

LONG BEACH COMMUNITY COLLEGE DISTRICT
Office of Academic Services
INTERDEPARTMENTAL MEMORANDUM

TO: Long Beach City College Colleagues

DATE: January 23, 2019

FROM: Michelle Grimes-Hillman, Dean, Academic Affairs

The Survival Notes is supplemented by the What's What Guide (an academic-related resource guide), which is available on the Academic Services website at <http://www.lbcc.edu/oas/>.

SUBJ: How to Survive the Opening of the Spring 2019 Term

This packet contains information that is essential in the early weeks of the term:

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SURVIVING THE OPENER, SPRING 2019

1. FIRST DAY PROCEDURES FOR ADMISSION OF STUDENTS

Faculty may obtain a class roster by logging into the Viking Student System. Go to Faculty and Staff and choose the LEFT button. Refer to page 6 in this guide for information on editable class roll books.

To access the Viking Student System Help Files, go to the LBCC Homepage > Faculty and Staff > “PeopleSoft Help” Button > “Instructor Self Service” link > Choose the “Web Class Roster” area. Assistance is available via phone, e-mail or in person. Contact the IITS HelpDesk for assistance: 562-938-4357 or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) at LAC, room L-142: <http://www.lbcc.edu/itdc> , <http://www.lbcc.edu/ITDC/Location-Information.cfm> .

This is the only avenue to view “real-time” enrollment. If a student appears in your class with proof of registration, the student’s name should appear on your PeopleSoft online class roster as it is “real-time” processing. If the student does not appear on your “real-time” online class roster, please send the student to Enrollment Services immediately after class to identify and/or rectify the issue. If the class is closed it is your decision to add the student to the class by issuing the student a permission number. Students **must** use the permission number **prior** to the census date to be legally enrolled. Students who are **not legally enrolled** are **not allowed to attend** your class. Please check your rosters **prior to** census to make sure all students who are attending your class are properly enrolled. Please note you should drop No-Shows (NS) and Non-Active (NA) **prior to** census as well.

Enrollment Services Spring Hours of Operation

Week of January 28th

Monday - Thursday 8:00 AM – 6:00 PM
Friday 8:00 AM – 12:00 PM

Week of February 4th

Monday – Thursday 8:00 AM – 7:00 PM
Friday 8:00 – 4:30 PM

Week of February 11th

Monday – Thursday 8:00 AM – 6:00 PM
Friday February 15th Closed due to Lincoln’s Day

February 18thth – June 5th

Monday, February 18th Closed due to Washington’s Day
Monday – Thursday 8:00 AM – 6:00 PM
Friday 8:00 – 12:00 PM

The Online Registration System is available daily from 5:00 AM – 2:00 AM

2. REGISTRATION

Open Registration is available online, in person if the student needs assistance

Students may enroll in open-entry/open-exit classes at any time up to the deadline shown in the online schedule of classes, if seats are available.

(Open registration ends February 5th for first 8 Week and 16 Week courses students will need to obtain a permission number to add classes)

Late Registration, Program Changes and Petitioners:

Beginning the week of February 6th (for 16 week and first 8 week courses)

Students must have a **permission number** in order to enroll in 16 Week and/or First 8 Week classes **even if the class is not full**. Students should use permission numbers immediately online. Remember deadlines may fall on the weekend so if a student needs assistance using permission numbers they **must** come to Admissions & Records during operating hours **before** the deadline to enroll. Permission Numbers must be **used the day prior to the census date of the class (i.e. 16 permission numbers must be used by February 18th, 2019)**. Students must be officially enrolled in order to continue attending class. Please make sure you check your PeopleSoft Rosters regularly to ensure students are officially enrolled. Some classes have only the first day to issue and use permission numbers because the **census date is the second day the class meets**.

On and **after** the census date of a course, permission numbers have expired and **will NOT be honored**. Please make note that for all short term classes (i.e. 8 Week courses) census deadlines vary depending on the days the class actually meets. Please verify each class deadline on the Online Grading Roster. Please do not give permission numbers after census.

Dropping/Withdrawing Students from a Class:

- Last day to drop a student from a **16-week** class without a record is **February 18th, 2019**. Please make sure to drop prior if you need assistance from Enrollment Services).
- Last day to withdraw a student from a **16 week** class with a “W” is **May 5th, 2019** (Sunday so make sure to drop prior if you need assistance from Enrollment Services or ITDC).

FOR 16 WEEK COURSES ALL STUDENTS MUST BE PROPERLY REGISTERED BY **February 18th, 2019**. Students who are not legally enrolled **are NOT allowed to attend your class**. For all other classes please check your roster for the census date (remember students must be enrolled **prior** to the census date).

3. PERMISSION NUMBERS

Permission numbers can be found online. Auto enroll from the waitlist will end the Saturday prior to the session start date. Permission numbers are class specific for a course. The student still must complete the registration process immediately to add your class. Any student who fails to complete the process may not remain in your class, nor can he/she receive a grade for the course. Students who are not legally (officially) enrolled **are NOT allowed to attend your class**. Late enrollment requests **will not** be processed on or after the census date of the course.

Permission numbers can be used online: If a student needs assistance using a permission number they must go to an Admissions & Records Office during the regular business hours prior to the census deadline (**if the census falls on a weekend the student will need to see Enrollment Services the Friday prior to the census deadline by 4:30 PM**). Students must have a permission number to enroll after the Saturday before the session begins, **even if the class is not full**.

Please check the census deadlines on your Online Grading Roster for **each** of your classes.

4. COURSE REPETITION

Please refer students to Admissions and Records for information on course repetition limits and regulations.

5. PREREQUISITES

Please refer students to the online Long Beach City College Catalog for information on course prerequisites and co-requisite processes and regulations.

6. TRANSFERS

Transfers begin after the refund period:

- Step one: the student will complete the student information portion of the transfer form.
- Step two: Both faculty members must complete their respective portions on the form.
- Step three: The form must be returned to Admissions and Records for processing.

Students who are not legally enrolled **are NOT allowed to attend your class.**

7. STUDENT CENSUS REPORTING

All students who do not show up for your class are to be given a “NO SHOW” or “NS” prior to the census deadline of your class – **No exceptions.**

No Shows and dropping students before census

In California’s Code of Regulations, Title 5, section 50008 it states, “Districts shall, according to procedures adopted by the governing board, clear the rolls of inactive enrollment. Inactive enrollment in a course is defined as follows:

- (1) A student who has been identified as a no show NS symbol, or
- (2) A student who has officially withdrawn from the course, or
- (3) A student who has been dropped from the course by the instructor for non-activity (Not Active) symbol.

Students who are not legally enrolled **are NOT allowed to attend your class.**

It is your legal obligation to clear your class roster of inactive students. Check your PeopleSoft online roster for course specific deadlines. **All no shows must be cleared before the census date of the class.**

CCA contract Article X, C2 and CHI Contract Article VI, 2a states:

“Professional Responsibilities...Meets promptly and effectively all contractual obligations to the District, including but not limited to turning in attendance, grades, and other reports on time.”

Please do whatever you can to encourage student attendance and retention

Positive Attendance Classes: At the *end of the course*, you must report the **actual hours of attendance for each student**; Grades and positive attendance are entered online through the Faculty online grading system. Courses that use the positive attendance method are listed below.

1. A typical date classes in which all class meetings are not the same length.
2. All non-credit classes (600-699).
3. All open entry/open exit classes.
4. All apprentice and in-service training courses.
5. All classes meeting for fewer than five days.
6. All classes that cross a semester dateline.

8. STUDENT FINANCIAL AID

LBCC offers a comprehensive Financial Aid program including Pell, SEOG, Full Time Student Success and Completion grants, Cal Grants, federal Work Study and California Promise fee waivers (for California residents). We are part of the Enrollment Services Department at LBCC with offices are located at both the Liberal Arts and Pacific Coast campuses. Please see above Enrollment Services Hours of Operation.

- Students who receive financial aid **must** attend class. No shows are not eligible for financial aid – students who never attend or who quit attending prior to the class census date will incur a debt for any financial aid funds they receive. Please help us help our students by reporting no shows promptly. If you ordinarily drop students who miss the first day of class, please do so by the end of the first day, if at all possible.
 - We encourage all students to submit a FAFSA application for Financial Aid! Several factors are used to determine eligibility. Please let your students know that:
 - Almost all students who apply for financial aid at least qualify for a California Promise fee waiver that pays their enrollment fees if they are a California resident.
 - Students can confirm their Financial Aid awards by logging in to their Viking account.
 - The first disbursement will occur during the first week of each term to students whose files are complete.

Late applicants or those whose files are not completed in time for a first week disbursement may receive a book advance prior to receiving their financial aid. Book advances are used to purchase their books at the Viking Bookstore. Please see our website for up-to-date information about our programs and services: <http://www.lbcc.edu/financialaid/>,

9. FINAL EXAMS and POSTING OF GRADES

Final Exams will be given on the *last day of the last week of class*, or if the class meets more than once-per-week, can be spread across multiple days during the final week of class for additional time. For example, if a class meets on Mondays and Wednesdays, the final exam would be given on a Wednesday, or split between Monday and Wednesday. Please inform the students of your classes of the date(s) and time(s) of their Final Exam.

All grades are due five business days after the completion of the class.

The End of Term process will be run 6 business days after the last final day.

10. ROLL BOOKS (CLASS ROSTER)

Faculty may go to the Faculty Self Service area in the Viking Student System to transfer your class roster, student contact information and waitlist to a spreadsheet. Visit the Oracle/PeopleSoft Help Files to access the MS Excel roll book template. Go to the LBCC Homepage > Faculty and Staff > “PeopleSoft Help” Button > “Instructor Self Service” link > Choose “Web Class Roster” and “Blank Excel Rollbook” link.

Assistance is available by online help, by phone, e-mail or in person. Contact the IITS HelpDesk for assistance: 562-938-4357, or helpdesk@lbcc.edu or visit the Instructional Technology Development Center (ITDC) at LAC, room L-142:
<http://www.lbcc.edu/itdc> , <http://www.lbcc.edu/ITDC/Location-Information.cfm>

Faculty members must send in their attendance and grades at the end of each term to rollbooks@lbcc.edu or in the Enrollment Services Office (LAC A-1075 or PCC GG-102).

11. PASS/NO PASS DEADLINE

Students choosing this option must either choose the pass/no pass option **online** or complete and submit a "pass/no pass Option Request Form" (available in the Admissions Office) by the 30% mark of a class. Students can check this date for **each** class in their Student Self Service.

12. NON-CREDIT AND NON-GRADED ZERO UNIT COURSES AND GRADES

You must assign the grade “UG” for non-graded zero unit courses. Only non-credit (600-699) courses will use the credit/no credit grading symbols. All credit courses will use the pass/no pass symbols.

13. REINSTATEMENT

If you have dropped a student and you have decided to reinstate the student please follow this process:

A reinstatement form can be picked up in Enrollment Services A&R by the faculty or student. Faculty will fill out and either return it to Enrollment Services A&R or have the student return it. Once the reinstatement has been processed you will be notified via email. If you have not requested the reinstatement please notify the A&R Technician as soon as possible to rectify the situation.

Notes:

- **Do not** wait to complete this process (as soon as you are aware that you need to reinstate a student process).
- **Do not** complete this process if the student has been coming to class but has **NOT** been legally registered for the class.

14. FLEX DAYS

The college will be engaging in one day in Spring 2019 for the purpose of accomplishing staff development. There will be no classes held (day or evening) on this date:

March 21, 2019 (Thursday)

At a later date you will be notified of the activities available and the extent of your obligation to participate.

15. SYLLABUS

All instructors are to distribute a written course syllabus to the students at the first class meeting, or no later than the end of the second week of class. At a minimum, the syllabus must contain the office location and office hours, TBA hours, the general way in which the course is taught (lecture, laboratory, discussion, etc.), and the grading requirements of the class. A copy of the instructor's syllabus, must also be turned into the department no later than two weeks from the start of the semester. A syllabus for each class is to be filed in your School Office.

16. EMERGENCY NOTIFICATIONS and EMERGENCY MOBILE TEXT ALERTS

Text Message Notifications from LBCC Now Available for Students, Faculty and Staff.

In the event of an emergency, LBCC will provide accurate and timely information regarding campus safety issues directly to students and employees.

Employees

To receive emergency text messages, employees must update their profile by logging into their Employee Self-Service account and enter their cell phone number.

Students

To receive text messages, students must update their profile by logging into their student self-service account and enter their cell phone number.

LBCC will also share information about campus emergencies via the LBCC website www.LBCC.edu and social media pages:

- <https://www.facebook.com/lbcitycollege>
- <https://twitter.com/LBCityCollege>

For more information, please contact the Office of Communications and Community Engagement at 562-938-4846.

17. DOOR OPENING REQUESTS, KEY ISSUANCE and FACILITIES

The Police will provide door openings for staff and faculty only when no other resources are available for the request. Facilities should be contacted first at 562-938-4040 with the request.

<http://www.lbcc.edu/Facilities/>. The police will only open a door for staff members with a valid district employee ID in their possession. Employees needing regular access to their work areas must complete a key or Omni request form through their department, and submit it to their Dean or Department Manager for approval. **THE POLICE WILL NOT OPEN A DOOR FOR YOU UNLESS YOU PRESENT A VALID DISTRICT EMPLOYEE ID.**

Should your assignment require that you have access to locked facilities and you do not already have a key or Omni code access, you may request that a key or code be issued to you. The Facilities Department has implemented an on-line key/Omni delivery system. Contact your department AA or AAA to get the process started. You will be notified via email when your key/Omni request is ready

for pick-up. Keys & Omni Code access will be issued at LAC from the Facilities Office in Building Z at the corner of Conant and Clark from 8:00 a.m. – 5:00 p.m., Monday – Friday. You will also need a picture ID with you at time of pickup. Contact the Facilities Service Desk at ext. 4040 if you have any questions. Special arrangements can be made to pick up keys after 5:00 p.m. Monday – Friday by contacting Facilities at ext. 4040.

18. STUDENT CONDUCT

Long Beach City College (LBCC) has standards of behavior that apply to everyone associated with the District. These standards are set forth as policies in the Administrative Regulations and Policies (the Student Conduct Code or AR 5012). The Student Conduct Code is a system established to ensure a fair process for people who believe the behavior standards have been violated, as well as for people who have allegedly violated these standards. These established standards, which are upheld through an educational disciplinary process, support the District's academic mission. As an institution of higher learning, LBCC strives to maintain an environment in which its students, employees, and guests feel supported. As a diverse population, we must be able to live, work and learn in a climate of tolerance, civility and respect for the rights, property, and sensibilities of others.

Our student disciplinary process exists to set a standard for ethical behavior. It is designed to be life-preparatory, educational, fair, and hold individuals accountable for behaviors and decisions. It is not designed to replace or substitute the Federal or State legal system. The student disciplinary process provides an important forum that responds to the interests of the LBCC community.

The Office of Student Conduct is responsible for acting on behalf of the College in matters of student conduct. The Director of Student Conduct or designee investigates alleged instances of student misconduct and determines how best to resolve any findings while maintaining consistency with the goals and mission of LBCC as an educational and intellectual community. Protecting an individual's due process rights is an important component within the procedures of student conduct, as it ensures students have the opportunity to address allegations.

The processes are designed to lead with care and educate; while being certain that individuals are held accountable. We seek to protect our community and promote a student's sense of responsibility by enforcing accountability

Reporting

Incident reports should be filed electronically with the Office of Student Conduct at https://longbeachcc-advocate.symlicity.com/public_report/index.php/pid230783? For information about support services for students, contact persons, due process, grievance and conduct procedures, and a link to the incident report form, please review the information at <https://www.lbcc.edu/post/student-discipline-and-conduct-due-process>.

When addressing student behaviors, we utilize three categories: minor, major, and severe. These categories, help us recognize, evaluate and inform on how to respond to student's behaviors. As you address student behavior in the classroom, the following information can provide you with some direction/support:

The **faculty/staff should address minor infractions** and disruptive behavior such as constant tardiness, foul/disrespectful language, cell phone usage and others. The student should have an opportunity to understand and correct their behavior. If the behavior persists, then the student should be referred to the faculty's department chair or supervisor.

The department chair/supervisor would then meet with the student to address the misbehavior. If the behavior persists after this meeting, then it should escalate to the Office of Student Conduct.

Major infractions such as fighting, threats (beyond speculative), cheating or any alleged behavior that is more easily identified as a possible **violation of the Student Code of Conduct** should be directed to the **Office of Student Conduct**.

Once a report has been received and reviewed, an **investigation** will begin. An investigation helps the Office of Student Conduct understand the allegation and can include conversations with witnesses, requests for documentation, meetings and a hearing with the student. It is important to understand that the conduct process exists to be life-preparatory, hold students accountable, and adhere to due process.

Severe incidents where students' behavior impact the classroom learning environment (i.e., documented and specific, which is beyond speculative), or a clear violation of the Student Code of Conduct with imminent risk, faculty should dismiss a student from class for up to two consecutive sessions. The faculty or the faculty's department chair should communicate this to the student. An investigation will immediately take place upon receipt of an incident report to the Office of Student Conduct.

In the event where a student's behavior is dangerous or threatening (documented and specific, which is beyond speculative), or they refuse to leave class/office, faculty/staff/student should **call Campus Police**, and they will assist in removing the student from class. This information should be included in the incident report

Marijuana

The passing of California Proposition 64 permitted the sale of recreational marijuana in 2018 in the state of California. Now, recreational marijuana usage in one's private home or at a licensed business is allowed. Usage of marijuana is not permitted in public which includes the LBCC campus. Under the Controlled Substance Act (CSA) (21 U.S.C. § 811), marijuana is classified by the Federal Government as a Schedule 1 controlled substance and therefore any use, possession or distribution of marijuana is considered a violation of federal law.

Students who may arrive to class smelling of marijuana could create a distraction or raise concern about the student's ability to perform in class. We recommend that during your general classroom expectation discussion faculty should address all behaviors that may be concerning (e.g., hygiene/strong odors, cell phone usage, tardiness, side conversations, foul/disrespectful language, etc.). Specifically, faculty and staff are advised to address the concerning behaviors (e.g., sleeping, tardiness, mobility, not paying attention, etc.) and are not advised to address the scent of from possible marijuana usage

We offer the following as a statement that could be shared with your class regarding strong odors:

“Strong odors such as perfume, lotion, sweat, choice of hygiene, and the scent of tobacco/marijuana can create a distraction and affect the learning environment. These instances will be addressed privately before the next class session.”

As always, the Director of Student Life and Student Conduct welcomes the opportunity to answer questions, provide clarity, or consult. We strive to be a helpful and efficient resource for the entire LBCC community. Send your email to Dr. Josh Williams, Director of Student Life and Student Conduct

at jwilliams@lbcc.edu. You may also visit the Office of Student Conduct Monday-Thursday 8:00 a.m. – 5:00 p.m. in Room E 207. The Office of Student Conduct provides two workshops each semester on how best to work with challenging situations. The workshop information is distributed on College Day and is also posted in In The Loop. Additionally, Student Affairs (Student Health Services and Student Conduct) staff are available to provide your department with training on how to respond to students in distress. If you would like to schedule a training, please contact Roberta Maroney at 562-938-4370 or rmaroney@lbcc.edu.

As a reminder, if there is an **immediate threat** or need for help, contact Campus Police at **911**. For Police **Non-Emergency** issues please call **562-435-6711**

19. STUDENT HEALTH SERVICES

All students who have paid the Student Health Center fee (\$20 per semester) can use our medical and mental health services at no additional charge. Regardless of what insurance coverage the student may or may not have, they are still eligible for basic health services and mental health support at the Health Center.

All services are no-cost or low-cost and are supported by student health fees. Student Health Services engages students in making informed decisions about health-related concerns and empowers them to be self-directed healthcare consumers. Medical Services are located on both campuses and are staffed by a nurse practitioner, registered nurses, and health service technicians. Students are welcome to make appointments for a variety of services such as physicals and flu vaccines as well as receive over-the-counter medications for colds or headaches. Our students should never attend LBCC hungry, and they may pick up a snack on either campus from the mini Viking Vault (over-the-counter nutrition) located in Student Health Services. Lactation rooms or Mother's Rooms for students needing a private space on campus, are also available in both Student Health Services Clinics during clinic hours Monday – Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – Noon.

Students can expect to find someone who is interested in listening to their concerns, helping them understand them better and guiding them with healthy resolutions. They will be taking the student seriously, and able to discuss anything they wish.

Information on low-cost health insurance coverage under Covered California is also available.

LAC, A-1010
(562) 938-4210
PCC, GG-117
(562) 938-3992

Hours of Operation: Monday – Thursday 8:00 a.m. – 5:00 p.m. and Friday 8:00 a.m. – 12:00 p.m.

20. MENTAL HEALTH SERVICES

The mission of Mental Health Services is to assist students in functioning effectively in the college environment by supporting their psychological well-being as they pursue personal and academic goals. Individual counseling by a licensed or graduate mental health professional is available at no cost for students currently enrolled at LBCC and have paid the Student Health Services fee. The college provides individual and group services and educational workshops to help students cope with academic stress, anxiety, depression, and substance abuse. Social and emotional support services are available by appointment. Daily drop-in visits are also available for students in crisis. Sessions are strictly confidential and are held in the Student Health Services offices at both LAC in room A-1010 and PCC in room GG-117. Crisis intervention and referrals to campus and community resources are also available. Contact (562) 938-3987 for more information.

The Healthy Viking Initiative

The Healthy Viking Initiative supports and encourages students to make healthy choices in all aspects of their lives and connects students to resources to meet these essential needs such as nutrition, health care, and shelter. The Healthy Viking Initiative encourages students to be engaged in our programming designed to promote tools for success that includes social and emotional well-being, positive sleep habits, signing up for CalFresh, and assisting students in navigating the college resources. For more information, please contact the Office of Student Affairs at 562-938-4370 or visit us at LAC in Building E or Deborah Miller-Calvert at 562-938-3032.

Additionally, we offer the following as a statement that could be shared with your class regarding basic needs:

Any student who faces challenges securing their food or shelter and believes this may affect their academic performance is urged to contact Student Affairs for support.

21. ACADEMIC COUNSELING

Counseling services are readily available to all students and are tailored to meet each individual's needs. Comprehensive counseling assistance is available during a scheduled 30 minute counseling appointment. Additionally, Express or First Come First Serve counseling sessions are available in 10 minute segments on a walk-in basis. Furthermore, online counseling services are available and include face-to-face virtual, chatroom, and online express counseling.

To schedule a counseling appointment, contact Counseling: **LAC** in A-1111 or phone (562) 938-4561 or **PCC** in GG 202 or phone (562) 938-3920. In person appointments can also be scheduled online by going to <http://couns.lbcc.edu> and clicking on the campus link LAC or PCC. Online Counseling services can be accessed by going to <https://www.lbcc.edu/online-counseling>

22. PARKING REGULATIONS

All vehicles parked in staff stall areas must display a valid staff-parking permit. **The staff parking permits (new and replacements for lost permits) are issued by the College Cashier's Office in A-1081 at LAC and - GG 103 at PCC.** To obtain a Staff Parking Permit Request form, contact the Cashier's Office at 562-938-4455 at LAC or 562-938-3906 at PCC, Monday – Thursday 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 4:00 p.m., or from the following link and select Parking Permit Request Form:

http://acit.lbcc.edu/dept_forms/2015%20Staff%20Permit%20Request%20Form%20Final.pdf
(from any LBCC computer)

Cars parked in staff stalls without a current staff permit will be cited. Parking is being strictly enforced by the Long Beach Police, City College Unit at both campuses. ***It is the staff member's responsibility to ensure that the permit is visibly displayed.*** Visitors, including guest speakers, substitute instructors, etc., are required to obtain a visitor parking permit. These permits are available from the Department Head or Dean. The area Dean can better identify and assess your need for parking permits for these types of guests. Students may park in LAC staff stalls only during times posted at each lot which authorizes this. All staff spaces at PCC are for Staff only and students may not park there at any time. Only students or staff possessing a State of California, DMV issued disabled person placard may park in the designated disabled person stalls located on both campuses. If these stalls should be filled, disabled persons displaying a state placard may park in any staff or student stall. Day parking permits are available for purchase in most student lots. They are valid in student stalls only. Staff visitors must obtain their permit from the area Dean they are visiting. These permits are valid in both student or staff stalls. Additional staff parking at LAC is available on the south side of the campus in lot P which is

located between the tennis courts and the gymnasiums. Lot L and Lot M (Veteran's Stadium also have additional staff parking. Please remind students that they may park at the Veterans Stadium, located one block south of Carson Street. The quickest access to the Vets Stadium lot is off of Conant Street via Clark Ave or Lakewood Blvd. The Police Department also patrols these lots, and there is ample parking available.

Other parking regulations, such as red zones (fire lanes), yellow zones, handicapped spaces, no parking zones, and no parking on sidewalks, will be enforced at all times. Cars are required to park "**head in**" rather than backing in. Regulations can vary from lot to lot so please read the sign at the entrance of each lot. Questions concerning parking regulations and enforcement should be directed to the Police Department Offices at LAC at 562-938-4807 or the Parking Services Coordinators at 562-938-4713 or 562-938-5085. Citations cannot be voided at the public safety building. The process indicated on the back of the citation must be followed. All questions regarding disputing a citation should be directed to the City of Long Beach at 562-570-6822.

23. SAFETY and SECURITY

You can take steps to improve your personal security on campus. Lock your car, check to make sure your lights are off, and **don't leave any valuable property visible in your car**. Anti-theft devices and alarms are good deterrents. Report any suspicious persons in the parking lots or elsewhere on campus to the Long Beach Police Department at 562-938-4910. An Omni lock has been placed on all buildings at the college and after normal working hours and the exterior access door is the only point of entry into the building. If you need to access your work site after hours, speak to your supervisor. If you are working after hours, please inform the Long Beach Police Department College Unit (LBPDCU). If you are working alone, make sure that you securely close the building door and your office door. Do not leave any equipment or appliances on when you leave. Please know that police escorts are available and easily obtained. LBPDCU officers patrol both campuses 24/7. If you are in need of police services or an escort call 562-938-4910. The dispatcher will obtain your information and dispatch an officer accordingly. General safety issues that are none urgent, can be reported to safetyconcerns@lbcc.edu.

Student Affairs leads with the care of the student and restore a sense of security to the community. The Office of Student Affairs along with the LBPDCU, are available to assist you with disruptive students. Student Affairs staff are available for mediation, consultation, dispute resolution, as well as for referrals for possible mental health assessment and if necessary disciplinary action. LBPDCU officers can assist you with dispute resolution and will assist to restore a peaceful learning environment.

Do not leave any purses, briefcases, equipment or other valuable property unattended or in an unlocked office. Be aware of college property that is unsecured. If appropriate, request anti-theft or lock-down devices for valuable equipment in your area. Close and lock your classroom and office doors and windows. If students leave their belongings in your classroom or your office, notify the LBPDCU. Lost and found is also handled at the College Center at LAC and by the Associate Vice President's Office at PCC. Report all instances of stolen or lost property to the Long Beach Police Department.

IN EMERGENCIES CALL: Immediately call or text 911. For any questions or comments regarding these notes or for clarification, please contact Lubert Iglesia, Interim Manager, Environmental Health and Safety Services at 562-938-4713.

Bomb Threat Procedures

1. If you observe a suspicious object or potential bomb on campus, **DO NOT HANDLE THE OBJECT! CLEAR THE AREA AND IMMEDIATELY CALL THE POLICE AT 911.** See below for further instructions.
2. Any person receiving a bomb threat phone call should ask the caller:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why did you place the bomb?
3. Keep talking to the caller as long as possible and record the following:
 - a. Time of call
 - b. Age and sex of caller
 - c. Speech pattern, accent, possible nationality, etc.
 - d. Emotional state of caller
 - e. Background noise
4. Immediately notify Campus Police at 562-938-4910
5. The Campus Police will conduct a search. Employees are requested to make a cursory inspection of their area for suspicious objects. If one is found, report the location to Campus Police. **STAY AWAY FROM THE OBJECT and DO NOT TOUCH THE OBJECT!**
6. If an emergency exists, activate the building alarm.
7. When the building evacuation alarm is sounded or an emergency exists, walk quickly to the nearest marked exit and alert others to do the same.
8. **ASSIST THE DISABLED IN EXITING THE BUILDING. IF POSSIBLE, DO NOT USE ELEVATORS.**
9. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep fire lanes, hydrants and walkways clear for emergency vehicles and crews.
10. If requested, assist Emergency crews as necessary.
11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless directed by appropriate authorities.

Building Evacuation Procedures

1. When evacuation is determined to be necessary by the Emergency Operations Manager, and approved by the College President, occupants will leave their buildings immediately by the nearest plan-designated "Staging Area" or as advised. In each building, a chart is posted identifying the appropriate evacuation route from the building.
2. Building Emergency Coordinators designated in the Disaster Plan will assist district employees, students and campus visitors and will ensure that evacuation instructions are carried out according to building evacuation plans. As shown on the campus maps, people will be evacuated to designated "Staging Areas" around the campus.
3. Evacuation of disabled persons will be given high priority by Building Emergency Coordinators in all emergencies; they will be evacuated in accordance with the district evacuation plan. Elevators are not to be used. Building Emergency Coordinators may request assistance of faculty. Based on specific circumstances, Building Emergency Coordinators are responsible for designating the safest evacuation routes for disabled persons. If a disabled person cannot reasonably be assisted out of the building due to the nature of the disability, arriving emergency personnel must be made aware of the location of the individual inside the building.
4. If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the Emergency Operations Manager at that time.

Evacuation of Campus Facilities Video:

<http://www.drc-group.com/project/jitt-evacuation-campusfacilities.html>

On-Campus

Areas on campus have been designated as "**Staging Evacuation Areas**" for evacuation. These include:

- Baseball fields
- Tennis courts
- Parking lots (all persons should assemble in the middle of lots)
- Stadium parking lot (all persons should assemble in the middle of lot)

If only on-campus evacuation is necessary (i.e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until an "all clear" signal is given by the Emergency Operations Manager.

Calling or Texting 911

When you call "911" identify your exact location. Remain calm and answer the operator's questions. Police dispatchers are trained to obtain the necessary and required information for a proper emergency response. As the police are being dispatched, answer the questions asked of you by the operator or police dispatcher. Although you are not expected to know all of the answers, answer them to the best of your ability.

Although you may think the questioning is wasting valuable time, the information you provide will enable phone personnel to dispatch officers and other emergency personnel safely and effectively. While you are being questioned, emergency personnel have been dispatched and are on the way.

You will be asked questions such as:

- What exactly is happening and how do you know? Is it still happening now?
- Where is the suspect now? What was his/her last known direction? Is the suspect still on campus?
- Is anyone injured? Are there wounded and how many?
- Where did it happen? What's the specific location of occurrence?
- What weapons were used if you know? Knowing the number and types of weapons will assist the police in their response. Describe the weapon(s) or other dangerous object(s) if possible, and any visible ammunition:
- Were any shots fired? Describe the sound and the number of shots fired.
- Do you know who the suspect(s) is? If yes, identify him/her/them, and provide any background knowledge you may have.

Texting to 9-1-1 requires a cell phone that has the capability to send text messages, and location services must be enabled. Text messages should be brief, easily understood, and should not contain abbreviations, emojis, or slang. While currently, the texting service is only available in English, other language solutions are in development and will be implemented as soon as they become available. Similarly, the system cannot receive photos and videos at this time.

Below are guidelines for how to text to 9-1-1:

- Enter the numbers "911" in the text "To" field.
- The first text message to 9-1-1 should contain the location and brief description of the emergency and the type of help needed.
- Push the "Send" button.
- Be prepared to answer questions and follow instructions from the 9-1-1 text taker.
- Text in simple words. Do not use abbreviations, emojis, or slang.
- Keep text messages brief and concise.
- Do not text and drive.

POLICE/FIRE DEPARTMENT RESPONSIBILITY:

Long Beach Police will take charge of the operation from the outset and maintain full control throughout the duration of the incident.

LBDP will establish a command post(s) at or near campus where all operations pertaining to the event will be coordinated.

Earthquake Response

During an earthquake, remain calm and quickly follow the steps outlined below.

1. If indoors, seek refuge in a corner, under a desk or a table. Avoid windows, shelves, and heavy equipment.
2. When the earth is shaking, **DROP** to your knees, clasp both hands behind the neck, bury your face in your arms, make your body as small as possible, close your eyes and cover your ears with forearms.
3. If outdoors, move quickly away from buildings, utility poles and other structures.
4. After initial shock, evaluate the situation and if emergency help is necessary call the Campus Police at 562-938-4910 or 911 from a cell phone or from a campus phone. Protect yourself at all times and be prepared for aftershocks.
5. Turn off all potentially hazardous equipment such as gas and electric appliances. Damaged facilities should be reported to Facilities, Maintenance & Operations at 562-938-4040.
6. If necessary to evacuate, activate the building alarm system.
7. Evacuate the building by quickly walking to the nearest exit, alerting people as you go. Be aware of structural damage and assist both the disabled and injured.
8. **FLASH THE LIGHTS ON AND OFF** to alert deaf or hard of hearing students. Write notes to explain what is happening.
9. Once outside, move to a clear area at least 150-300 feet away from the affected building(s). Keep walkways clear of emergency vehicles.
10. To the best of your ability, and without re-entering the building, assist in determining that everyone has evacuated safely.
11. Do not return to an evacuated building unless directed by appropriate authorities.

The Principles of Drop – Cover – Hold On video:

<http://www.drc-group.com/project/jitt-earthquake-preparedness.html>

Eight Things LBPB Wants Faculty & Staff to Know

1. LBPB IS AVAILABLE ON CAMPUS 24 HOURS A DAY/7 DAYS A WEEK

LOCATION - BUILDING "X" – 5020 LEW DAVIS

- For inquiries the public safety building is staffed between the hours of 7:00am – 5:00pm. After hours please see the below listed numbers
- Non-emergencies: from campus 4910 or 562-435-6711
- Emergencies: **Call or text 911**
- Police escorts available
- Entrance into closed buildings or classrooms – between the hours of 7:00am – 3:00pm call facilities at x4040. From 3:00pm – 5:00pm call. The College Main Number at x4111. We will respond if you cannot reach them. Staff identification required for entry
- Instructors - if you are cancelling a class or you are late, call the switchboard between the hours of 8:00am – 5:00pm., 938-4111. After hours call the non-emergency numbers listed above
- When leaving please lock and secure classrooms or any other facilities under your direct control
- Students are not allowed in any classroom or any campus facility unless supervised by a faculty or staff member

2. **PARKING IS ENFORCED**

- Citations are issued for no permits and expired/broken meters
- Misuse of handicap placards can result in a \$350 fine
- Day permit machines are located in LAC parking lots E, F, H, P, O and M (Vets stadium) (near ticket booth, North of Lot M, South of Lot M), there are two on every level of the parking structure J, in PCC lots 1, lot 2 (East and West side), and lots 5, 10 for \$2 park at your own risk
- No parking in the community – district "F" permit required
- Each parking lot has its own parking regulations posted at each entrance.
- Each parking lot is posted for its' own parking regulations at each entrance.
- If you do not have your staff permit, obtain a day permit to park in a student stall or contact your department head for other arrangements (temporary permit)
- Shuttle service available between the campuses Monday – Thursday 7:30 am – 10:00 pm, Fridays 7:30 am -3:pm and Saturdays 8:30 am – 3:00 pm. (Fall and Spring Semesters Only)
-

3. **PERSONAL SAFETY**

- Safety in numbers
- Keep personal property out of sight in vehicles
- Stay in well-lit areas
- Secure your personal property in your classrooms

4. **STUDENT CODE OF CONDUCT**

- Located in schedule of classes
- Incidents involving student misconduct should immediately be reported to the dean of student affairs. Incidents involving criminal activity should immediately be reported to campus police

5. **LOST AND FOUND**

- LAC – Located in building “E” at the student information desk
- Valuables at LAC are turned in to the ASB bank (located in North side of Building A – Cashier’s Office)
- PCC – located in the administration office suite lobby - GG103

6. **STAFF E-MAIL**

- Check for updates on events and activities

7. **LBPD AND LBCC HAS ZERO TOLERANCE FOR VIOLENCE AND DRUGS**

- Please report any suspicious activity immediately and be prepared to provide a description of the incident and any individuals involved in order to assist our officers in a more efficient manner

8. **“YOUR SAFETY IS LBPD’S #1 PRIORITY”**

EIGHT THINGS LBPD WANTS STUDENTS TO KNOW

1. **LBPD IS AVAILABLE ON CAMPUS 24 HOURS A DAY/7 DAYS A WEEK**
 - Non-emergencies: from campus ext. 4910, from cell 562-435-6711
 - Emergencies: **Call or text 911**
 - Police escorts available
 - Students are not allowed in any classroom or any campus facility unless supervised by a faculty or staff member

2. **PARKING IS ENFORCED**
 - Citations are issued for no permits and expired/broken meters. Do not use a parking permit marked “void” or you will be cited
 - Misuse of handicap placards can result in a \$350 fine
 - Day permit machines are located in LAC parking lots E, F, H, P, O and M (Vets stadium) (near ticket booth, North of Lot M, South of Lot M), there are two on every level of the parking structure J, in PCC lots 1, lot 2 (East and West side), lot 5 and lot 10 for \$2 park at your own risk
 - No parking in the surrounding community – City residential district “F” permit required
 - Each parking lot is posted for its own parking regulations
 - Overflow parking in vets stadium, the best entrance is off of Conant/Clark
 - Shuttle service available between the campuses Monday- Thursday 7:30 am – 10:00 pm, Fridays 7:30am to 3:00pm and Saturdays 8:00 am to 3:00 pm. (Fall and Spring Semesters Only, no winter or summer sessions shuttles)

3. **PERSONAL SAFETY**
 - Safety in numbers
 - Keep personal property out of sight in vehicles (including textbooks)
 - Stay in well-lit areas
 - Do not leave personal items unattended at any time (backpacks, cellphones, electronic devices)

4. **STUDENT CODE OF CONDUCT**
 - Located in schedule of classes
 - Skateboarding is not allowed on campus
 - No smoking on campus except in designated areas

5. **LOST AND FOUND**
 - Located in building “E” at student information desk
 - Valuables at LAC are turned in to the ASB bank (located in North side of Building A – Cashier’s Office)
 - PCC – located in the administration office suite lobby - GG103

6. **STUDENT/STAFF EMAIL**
 - Check for updates on events and activities

7. **LBPD AND LBCC HAS ZERO TOLERANCE FOR VIOLENCE AND DRUGS**

8. **“YOUR SAFETY IS LBPD’S #1 PRIORITY”**

Guidelines for Response to an Active Shooting on Campus

BACKGROUND

The potential for a shooting on campus exists on every college campus throughout the United States. Although the possession of firearms on or around our campuses is rare, their availability and past national and local shootings dictate the need for a response plan, in case a shooting or other violent attack occurs.

WHEN A SHOOTING OCCURS

- **CALL or TEXT "911"** From a cell phone or from a campus phone. Identify your college or workplace and exact location. Remain calm and answer the police operator's questions. They are trained to obtain the necessary and required information for a proper emergency response.
- Instruct students and employees to drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Try to get inside or behind a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from the police. LBPD will be on scene.

IF SUSPECT IS OUTSIDE YOUR CLASSROOM

- Duck and cover. Keep students inside the classrooms and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- Report location of the assailant.

OFFICE PERSONNEL

In response to a report of a shooting from a classroom or other area of the campus, have all persons in the office duck and cover onto the floor, behind protective objects or into side rooms. Make required emergency telephone calls to the police from this position. It is crucial that telephone calls be limited to emergency calls only.

Note: Phone calls, other than for emergency purposes, should be made only after the police have cleared a phone line for that purpose. A phone call to friends or family will bring onlookers, bystanders or concerned loved ones to the campus, interfering with the operation of emergency personnel and unnecessarily placing more people in danger.

Run, Hide, Fight Video:

<http://www.youtube.com/watch?v=1ESNae7OoyM>

Just In Time Disaster Training Library

The videos found in this library cover disaster related mitigation, preparedness, response and recovery training for a wide variety of areas. Many are just a few minutes long. This information may be extremely useful in your home environment as well. Some examples include:

Building a Disaster Supplies Kit

Building a First Aid Kit

Securing Bookcases and Cabinets

Preparing for a Power Outage

<http://www.drc-group.com/project/jitt.html>

Lockdown Procedures

1. If a “Lockdown” notification is received, announce “Lockdown” to your group.
2. Remain calm and stay with your group of students, faculty, staff, or visitors.
3. Receive students, faculty, staff and visitors from hallway (if possible).
4. If possible, lock room doors and windows, barricade door if circumstances permit.
5. Close shades.
6. Move people away from doors and windows so they cannot be seen.
7. Shut off lights.
8. Remain quiet (silence cell phones but do not shut them off).
9. Ignore Fire Alarm – **CALL or TEXT 9-1-1** if you believe there is a fire danger.
10. Notify law enforcement via text or phone call at 9-1-1 of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
11. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
12. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
13. Notify law enforcement via text or phone call at 9-1-1 as soon as possible of any medical emergencies.
14. Remain in the secure room until released by law enforcement.
15. If gunshots are fired and fleeing is necessary, run away.

Staff - Emergency Evacuation Guidelines for Persons with Disabilities

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts.

BEFORE AN EVACUTION IS ORDERED

Students should be invited to volunteer ahead of time to assist disabled persons in an emergency. If volunteers are not available, designate someone to assist who is willing to accept the responsibility.

- DO NOT evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later, if necessary.
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and if there are any special considerations, or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g. bending the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuer's backs.
- Certain lifts may need to be modified depending on the disabilities of the people.

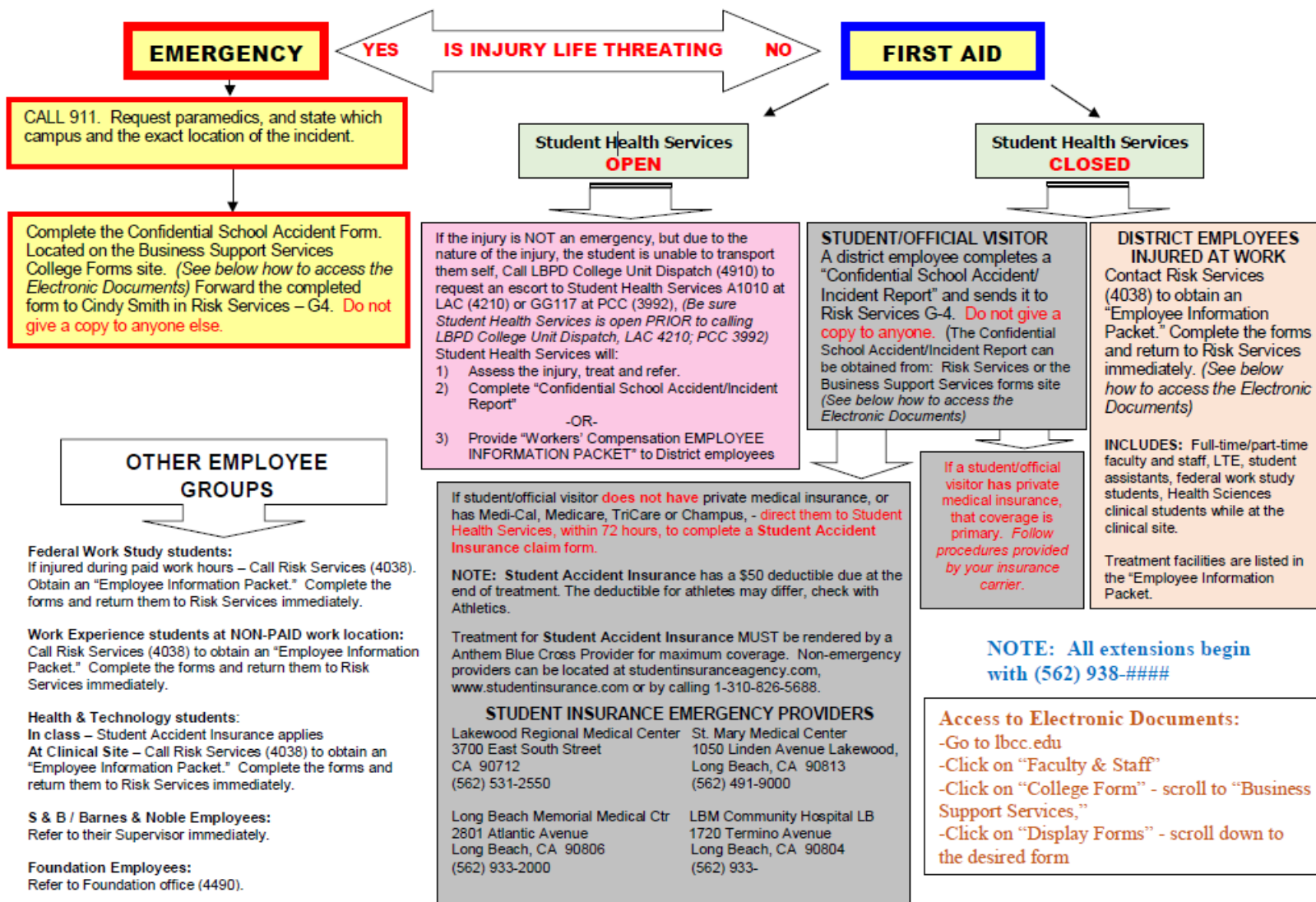
Everyone needs to take responsibility for preparing for emergencies. People with disabilities should consider what they would do and whether they need to take additional steps to prepare themselves.

WHEN AN EVACUATION HAS BEEN ORDERED:

- Evacuate people with disabilities, if possible.
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire or major earthquake. Persons unable to evacuate should remain in the stairwell landing.
- Call or text 911 from a campus telephone or from a cell telephone.
- Check on persons with a disability during an evacuation. A "buddy system," where people with disabilities arrange for volunteers (Staff/Students) to assist them in an emergency, is a good method.
- Attempt a rescue evacuation ONLY if you have had rescue training or the person is in immediate danger and **cannot** wait for professional assistance.
- Always ASK someone with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person.

Evacuating a disabled or injured person yourself is the last resort. Consider your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency worse.

ACCIDENT/ILLNESS RESPONSE FLOW CHART



If you have any questions, do not hesitate to contact: Risk Services – (562) 938-4038, Mail Code G4
 Student Health Services: LAC – (562) 938-4210, Mail Code R19; PCC – (562) 938-3992, Mail Code PCC

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