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Pinnacle College (South Campus-Alhambra)
Current Campus Safety and Security Procedures
Campus Crime Statistics: 2009, 2010, 2011

Campus Setting

Pinnacle College is committed to providing all students, faculty, staff, and guests a safe environment conducive to learning. The campus is located at 1000 South Fremont Avenue, Bldg A11, Lower Level, Alhambra, CA 91803 in a nearly 1,000,000 square foot building in The Alhambra, a campus setting with secure gates. The premises are patrolled seven days a week by professional security officers provided by the Property Management of The Alhambra.

Notice of Procedure

To provide a healthy and secure training environment, Pinnacle College encourages prompt and accurate reporting of all crimes to school authorities and the appropriate law enforcement agencies. To report a crime in progress or an emergency, dial 9-1-1. Please report any crime or hazard to your safety or that of a fellow student, employee, or guest to school authorities immediately. In case there is an emergency situation involving robbery, aggravated assault, arson, burglary, motor vehicle theft, manslaughter, rape or murder, and alcohol and drug related violations, including use, sale, possession, and underage drinking, Pinnacle College encourages prompt reporting to the school President, Sal Younis, or the Associate Executive Director, Lisa Torigian. The school will work closely with State and local police agencies involving emergency situations and reportable crimes.

Your safety on campus is vitally important to us. The key to a safe and secure environment is cooperation. By working together, students, faculty and staff members can learn more about safety awareness. As part of our security process, we will provide you with safety tips and procedures to explain how an individual can better protect themselves, and to try to help prevent individuals from being victims of crime. We have information programs and referrals available to students and employees about crime prevention, campus disciplinary action for alcohol or drug related violations, weapons possession, awareness of rape, acquaintance rape, and other sex offenses through the issuance of awareness pamphlets/brochures. Information concerning registered sex offenders can be obtained by the Department of Public Safety. Moreover, the Sex Offender Identification Line number is (900) 448-3000.

Contact Numbers

Emergency: 9-1-1

Pinnacle College Administration: Sal Younis, President (626) 284-0050 x30; Lisa Torigian, Associate Executive Director (626) 284-0050 x21

Alhambra Police Department: (626) 570-5151

The Alhambra, Security Office: (626) 300-2211

The Alhambra, Property Management: (626) 300-5000

Emergency Response

Upon a significant campus emergency involving an immediate threat to public safety, the school will notify, in person, students and employees of the dangerous situation. Additionally, as of August 1, 2010, Pinnacle College has recently acquired the capability to notify students/employees via text messaging, emails, and meetings of a potential dangerous situation and instructions on how to decrease their exposure to the threat. This new automated urgent alert messaging system is made available through Campus Management (portal system). Using this system, emergency messages and protective action recommendations can be quickly sent via text messaging and electronic mail addresses. Enrollment in this emergency communication system is available to all Pinnacle staff, faculty, and students. This system is completely voluntary and the emergency contact information is maintained and updated only by the registered user. Students/Employees are automatically enrolled when they activate their username and password into the Portal System. The institution will determine if there is a tangible, credible, and imminent threat warranting an actual emergency. The institution will determine which students, employees, and corresponding contacts necessary to notify. As such, the Associate Executive Director is responsible for carrying out this process. Finally, content and the initiation of the emergency notification will be determined based on the nature of the particular emergency. In addition to notifying the campus community of any significant emergencies posing a threat to public safety, the institution will also disseminate emergency information to the larger community by alerting local law enforcement agencies, corresponding State, County, and/or Federal agencies, if applicable, and the Property Management and Security Office of The Alhambra. Pinnacle College is committed to the safety and security of the community and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Evacuation Response Procedures

The school has developed an evacuation plan in case of emergencies—and the plan, including the emergency response notification system, will be tested once per calendar year. When a fire alarms sound or P.A. directions are given, please follow the below evacuation plan:

1. Go directly to the nearest stairwell exit.
2. DO NOT USE ELEVATORS.
3. DO NOT RUN.
4. As you leave, close the doors.
5. Listen for and heed directions given by Floor Wardens, Building Staff and The Fire Department.
6. When moving in stairways: always use the handrails moving to the right side if emergency crews are encountered; remove high heels and take them with you; allow room for others to enter into an orderly flow of traffic, but do not hold up the traffic unnecessarily; do not smoke, eat or drink; gain assistance for those who are slower moving or handicapped; treat any injuries incurred in the stairwell at the nearest floor landing when required and if practical.
7. Stay together if possible until you get to your designated meeting point. Please see attached “Campus Refuge Area” map for the school’s designated meeting point.

To assist in an evacuation, the school has assigned Dan Heck, Program Director, as the school’s main Floor Warden. The school will utilize senior instructors as “alternate” Floor Wardens to fill in for an off duty main floor warden.

Once an alarm or Public Address System has sounded, floor wardens will:

1. Report to a predetermined place (preferably between each others work stations) to determine if all Floor Wardens and Alternates assigned are present on the floor at the time of the drill and alarm.
2. Appoint one alternate (if not available, one area occupant) to the position of Traffic Monitor and have the individual immediately report to your area’s primary stairwell exit door.
3. Quickly search any “closed” locations to ensure that **ALL** persons are aware that the alarm has sounded.
4. Check elevator lobby to ensure that no one is attempting to use the elevators.

5. **Search all offices and classrooms.** Follow a predetermined route and search each room.
 - a.) If office is clear, move to the next office, closing and marking door "Clear."
 - b.) If you encounter anyone during your search, direct that individual to your area's primary stairwell exit door.
 - c.) When you have completed your search, you should then report to your primary stairwell exit door.

6. Inquire as to the number of persons ready to move and take a head count.
 - a.) Assist in keeping the waiting occupants calm and quiet.
 - b.) Do not enter stairwell until instructed to do so by the Public Address System.
 - c.) Keep waiting occupants in a single line at stairwell entrance (along the wall nearest to the stairwell).

For Your Information

For the most recent three year period, the following cases of crimes and security violations have been made to the campus or the local police:

<i>Number of Incidents</i>	<i>Number of Incidents</i>
·Murder.....0	·Arson.....0
·Manslaughter.....0	·Burglary.....0
·Rape.....0	·Auto Theft.....0
·Sex Offenses-Forcible.....0	·Liquor Law Violations.....0
·Sex Offenses-Non-Forcible.....0	·Drug Abuse Violations.....1 (2009)
·Robbery.....0	·Weapons Possession.....0
·Aggravated Assault.....0	·Hate Crimes.....0

(Hate Crimes: Victim intentionally selected due to race, gender, religion, sexual orientation, ethnicity, or disability. Reportable crimes include criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor theft, arson, any reported crime involving bodily injury, larceny-theft, simple assault, intimidation and destruction, damage, or vandalism of property.)