



ORANGE COAST COLLEGE CAMPUS PUBLIC SAFETY

Campus Safety Plan 2023



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AVAILABILITY, LOCATION, AND METHODS TO SUMMON LAW ENFORCEMENT ASSISTANCE

The Campus Public Safety Department is committed to providing a safe and secure College environment. Campus Public Safety Officers (PSO) patrol the Main Campus in Costa Mesa and the Waterfront Campus in Newport Beach during operational hours. They collaborate closely with local police departments. The Campus Public Safety Department is located at the Southeast corner of the Main Campus in Lot C and is open from 8:00 a.m. to 5:00 p.m., Monday-Friday. Campus Public Safety Officers are always available at the Main Campus.

Persons who want to report a crime in progress or other emergencies on campus should call **9-1-1** for a local law enforcement response. Individuals should report criminal offenses to the Campus Public Safety Department or to the PSO at the campuses for assessment to determine if a Timely Warning Notice is warranted. For services of a non-emergency or more routine nature, contact the Campus Public Safety Department at (714) 432-5017.

Crime Reporting

The campus community is strongly encouraged to report all known or



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Evacuation Plan & Procedures

The purpose of any evacuation plan and procedures is to evacuate a building or area of all occupants as quickly and safely as possible.

- ¾ Evacuate when:
 - f* A fire or life safety emergency occurs.
 - f* The fire alarm activates (audible and/or visual)
 - f* Notified to do so by Campus Public Safety or campus personnel.
- ¾ Remain calm; keep noise to a minimum and listen for and follow instructions.
- ¾ In most cases that require the evacuation of buildings, occupants should proceed to the closest exit or stairway and exit the building. Use CAUTION when exiting to prevent injuries. Normal exits and stairways may be damaged or blocked, and an alternate exit should be used.
- ¾ Do NOT use elevators.
- ¾ When exiting via the stairs use the handrails and stay to the right to allow for emergency personnel access to the stairs.
- ¾ Whenever possible, assist patrons and disabled persons (see Evacuation of Persons with Disabilities).
- ¾ If time permits, lock up, take money, important documents, your keys, purse, and/or briefcase with you. Access to the building may become restricted.
- ¾ Occupants should proceed directly to the Assembly Area and check-in. Supervisors must account for your whereabouts and be assured of your safety. Assembly Areas are pre-selected locations where



Active Shooters & Incidents Requiring a Lockdown (example: Active Shooter- Run, Hide, Fight)

Active Shooters can be described as a person(s) armed with a firearm or weapon on campus property, who make gunshots directed at or near the College campus, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the campus, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the campus. (Note: These examples are not absolute but reflect the type of situation that may require a lockdown.)

[Shots Fired On Campus Training Video](#)

Emergency Lockdown Procedures

In the event of an emergency and notification of a campus lockdown, please follow the procedures

below.

1. Remain calm. Encourage others to remain calm.
2. Immediately cease all activity (i.e., teaching, group work, meetings, etc.)
3. Lock or barricade all doors where possible; use furniture or desks as cover.
4. If possible, cover your eyes and mouth with your hands.



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