus Security Authority

The CSA has the official capacity to receive all reports relating to crime at LAFS.

4.3 Anonymous and Confidential Reporting of Crimes

LAFS encourages students, faculty and staff to report any suspicious or criminal activities that occur on campus. You may request confidentiality or make crime reports anonymously. Please contact your CSA and request confidentiality or anonymity if necessary.

SECTION V: REPORTABLE OFFENSES

5.1 Reportable Offenses

The *Clery Act* requires institutions to disclose three general categories of crime statistics:

- Criminal Offenses—Criminal Homicide, including: Murder and Non-negligent Manslaughter; Negligent Manslaughter; Sex Offenses including: a) Forcible, and b) Non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias*; and
- Arrests and Referrals for Disciplinary Action for Weapons: Carrying, Possessing, Etc., Drug Abuse Violations and Liquor Law Violations.

*Bias is an expressed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. Hate crimes are classified according to the FBI's *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*.

5.2 Crime Definitions

Per the *Clery Act*, institutions must classify crimes based on the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)*. For sex offenses only, institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS)* edition of the *UCR*.

5.3 Reportable Locations and Their Definitions

- **“On Campus:”** Any building or property, owned or controlled by an 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 and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **“Non-Campus:”** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an 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.
- **“Public Property:”** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

SECTION VI: COOPERATION WITH LAW ENFORCEMENT AGENCIES

LAFS values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, the Campus Security Team (CST) maintains working relationships with local law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a campus location. Although LAFS does not contract with local police and law enforcement agencies for security, it contacts the appropriate authorities for annual

crime reporting purposes. Law enforcement agencies are contacted in the event of an emergency on campus that requires their involvement.

SECTION VII: NO WEAPONS ON CAMPUS

No weapons are permitted on campus. The possession of guns, knives, electroshock devices (e.g. TASER) and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas used for school purposes. Exceptions may be made for students and faculty members who are law enforcement officers required to carry a weapon at all times, even off-duty and in plain clothes. Students and faculty members who are law enforcement officers in plain clothes must contact the Campus Security Authority (CSA) prior to bringing a weapon on campus for further instructions.

7.1 Students

Student requests must include a written verification letter from an authorized supervisor regarding the requirement to carry the weapon, even off-duty and in plain clothes, to the CSA. Verification letters must be provided on department letterhead, signed by an authorized supervisor or agent of the department, and must confirm that the student is in fact a law enforcement officer whose job requires carrying a weapon while off-duty and in plain clothes. The CSA will notify the student once the request is approved or denied. If the CSA denies the request or an individual does not actually need to carry the weapon at all times, the student may instead secure the weapon in his or her vehicle while on campus.

7.2 Faculty

A faculty member who is an active duty law enforcement officer and requests to carry a weapon on campus must submit a written request to the CSA stating his or her name, place of work and the agency's information. The CSA will contact the agency for verification and document the findings. A faculty member who is an inactive law enforcement officer and requests to carry his or her weapon on campus will be denied. The CSA will notify the faculty member once the request to carry weapons on campus has been approved or denied.

SECTION VIII: POLICIES & PROGRAMS CONCERNING ALCOHOL & OTHER DRUGS

8.1 Zero-Tolerance policy

LAFS has adopted a "Zero-Tolerance" policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol. Misconduct violations relating to the Student, Faculty and/or Employee Codes of Conduct are subject to disciplinary sanctions. LAFS has established specific courses of action regarding alcohol and drug abuse, which include:

- Each year, all students, faculty and staff receive notification, to include the location, of the Annual Security Report and Campus Safety Policies that include alcohol and drug prevention information.
- Students, faculty and staff are encouraged to report instances of abuse:
 - Students can report to student advisors or a Campus Security Authority (CSA).
 - Employees can report issues to their immediate supervisors or Human Resources.
- LAFS supports alcohol and drug abuse prevention programs.
- Alcohol related advertising or promotions are not permitted on campus.
- The Student Development Department maintains a list of local treatment facilities.
- Employee benefits offer resources to assist with alcohol and drug addiction related issues.

8.2 Local, State and Federal Laws and Legal Sanctions

Local, state and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, may range from a fine, probation, or lengthy imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs, to include life

imprisonment and fines in excess of \$1,000,000. Here are some examples of Federal Drug Trafficking Penalties (<http://www.justice.gov/dea/agency/penalties.htm>):

| DRUG/SCHEDULE | QUANTITY | PENALTIES | QUANTITY | PENALTIES |
|---|---|--|--|--|
| Cocaine (Schedule II) | 500 - 4999 gms mixture | First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual. | 5 kgs or more mixture | First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment. |
| Cocaine Base (Schedule II) | 5-49 gms mixture | | 50 gms or more mixture | |
| Fentanyl (Schedule II) | 40 - 399 gms mixture | | 400 gms or more mixture | |
| Fentanyl Analogue (Schedule I) | 10 - 99 gms mixture | | 100 gms or more mixture | |
| Heroin (Schedule I) | 100 - 999 gms mixture | | 1 kg or more mixture | |
| LSD (Schedule I) | 1 - 9 gms mixture | | 10 gms or more mixture | |
| Methamphetamine (Schedule II) | 5 - 49 gms pure or 50 - 499 gms mixture | | 50 gms or more pure or 500 gms or more mixture | |
| PCP (Schedule II) | 10 - 99 gms pure or 100 - 999 gms mixture | 100 gm or more pure or 1 kg or more mixture | | |
| DRUG/SCHEDULE | QUANTITY | PENALTIES | | |
| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual | | |
| Flunitrazepam (Schedule IV) | 1 gm or more | | | |
| Other Schedule III drugs | Any amount | First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual | | |
| Flunitrazepam (Schedule IV) | 30 to 999 mgs | | | |
| All other Schedule IV drugs | Any amount | First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual. | | |
| Flunitrazepam (Schedule IV) | Less than 30 mgs | | | |

FEDERAL DRUG TRAFFICKING PENALTIES – Marijuana

| DRUG | QUANTITY | 1st OFFENSE | 2nd OFFENSE* |
|-------------|--|---|---|
| Marijuana | 1,000 kg or more mixture; or 1,000 or more plants | <ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual | <ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual |
| Marijuana | 100 kg to 999 kg mixture; or 100 to 999 plants | <ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual |
| Marijuana | more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants | <ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual |
| Marijuana | 1 to 49 plants; less than 50 kg mixture | <ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual | <ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual |
| Hashish | 10 kg or less | | |
| Hashish Oil | 1 kg or less | | |

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

8.3 Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of any mind or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used. In addition, with many substances use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect, and/or symptoms when the substance is no longer being used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and that they need help. It is impossible to accurately predict how an individual will react to a specific drug or the alcohol because effects vary depending on the person, environmental variables, the dosage and potency of the substance, the method of taking the substance, the chronicity of use, and whether the substance is taken in conjunction with other substances. Illegal drugs have particularly unpredictable effects due to variability in dosage and purity. Further, the overall potency of street drugs has increased dramatically, making users increasingly susceptible to negative effects.

Alcohol acts as a depressant to the central nervous system and can cause serious short and long-term damage. Short-term effects include nausea, vomiting, and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage, and eventually death. Ingesting a large amount of alcohol at one time can lead to alcohol poisoning, coma, and death. Drugs such as LSD, amphetamines, marijuana, and alcohol alter emotion, cognition, perception, physiology, and behavior in a variety of ways. Health risks include but are not limited to depression, apathy, hallucination, paranoia, and impaired judgment, and all substances can have adverse effects on pregnancy. When two or more substances are combined, there is often an effect that is stronger than their additive sum.

Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain. Continued use of substances can lead to tolerance (requiring more and more of a

drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs). Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems.

8.4 Alcohol and Other Drugs Prevention and Counseling Services

Students are encouraged to seek information and help regarding substance abuse through Student Development. The Student Development Staff will provide information about the effects of drug and alcohol use and will develop a plan of action that might involve referral to other resources as needed. To protect students' privacy, information obtained regarding a student during participation in any related program is treated as confidential. Students can contact Student Development by calling (323)960-3830.

Resources for Counseling

Alcoholics Anonymous

<http://www.alcoholics-anonymous.org/>

<http://www.laocaa.org/>

(323) 936-4343

Hollywood Medical/Mental Health Services

American Health Services

8346 Beverly Blvd.

Hollywood, CA 90048

(323) 653-1677

<http://www.eldoradocsc.org/>

Hollywood Clinic/BAART

6411 Hollywood Blvd., 2nd Floor

Hollywood, CA 90028

(323) 957-0604

<http://www.baartcdp.com>

Mental Health Services of the LA Gay and Lesbian
Community Center

1625 North Schrader Blvd.

Hollywood, CA 90028

(323) 993-7669

<http://www.laglc.org>

The Soldiers Project – Free Confidential

Psychological Counseling for Military Services

Members and their Loved Ones

818-761-7438 or 877-576-5343

Email: info@thesoldiersproject.org

Pacific Asian Alcohol and Drug Program

532 South Vermont Ave., Suite 102

Los Angeles, CA 90020

(213) 738-3361

<http://www.paadp.org>

Los Angeles County Department of Public Social
Services

<http://www.ladpss.org/default.cfm>

LA County Department of Mental Health
800-854-7771

Metro North

CalWorks & Food Stamps

2601 Wilshire Boulevard

Los Angeles, CA 90057

(213) 639-5455

Participant Help Line (213) 639-5491

Health & Nutrition Hotline: (877) 597-4777

Los Angeles County Free and Low Cost Health
Care Services

<http://www.ladpss.org/dpss/wgyc/default.cfm>

Emergency Medical Services

Cedars-Sinai Medical Center – Emergency

Medical Services

8700 Beverly Blvd.

West Hollywood, CA

(310) 423-8600

UCLA Medical Center

10833 Leconte Avenue

Los Angeles, CA 90095-3075

(310) 794-1276

Providence Holy Cross Medical Center

15031 Rinaldi Street

Mission Hills, CA 91345

818-365-8051

Hollywood Community Hospital

6245 De Longpre Ave, Los Angeles, CA

(323) 462-2271

Queen of Angeles Hollywood Presbyterian
Medical Center

1300 N Vermont Ave, Los Angeles, CA

(213) 413-3000

8.5 Employee Resources LAFS provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. This service provides referral services and treatment sessions as needed. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services. Information about the EAP may be obtained from the Human Resources Department or online at <https://hrhq.plansource.com>.

8.6 Standards of Conduct

LAFS' Student Code of Conduct clearly state that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the school. LAFS enforces a "Zero Tolerance" policy regarding underage drinking. If any individual is apprehended for violating any alcohol or other drug related law while at a LAFS location or activity, LAFS will fully cooperate with federal and state law enforcement agencies.

8.7 Sanctions LAFS Will Impose for Alcohol or Other Drugs Violations

LAFS abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the LAFS community found consuming or selling alcohol and other drugs on school property is subject to disciplinary action up to and including dismissal from the school, depending on the seriousness of the situation.

SECTION IX: SEXUAL HARASSMENT

It is the policy of LAFS to provide a work and study environment free of sexual harassment. All students, faculty, and staff should be aware that LAFS strongly disapproves of any conduct that constitutes sexual harassment and will take disciplinary measures to ensure compliance. All complaints will be investigated and appropriate action taken.

9.1 Policy

Managers and supervisors have an obligation to maintain a positive and productive work and study environment for students. They are expected to halt any harassment by calling attention to this policy or, if necessary, by taking more direct disciplinary action. When a situation involving sexual harassment is discovered, corrective action must be taken immediately.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's continuation or a grade in a class or other activity, (2) submission to or rejection of such conduct by an individual is used as the basis for an employee's decision affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating hostile or offensive study environment.

Individuals who experience sexual harassment should make it clear to the offending party that such behavior is offensive and contrary to institution's policy. If the behavior continues, it should be brought to the attention of either an appropriate supervisor, or (a) Student Development, if a student, or (b) Human Resources if faculty or staff.

9.2 Sexual Assault

If you are a victim of sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical attention. LAFS strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to law enforcement personnel.

9.3 Sexual Offender Registration

The Campus Sex Crimes Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexual Violent Offender Act. The federal law

requires state law enforcement agencies to provide local educational institutions with a list of registered sex offenders who have indicated they are enrolled, employed or carrying on a vocation at local educational institutions.

LAFS is required to inform the campus community of all registered sex offenders enrolled or employed by LAFS and has a policy that a list of any registered sex offenders enrolled at or employed by LAFS will be made available for inspection through Student Development.

In addition, a database of all registered sex offenders in California can be accessed at The Megan's Law California website located at <http://meganslaw.ca.gov/>.

The CSCPA further amends the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

SECTION X: EMERGENCY NOTIFICATION PROCEDURES

LAFS maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services. An emergency is defined as a situation that poses an immediate threat to the health or safety of someone in the LAFS community or that significantly disrupts LAFS programs and activities.

The Emergency Mass Notification (EMN) process includes emergency escalation procedures, mass notifications, and supporting systems. In an emergency, dangerous or otherwise high-risk situation on campus, these processes enable LAFS to contact or send notices, alerts or warnings "without delay" to students, faculty and staff, including those students enrolled at LAFS and receiving Title IV funds.

10.1 Policy

Review of emergency events and the related issuance of EMNs is the responsibility of the LAFS Campus Safety Team (CST). These notices and warnings are issued when the CST confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the LAFS campus community.

10.2 Reporting Issues to the Campus Safety Team

Individuals should immediately call emergency **9-1-1** for police assistance if they believe the situation warrants it. In addition to **9-1-1** reports, incidents that may warrant contacting the Campus Security Authority (CSA) are those posing a serious or continuous health or safety threat to the school community such as dangerous or otherwise high-risk situations on the LAFS campus.

Security personnel must immediately report any issues they receive to the CST for immediate review. The CST maintains a record of all EMNs.

10.3 Notifications and Warnings

As soon as the CST receives notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

- Confirm that there is a significant emergency or dangerous situation;
- Determine which campus community segments should receive notifications; and
- Initiate the EMN system.

The CST is responsible for reviewing issues on a case-by-case basis, considering factors such as:

- the nature of the situation,
- the continuing danger to the campus community,

- the notification's content,
- the possible risk of compromising law enforcement efforts, and
- those incidents that, in the judgment of CST, warrant an EMN.

Notices sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident,
- the reason for the notification,
- the risk, threat, or emergency facing the campus community,
- the locations that may be affected (which could include targets),
- appropriate procedures, which may include:
 - evacuation,
 - lockdown or shelter in place,
- safety suggestions,
- location closing information,
- procedures to help to contain or protect against the problem,
- contact information for related questions or issues,
- resources such as telephone numbers, website and other sources for information regarding the incident, additional details and directives to preserve safety and security, maps or other useful attachments.

The CST will use their discretion to determine what information should be disclosed and whether the notice should be delayed or limited to certain segments of the LAFS community. The CST will make these determinations based on the nature of the issue, instructions from public safety officials, considering whether its release could compromise efforts to contain the emergency or the safety of the community.

All warnings, notifications and related communications must be approved by the CST. For the duration of the emergency, follow-up information will be provided to the LAFS community as warranted. At the conclusion of an incident and when authorized by CST, an "all clear" message will be sent to all recipients of previous alert messages. The CST will be responsible for maintaining copies and tracking all EMNs.

10.4 Notification Methods

The CST may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any of the following means by individuals authorized by the CST:

- **Technology alerts**
 - Text messaging
 - Recorded messages to phones or similar devices
 - E-mail notifications
- **Visual alerts**
 - Posting electronic alerts on organizational home pages, message boards, websites and other sites where information will be likely to reach the LAFS community
 - Posting on entry doors, bulletin boards, or other accessible areas affected by the situation
- **Person to person directives**
 - Door-to-door notifications
 - Direct phone calls
 - Phone trees

10.5 Maintenance of Emergency Contact Information

Students, faculty and staff are responsible for having current and accurate information on file with LAFS to ensure they receive notifications from the EMN. Note that LAFS does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical

malfunctions, human or technical error, lost, delayed or garbled data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification. Persons with disabilities and their managers, faculty or Disability Services Coordinator are responsible for working together to ensure that a person nearby is assigned to provide assistance.

Related Links

U.S. Department of Homeland Security (<http://www.dhs.gov>)

National Weather Service (<http://www.nws.noaa.gov>)

American Red Cross (<http://www.redcross.org>)

Federal Emergency Management Agency (<http://www.fema.gov>)

SECTION XI: MONITORING AND ENFORCEMENT

If any individual does not comply with this policy or if LAFS determines that any actions were inappropriate or inconsistent with the law, or any LAFS policy, standard, or guideline, LAFS may take action against a student, faculty, or staff. This can include termination and appropriate actions as described in the student, faculty and employee handbooks or similar governing guides. If LAFS determines individuals are or have been engaged in criminal activity, LAFS may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

Citations

Higher Education and Opportunity Act of 2008-Public Law 110-315

Right to Know and Campus Security Act-20 U.S.C. § 1092(f) et seq

34 C.F.R. §668.46

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act is a federal statute that requires colleges and universities that receive federal financial aid funding to compile crime statistics from their campuses and provide safety information. Compliance is enforced by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.