ALLAN HANCOCK COLLEGE



2026 Campus Safety Plan

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CAMPUS PUBLIC SAFETY
Campus Safety Plan 2026

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AVAILABILITY, LOCATION, AND METHODS TO SUMMON LAW ENFORCEMENT ASSISTANCE

The Campus Police Department is committed to providing a safe and secure College environment. Campus Safety Officers (CSO) patrol the Main Campus in Santa Maria and the Lompoc Valley Campus during operational hours. They collaborate closely with local police departments as needed. The Campus Police Department on the Santa Maria Campus is in building S2 in parking lot 9 and front desk is open from 8:00 a.m. to midnight., Monday-Thursday and 8:30 a.m. to midnight on Friday's. The Lompoc Valley Campus is in Building 1 and is staffed from 7:00 a.m. to 10:30 p.m. Monday through Friday. Both campuses observe holidays as prescribed by the community college district.

People who want to report a crime in progress or other emergencies on either campus should call **9-1-1** for a local law enforcement response. Individuals are encouraged to report criminal offenses to Campus Police Department personnel at any Hancock affiliated campus for assessment to determine if a Clery Act Timely Warning Notice is warranted. For services of a non-emergency or more routine nature, contact the Campus Police Department at (805) 347-7557 or go to the department locations.

Crime Reporting (See BP/AP 3515 titled Reporting of Crimes)

The campus community is strongly encouraged to report all known or suspected incidents of criminal activity on campus to the Campus Police Department as soon as possible. When calling the Campus Police Department always:

- Provide your name, telephone number, and location.
- Give clear and accurate information.
- Be prepared to supply suspect and vehicle description, and direction of travel.
- DO NOT HANG UP! Follow the instructions of the Police Dispatcher.

By Telephone Contact

- Emergency: 9-1-1 for local law enforcement and emergency services response
- Campus Police Department: (805) 347-7557
- Campus Police Department Emergency **3-911 from a Santa Maria Campus phone** or **5-911 from a Lompoc Valley Campus phone**.

Blue Light Emergency Call Stations

When the button is pushed, the blue strobe light flashes from the top of the phone tower. Campus Public Safety will be notified immediately, and an officer is sent to the location of the telephone. Depending on the time of the call Santa Maria Police Department may also respond.

In Person Contact:

Police Officers or Campus Safety Officers may be contacted on site at the Campus Police Department on the Main Campus or Lompoc Valley Campus, or by phone to report any criminal or suspicious activity.

SPECIAL SAFEGUARDS FOR FACILITIES OR ACTIVITIES

Security of and Access to Campus Facilities

All campus facilities are accessible with keys and door access codes, and most are open daily for scheduled campus community use. Campus key, door access code control, alarm codes, and distribution are functions of the Campus Police and Maintenance and Operations (facilities) Departments. The Campus Police Department and Maintenance and Operations (facilities) Departments are responsible for locking up all Allan Hancock College owned buildings.

Security Considerations Used in Maintenance of Campus Facilities

Ongoing inspections of campus outdoor lighting, shrubbery, and walkways are conducted. The Campus Police Department works in conjunction with the Maintenance and Operations Department and participates in the campus safety committee. The committee is comprised of campus stakeholders to agendize, discuss, and approve safety priorities of our campus.

Special Event Safety Planning

Preparation for large or special events on campus involves the creation of Incident Action Plans and operations plans according to the Standardized Emergency Management System and in collaboration with campus stakeholders.

Emergency Management

Allan Hancock College will immediately notify the appropriate segments of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat. Information can be disseminated through the following methods of notification which may include but are not limited to the Allan Hancock College website; social media sites (such as Facebook, Twitter, or Instagram); traditional media outlets; and the college's mass notification system (Rave), the Public Address (Mitel) phone system, email, and text messages.

Emergency Plan

Allan Hancock College has an emergency plan that meets State and Federal legal requirements. The Director of Campus Public Safety and Emergency Management is responsible for developing the emergency plan and coordinating the emergency planning process. Annual emergency preparedness training provides the campus community with information about emergency procedures, notification procedures, and protective actions regarding potential hazards on campus. The Allan Hancock College Emergency Operations Plan includes

information regarding shelter-in-place and evacuation guidelines. The plan provides various checklists and information related to the start-up of the Emergency Operations Center and communications with each site.

Evacuation Plan & Procedures

To support campus emergency management, your Allan Hancock College Police Department has implemented the **Standard Response Protocol** (SRP) as its unified, campus-wide approach to emergency communication and action. Developed by the I Love U Guys Foundation and based on practices widely used by institutions of higher education and law enforcement agencies, the SRP helps ensure that students, faculty, staff, and visitors share common, easy-to-understand vocabulary and actions to take during emergency situations.

The SRP's simple, action-oriented directives promote clear and consistent responses to a wide range of incidents, including severe weather, medical emergencies, fires, accidents, and security threats. By using a clear standardized approach, the college can communicate more effectively and help our campus communities at all district locations respond quickly and appropriately when critical situations arise.

For **SRP** Protocols please visit: AHC SRP Protocols

An evacuation is defined as the emptying of an occupied area and the transference of its occupants to a safe location. Should it become necessary to evacuate a building, an area, or the entire campus, the Allan Hancock College campus has procedures in place. All members of the Allan Hancock College campus community should familiarize themselves with the multi-colored Emergency Information Flip Charts posted prominently throughout the campus. The Flip Charts provide general guidance regarding response actions for many emergency situations including, but not limited to, evacuations.

In addition, floor plans with emergency procedures and evacuation routes are posted, in accordance with Title 19 of the California Code of Regulations, near stairway and elevator landings and inside public entrances to the buildings. Additionally, there are Evac+Chairs staged at all multi-story buildings on the Santa Maria or Lompoc Valley Campuses.

"Emergency Flip Charts":

Allan Hancock College Police Department disseminated "Emergency Flip Charts" that are placed in various locations on our district campus. These flip charts contain a priority list of emergency contact information, emergency procedures information, and evacuation maps and procedures.

Campus Wide Evacuations

In a major emergency, the decision to implement evacuation procedures rests with the members of the Allan Hancock College EOC Executive Policy Group. In situations requiring immediate action, public safety responders (i.e., Police and Fire) can also order an evacuation. When evaluating evacuation options, consideration will be given to the specific threat that exists (e.g., bomb, fire, storm, earthquake, explosion, hazardous materials incident), its context (e.g., time of day, likelihood), and the recommendation of public safety officials. After a major

disaster many people may choose to leave campus to check on their family members and homes. Ideally, individuals should first check in at their evacuation area, so that they are not assumed to be trapped or missing, and they can be informed about emergency information.

A critical element of any evacuation is transportation. The dense urban population, high number of area resident students, and use of transportation alternatives at Allan Hancock College must be considered when planning the steps necessary to evacuate all campus occupants, whether they arrived by public transit, single occupant auto, carpool, vanpool, or bicycle.

The procedures for a campus-wide evacuation will vary depending on the nature of the event. Allan Hancock College Police Department, Santa Maria City Fire, and/or the Allan Hancock College Emergency Operations Center will take the lead in coordinating and conducting the evacuation, depending on the nature of the event. In all cases when the decision has been made to evacuate, the campus could be evacuated in stages, beginning with the areas that are in the immediate vicinity of the threat.

Other areas should then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

Localized events, such as a single building fire or a chemical release, would require evacuation of the immediate area. Fire or Police personnel in this case would direct the evacuation. During an evacuation, Police Department personnel could direct traffic at major intersections to maintain a smooth flow of vehicles.

Building Evacuations

Emergency procedures and state law require that everyone exits a building when a fire alarm is activated. Evacuation procedures should be followed according to your department's plan or suggested evacuation routes. All building occupants should go to their Emergency Assembly Point for their building. This will need to be done for communication and assurance that all personnel are accounted for.

When evacuating a building, the following steps should be observed:

- Proceed toward the nearest safe exit.
- Do not use elevators for evacuation because they may be damaged and unreliable.
- After exiting the building go directly to your building Emergency Assembly Point. If that area is no longer safe, determine the safest place away from imminent danger.
- Wait for instructions from emergency personnel.
- DO NOT return to your building until notified by emergency personnel.

Evacuation of people with impaired mobility

- When an elevator is not available or safe for use during an emergency, the following procedures have been developed for those unable to use the stairs in multi-story buildings:
- Designated personnel should escort individuals with impaired mobility to a refuge such as an enclosed stairwell landing that leads to an exterior exit at the ground level.
- Someone should remain with the individual while another person notifies arriving emergency personnel of the location of the person who needs assistance.
- Use of each multi-story building's Evac+Chair for mobility impaired community members is highly encouraged.
- The instructions of emergency responders should be followed, and no attempt should be made to move the individual to another building level unless there is imminent danger in the refuge.
- Individuals who are alone and unable to utilize the stairs should call 911 and report the location of their planned refuge.
- Anyone unable to reach a stairwell (for instance due to smoke), should close all doors into their area, call 911, and wait for emergency personnel to arrive.

People with Access and Functional Needs

As part of the campus Emergency Preparedness Program, we encourage members of the campus community with access and functional needs to evaluate their individual situation and determine the level of assistance they may require during an emergency. A person with one or more of the following concerns is encouraged to follow the recommendations of the Emergency Assistance Program:

- Limitations that interfere with walking or using stairs.
- Reduced stamina, fatigue, or tire easily.
- Emotional, cognitive, thinking, or learning difficulties.
- Vision or hearing loss.
- Temporary limitations (surgery, accidents, pregnancy); or
- Use of technology or medications that could interfere with response times.

Roles and Responsibilities

Responsibilities for emergency planning and response reside at all levels. The success of this effort is dependent upon good management planning and upon all employees becoming familiar with the information that applies to them prior to an actual emergency.

Every Allan Hancock College employee can potentially play a role in the Incident Command System (ICS). The most critical aspect of the ICS is communication; accurate reports from the scene of an incident are essential to providing adequate emergency services. Similarly, the campus community must receive up-to-date instructions concerning disaster response procedures and news of the evolving incidents. Command posts, staffed by Incident Commanders at the scene of each major situation, will provide a standardized process for site incident command of emergency operations in the field. Command posts will also provide a location to meet and coordinate with arriving resources and will establish and maintain communications with the EOC.

Roles of Students

All students should familiarize themselves with the emergency procedures and evacuation routes in buildings they use frequently. Students must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should evacuate to assembly areas in an orderly manner when an alarm sounds or when directed to do so by emergency personnel.

Role of Faculty and Staff

All members of the faculty and staff should review the Emergency Flip Charts and familiarize themselves with these emergency procedures and evacuation routes. Employees must be prepared to assess situations quickly but thoroughly and use common sense in determining a course of action. They should follow Emergency Plan procedures to report a fire or other emergencies that require immediate attention and evacuate the building to pre-designated areas in an orderly manner. *Faculty members are seen as leaders by students and should be prepared to direct their students to assembly areas in the event of an emergency.*

Emergency evacuations of a building/buildings, substantial portions of the campus, or even the entire campus may be required due to situations such as a major fire, an explosion, or a major crisis. Upon notification of conditions that may merit an evacuation, the Allan Hancock College President or their designee will make the determination to order an evacuation based on their decision or after consultation with the Allan Hancock College emergency response team and/or the Allan Hancock College Chief of Police, as circumstances allow.

The Allan Hancock College President (or designee) and/or the Chief of Police (or designee) will determine the content of the evacuation notice. Based on the evacuation level, the Emergency Operations Center may activate or partially activate. Additionally, the Allan Hancock College President and/or Allan Hancock College Chief of Police, or their designees, may without consultation, order an evacuation in extremely dangerous or compelling circumstances, considering all immediate threats to the Allan Hancock College community. In such cases, the evacuation order is immediately initiated.

If an evacuation is ordered, Allan Hancock College Police Department will assist in directing students, faculty, and staff to designated Emergency Assembly Points. Emergency Assembly Points are within the emergency procedures “Emergency Flip Charts” available building and classroom facilities.

Campus Lockdown Procedures

Goal/Purpose of Lockdown

The purpose of lockdown is to minimize accessibility to rooms/buildings on campus to reduce the risk of injury or danger to faculty, staff, students, or visitors.

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.)

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 any windows or openings that have a direct line of sight into a hallway.
5. Shut the blinds or pull the shade down. Turn off the lights and try to give the impression that the room is empty.
6. Stay low, away from windows and doors.
7. Sit on the floor or crouch under or behind desks and bookshelves where possible, to be as invisible as possible.
8. Immediately put all cell phones on "Vibrate" or "Silent" mode. Calls to Campus Public Safety or Police should be made only if specific information becomes available regarding the location or conduct of the intruder or if the status of the emergency changes.
9. Be as quiet as possible.
10. DO NOT respond to anyone at the door until an "all-clear" message is received via campus notification systems ***(see Rave Notification)*** or if you are certain, it is safe to do so (i.e., if police are at the door).
11. If Campus Safety Officers or Police direct you to leave your secure area, assist others in moving as quietly and quickly as possible.
12. *Do not sound the fire alarm in the building unless there is a fire.* People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.
13. If you are outside of a building when a lockdown is announced, if it is safe to do so, run into the nearest building with hands raised above head and palms facing outward and follow the above lockdown instructions. If it is not safe to run into a building, hide behind a large heavy object (i.e., vehicle or tree). Notify Campus Police of your location when safe to do so. If off campus, do not return and follow official instructions from campus RAVE notification system.
14. Be aware of alternate exits if it becomes necessary to flee.

15. Individuals should not attempt to leave the building until told to do so by Campus Police personnel.

Faculty and staff members are to encourage students to follow instructions and seek a safe location. Students without staff should be directed to the nearest classroom or safe building or area. When the condition causing the lockdown has been eliminated, an "**all clear - lockdown is over**" announcement will be made through the campus emergency notification system (RAVE) and public announcement system.

Security Cameras

Security cameras should be used for safety, security, and law enforcement purposes. They shall be used in appropriate locations such as common circulation areas, building entrances, corridors/hallways, building exteriors, and parking lots. They will not be used where there is a reasonable expectation of privacy, such as classrooms/labs, restrooms, locker rooms, private offices (except where safes are located or money is managed), lounges, or conference rooms. Temporary security cameras may be put in place as part of crime prevention programs or police investigations. No audio shall be recorded or monitored. Any surveillance monitoring will only be conducted by AHCPD, based on the incident/situation under review or by other campus police authorized system users.

Determining Permanent Location of Security Cameras: The Director, Public Safety/ District Chief of Police shall be responsible to recommend the placement of security cameras to the Facilities Council. The Facilities Council forwards a recommendation to the Superintendent/President for approval.

Security Camera System Users: The district Superintendent/President will appoint and approve users of the security camera system. Designated users will be trained on how to use the equipment and thoroughly briefed on rules regulating privacy, the Fourth Amendment, and district board policy.

Surveillance Monitoring Cameras

There are aspects of the district's operations that can best be served through the use of surveillance monitoring. Live monitoring of cameras may be authorized by the district in locations and circumstances where there is an identified need for inventory control, theft prevention and the safety and security of the students, staff, faculty, and children under care, as well as community visitors makes such use reasonable.

Recordings:

Recordings will be stored on site in a secure location for no more than 90 days, except for evidence obtained for prosecution. Recordings will not be duplicated or disseminated in any manner other than for evidentiary purposes.

Notification:

Signs shall be posted at entrances to campuses, and other locations as appropriate, that serve to notify the public that security cameras are in use with no 24/7 live monitoring.

In compliance with 67380 of the California Education Code, the annual security report incorporates the required elements of a campus safety plan. Those elements are the availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established for particular facilities or activities, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions expected to be made during the next 24 months.

Preceding 18 Months:

- •Campus Emergency Training: AHCPD created and implemented the Campus Safety Academy for our Student, Staff, and Faculty. All attendees learn evacuation procedures, Evac-Chair operation, hands only CPR, Stop The Bleed procedures, overdose recognition, and Narcan use. Campus police accomplished numerous trainings throughout our campuses on a variety of safety topics to enhance emergency awareness with the community.
- Through our lighting and safety walks there was lighting and environmental corrections completed for any items noted during these events. By doing this we have created a safer environment for our campus community.
- AHCPD implemented social media campaigns for safety, awareness, and information around campus.

Next 24 Months:

- The Allan Hancock College Police Department partnered with Basic Essentials and MOVE to launch the Bikes for Bulldogs Program. Each academic year, Campus Police take possession of bicycles that remain unclaimed for 90 days. Selected bicycles are refurbished and restored to safe operating condition and given to currently enrolled students with transportation-related needs. This initiative supports student transportation needs, promotes sustainability, and helps remove barriers that may impact student success.
- AHCPD has started a campaign of awareness for campus evacuation using the Standard Response Protocol. The SRP's simple, action-oriented directives promote clear and consistent responses to a wide range of incidents, including severe weather, medical emergencies, fires, accidents, and security threats. By using a clear standardized approach, the college can communicate more effectively and help our campus communities at all district locations respond quickly and appropriately when critical situations arise.

  Through initiative-taking prevention, emergency preparedness, effective response, and community partnerships, the College strives to create and maintain a campus environment where all individuals can learn, teach, work, and participate fully in campus life. The following roles and responsibilities support the College's public safety mission: 1) maintain a visible presence 2) deter criminal activity, 3) promote campus safety, and 4) support student success.

RECORDS OF ON-CAMPUS CRIME

California Education Code 67380(a)(1)(A)

California community colleges are required by California Education Code 67380(a)(1)(A) to compile records of all occurrences reported to local police, campus security personnel, or campus safety authorities of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft, destruction of property, illegal drugs, or alcohol intoxication, and to make this information available within two business days if requested by students, prospective students, employees, or the media.

REQUEST FOR CRIME INFORMATION

If you wish to request crime information, please contact: David Millard, District Chief of Police, at David.millard@hancockcollege.edu