What is the Student’s Right to Know?

The Student Right to Know (SRTK) is a federally mandated public disclosure of specific college-related information, as per the U.S. Code of Federal Regulations (CFR): Title 34-Part 668, which provides the campus community and the public with accurate statements of its current policies and practices regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, security of and access to campus facilities, and campus law enforcement. The following highlights are sub-sections of the basic laws that mandate specific college information.

Public Law 101-542: The Higher Education Act of 1965 was amended via the current Student-Right-To-Know and Campus Security Act through Public Laws 102-26, 102-208 and 102-325. These regulations require the college to disclose information about campus safety policies and procedures and certain crime statistics. These statistics are currently available in Campus Safety.

Publication Requirements
It is mandatory that these statistics are made public by January 1 each year (unless otherwise indicated) to all current and prospective students and high school counselors in the areas of admission, literature, brochures, catalogues, and web sites, or anytime a student enters into a financial obligation with a school (excluding application fees).

CALIFORNIA CAREER SCHOOL
STUDENT-RIGHT-TO-KNOW

Where to Find the Clery Act:
http://www.securityoncampus.org/
Student-Right-to-Know Brochure

SAFETY FOR CALIFORNIA CAREER SCHOOL
This information is published in accordance with the Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act.

Crime Reporting Procedures (Policy Statement)

Working together, Campus Safety at California Career School is everybody’s business. No community can be totally risk-free in today’s society. Students, faculty, staff, and visitors are partners in creating an atmosphere that is safe and conducive to learning.

A person may report any criminal action or any other emergency during business hours Monday – Friday 8:00am to 5:00pm by calling (714) 635-6585 or by coming in person to the Front Office, located at 1100 Technology Circle, Anaheim CA 92805.

Reporting crimes outside of regular business hours or in an emergency can be done by contacting the Anaheim Police Department. The Police Department is located at 425 S. Harbor Blvd., Anaheim, CA 92805 and (714) 765-1986.

Access to Campus Facilities

Building:
Our campus building is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. On weekends, opening of the building is accomplished based upon scheduled use and/or special request. Individuals who need to be in campus buildings or areas other than during regularly scheduled work hours should notify Chuck Emanuele, President, of their presence and request permission and/or approval for necessary access.
Campus Safety Services

It is the policy of California Career School to protect the members of the campus community. Under the general direction of California Career School’s President, the Operations Department shall ensure that reasonable protection is provided by using methods that fit within and contribute to the educational philosophy and process of the institution. The Operations Department is NOT a POST (Peace Officers’ Standards and Training) approved police department. The college will summon the assistance of other agencies to provide services for incidents that require special resources.

Services Provided:
Besides providing general safety and protection, the Operations Department may perform the following services on School Property:

1. Render first aid.
2. Provide lost and found property services.
3. Assist in starting vehicles by jump-starting dead batteries.
4. Open locked vehicles (upon proper identification by owner).
5. Provide escort services for staff and students.
6. Provide directions and information regarding campus facilities and events.
7. Write incident reports of crimes and unusual occurrences which occur on campus.
8. Support the College Injury and Illness Prevention Program by conducting periodic safety inspections of the campus building and rooms, lighting, grounds, and roadways.

Timely Warning Policy

On occasion, you will see timely warning notices describing recent crime trends or dangerous incidents. It is our policy to distribute these warnings to provide our community with information about the incidents and crime prevention recommendations. Once all the relative information is received, these notices will typically be posted within 24 hours.

Crime Occurrence Log

Campus Safety produces and maintains a crime occurrence log, written in a format that can be easily understood. The log records all crimes reported to the Operations Department, including:

- The nature, date, time, and general location of each crime.
- The disposition of the complaint if known.

The Crime Occurrence Log contains information on recent crimes and incidents that have occurred on campus. If you have any information regarding these crimes that could be helpful, please call (714) 635-6585. Please note that this is a confidential reporting system.

Crime Prevention

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of California Career School to inform students and staff, in a timely manner, of any criminal activity or security problems which may pose a reasonable threat to their physical safety. Such information will normally be distributed to students through this document and through student publications. California Career School staff is informed through in-house memos or bulletins. Another critical element of a campus safety program is training. Mr. Emanuele, President, sponsors programs on various topics ranging from sexual assault awareness to substance abuse prevention. Finally, all effective crime prevention programs include a measure of individuals watching out for one another. All staff and students are asked to be ALERT, SECURITY CONSCIOUS, and INVOLVED. Call the Operations Department at (714) 635-6585 whenever you see suspicious behavior.
Student’s Right to Know

Sexual Assault Information

To receive information and/or counseling regarding sexual abuse contact:
- Operations Department: (714) 635-6585
- National Domestic Violence Hotline: (800) 799-7233
- Toll Free Rape Crisis Hotline: (800) 656-HOPE
- GLBT (Gay, Lesbian, Bisexual, Transgender) Hotline: (888) 843-4564
- National Sexual Assault Hotline: (800) 656-4673
- SAVS (Sexual Assault Victims Services) Santa Ana: (714) 834-4317
- GLBT Information/Referrals: (714) 534-0862
- Project Sister: (909) 626-4357 (24-hour hotline that provides the victim with a Rape Advocate at Pomona Valley Hospital Medical Center during the police interview and in court)
- National Center for Victims of Crime, Abuse, Domestic Violence and Rape:
  - Information and Referrals: (800) 349-2255
  - TTY/TDD: (800) 211-7996
- www.cdc.gov/violenceprevention/sexualviolence/index.html
- www.cdc.gov/violenceprevention/sexualviolence/index.html
- www.ojp.gov/nij/topics/crime/rape-sexual-violence/welcome.htm
- Human Options (Shelter): (949) 737-5242
- Interval House (Shelter): (714) 891-8121
- Laura’s House (Shelter): (949) 361-8775

Substance Abuse

In accordance with Public Law 101-226 “Drug-Free Schools and Communities Act Amendment of 1989,” California Career School prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on School property and as part of any School sponsored or sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from California Career School, or termination from employment from violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the School’s President after consideration of the recommendations of the Operations Manager. The possession, use, and sale of alcoholic beverages by anyone on California Career School property is a misdemeanor as per California Business Code 25608 and a violation of state law and of the CCS Policies Relating to Students. The use, sale, or possession of any illegal drug is in violation of the state law and any person found in violation may be subject to arrest by federal, state, or local personnel. Criminal prosecution is separate from any administrative discipline that may be imposed by the school.

To receive counseling and education for alcohol and substance abuse or sexual abuse contact:
- Operations Department: (714) 635-6585
- National Treatment Referrals: (800) 868-2148
- Alcoholics Anonymous/Admin: (923) 735-4343
- Narcotic Anonymous: (714) 590-2388
- Hope House (sexual abuse counseling): (714) 776-7490 ext. 402
Weapons Prohibited on Campus

Firearms or other weapons shall be prohibited on any school property, except for activities conducted under the direction of school officials or as authorized by an official law enforcement agency.

Firearms, knives, explosives or other dangerous objects, including but not limited to facsimile firearm, knife, or explosive, is prohibited on school campus, unless approved as instructional equipment or as a function of job responsibilities.

Before taking place, activities involving firearms or other weapons conducted under the direction of School officials or as authorized by an official law enforcement agency shall be reported to the administrator in charge, or the Operations Department.

Any person who believes that he or she may properly possess a firearm or other weapon on campus or other facility of the campus must promptly notify the administrator in charge, or Campus Safety.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 1/2 inches upon the grounds is prohibited.

If you are a witness to a crime involving a weapon please call 911 immediately. If you see a weapon of any kind on campus, alert the California Career School Operations Department by calling (714) 635-6585.

Convicted Sexual Offender Registration Laws

Effective October 28, 2002, Penal Code 290.1 was expanded and requires sexual offenders to register with the local police department (Anaheim Police Department) if the offender is enrolled as a student at California Career School; employed by the college, either full-time (includes paid employees or volunteers); or working or carrying on a vacation at the college (e.g. contractors) for more than 14 days or for an aggregate calendar year (including paid workers as well as volunteers). Persons listed above must register with the Anaheim Police Department (APD) within five working days of commencing enrollment or employment at California Career School. Registrants are also required to notify the APD within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vacation at the college. Any person seeking information on Registered Sex Offenders who are students and/or working at California Career School may contact the Anaheim Police Department at (714) 765-1900.

For More Information Contact:
Operations Department (714) 635-6585

California Career School will take action without delay in all security matters described in this document.

www.californiacareerschool.edu
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The California Career School Emergency Response Plan will be implemented in the event of any major emergency or natural disaster. It tells you what to do and where to go during an emergency.

During a response to an isolated or single campus-wide event, it is essential that you understand your role. This response plan explains what you should do in the following situations.

**When Calling for Help**

For fire, police, paramedics: dial 9 to open the phone line and then 911. Also contact the Operations Department at (714) 635-6585. State your name.

State your specific location. This is crucial because the emergency dispatcher phone may not necessarily display the same information.

Provide the phone number from which you are calling, including the extension number.

Describe the situation or any victim's condition clearly and accurately.

DO NOT HANG UP! Let the person you are talking to end the conversation; other information may be needed.

**Evacuation**

Some emergencies may require evacuation of the building. In this event:

Verbal notice will be used to sound the evacuation.

Remain calm and orderly: Walk quickly but do not run. See "Evacuation of Disabled Persons."

Follow instructions of the Operations Department or other emergency personnel.

Seek and provide needed assistance to any disabled persons in the area.

If time permits, shut off power to all electrical equipment and close doors.

Exit through the doors marked EXIT.

Move to an open, outside area away from the building as identified on the evacuation chart. Keep roadways and walkways clear for emergency vehicles.

Wait for instruction. Do not reenter the building unless instructed to do so by School Officials or other emergency personnel.

**Non-Ambulatory Persons**: (persons in wheelchairs or other assistive devices):

There are many considerations when moving a person in a wheelchair. Wheelchairs have movable parts; some are not designed to withstand the stress of lifting. You may have to remove chair batteries. Life-support equipment may be attached. Lifting a person with minimal ability to move may be dangerous to their well being. Always consult with the person in the chair regarding:

Number of people necessary for assistance

Ways of being removed from the wheelchair

Whether a seat cushion or pad should be brought along if he/she is removed from the chair

Whether to extend or bend extremities when lifting because of pain, catheter, leg bags, prosthesis, braces, etc.

Any other type of assistance necessary after evacuation.

Remember: if you have to call 9-911, also contact the Operations Department, (714) 635-6585
Evacuation of Disabled Persons

Visually impaired persons: Tell the person the nature of the emergency and offer to guide him/her to the nearest emergency exit. Have the person take your elbow and escort him/her.

Hearing-impaired persons: To warn an individual get the person's attention with a gesture or a light tap on the arm or shoulder, and either write a note telling what the emergency is and the nearest evacuation route, or gesture to indicate that the person should come with you. An example of a note: "Fire—proceed to the door marked EXIT, turn right and go outside the gate. Now!"

To warn a group, get the group's attention by flashing the room lights on and off—then gesture to indicate that the group should come with you. If there is a chalkboard on which you can write a note that all can see, use it.

Persons using crutches, canes or walkers: Carrying options include using a two-person, locked-arm position or having the person sit in a sturdy chair, preferably one with arms.

Disabled persons unable to evacuate: Advise the disabled person that you will notify the Operations Department and that School Personnel will respond to assist him/her with their evacuation.

Power Outage

Notify Operations Department (714) 635-6585

If evacuation of the building is required, exit through the doors marked EXIT. Seek out any disabled persons and provide assistance if possible.

CNC/Auto personnel should secure equipment and/or activities that may present a danger with the electrical power off or when it is restored unexpectedly. Notify the lab instructor immediately and contact the site administrator if a specific hazard exists. If there are special procedures you wish to have implemented in the event of a future power outage, make prior arrangements with Maintenance and Operations.

Bomb Threat

If you receive a bomb threat over the telephone, remain calm and ask:

When is it going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb? When? Why?

Where are you now?

What is your name? Phone number? Address?

Pay attention for, and take notes about:

Exact wording of call

Background sounds/noises

Describe the caller's voice

Did you recognize the voice?

Describe the language used.

Well spoken? Irrational? Foul?

Your thoughts.

Call the Operations Department, (714) 635-6585
**Explosion**

In the event of an explosion in the building, employees should take the following actions:

- Immediately take cover under tables, desks or other such objects which will give protection against flying glass and debris.
- After the effects of the explosion have subsided, evacuate the immediate area of the explosion.
- Seek and assist injured and disabled persons to evacuate the building. Exit using the doors marked EXIT.
- Contact the Operations Department, 714-635-6585
- Once outside, move at least 150 feet away from the affected building. Keep roadways and walkways clear for emergency vehicles.
- Wait for further instructions from School Personnel or other emergency personnel. Do not reenter the building until instructed to do so.
- In the event that you are instructed to evacuate, make note of anything in your area that appears out of place or suspicious, and report it.

Remember: If you have to call 9-911, also contact the Operations Department, 714-635-6585.

**Addressing Disruptive Student Behavior**

These emergency procedures are intended for use in acute situations. Acute situations are severe, intense and sudden. On the other hand, chronic situations are continuous, over a period of time and should be dealt with according to California Career Schools policies regarding Conduct.

Dealing with individuals who are upset, angry or appear to be under the influence of drugs or alcohol can be a frustrating or even frightening experience. Such behavior may disrupt normal work activities and cause those responding to feel defensive or threatened. The following information will help you respond to such incidents:

- Call the Operations Department at 714-635-6585 or 9-911. If you call 9-911 notify the Operations Department that 911 has been notified.
- Do not attempt to intervene physically or deal with the situation yourself. It is critical that School Personnel take care of any disruptive or threatening incident.
- Do not aggravate, annoy or approach the individual. Try to stabilize the individual by speaking in a low and calm non-threatening voice.
- Maintain a safe distance; do not turn your back on the individual in question.
- Leave the room or leave the area if the situation escalates. Get yourself and others to safety as quickly as possible.
- Unless you are physically attacked, do not touch the individual.

REMEMBER: If you have to call 9-911, also contact the Operations Department, 714-635-6585.
Emergency Response Plan

Fire

Know the location of fire extinguishers in your area and how to use them.

Upon discovery of a small fire, call the Fire Department, 9-911, and:

Immediately contact the Operations Department, 714-635-6585.

If an appropriate fire extinguisher is available, follow the instructions on it, directing it at the base of the flames.

Get help, if necessary.

Upon discovery of a large fire, call the Fire Department, 9-911, and:

Give verbal alarm.

Contact the Operations Department, 714-635-6585.

Evacuate the building, alerting people as you go. Seek and assist any disabled persons in the area. Exit using doors marked EXIT.

Make sure all doors leading to the main hallways are closed to prevent further spread of fire. Do not lock doors.

Once outside, move to an open area at least 150 feet away from the affected building. Avoid inner courtyards. Keep roadways and walkways clear for emergency vehicles.

Wait for further instruction from School Personnel or emergency personnel. Do not re-enter the building until instructed to do so.

If someone's clothes are on fire, have him or her drop to the floor and roll. Smother the fire with a blanket, rug or heavy coat. Call for help. Administer first aid.

Earthquake

Drop, cover, and hold on.

Stay in the building. Do not evacuate.

Take shelter under tables, desks, in doorways and similar places.

Keep away from overhead fixtures, windows, filing cabinets and bookcases.

Assist any disabled persons in the area and find a safe place for them.

If you are outside, remain outside. Move to an open area away from buildings, trees, power lines and roadways.

After an earthquake:

Check for injuries: seek or provide first aid.

Check for safety hazards: fire, electrical, gas leaks, water supply, etc.

Do not use telephones and roadways unless necessary. Keep them open for emergency use.

Be prepared for aftershocks.

Cooperate, keep informed, remain calm and help clean up. (continued on next page)
Earthquake
(continued from previous page)

If evacuation is ordered:

Seek out any disabled or injured persons in the area and give assistance, exit using the doors marked EXIT.

Beware of falling debris or electrical wires as you exit.

Go to an open area away from buildings, trees, power lines and roadways.

Wait for further instructions from emergency personnel.

Weapons & Dangerous Objects

It is a felony to possess any firearm or firearm replica on school grounds.

It is a misdemeanor to possess any dirk, dagger, razor, taser or stun gun on school grounds.

It is a misdemeanor and/or felony to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of or greater than 2 inches.

It is a misdemeanor to possess any switchblade or gravity-activated knife with a blade length of 2 or more inches.

Any other weapons are either unlawful or in violation of the Campus’ Zero Tolerance Policy.

If a student is found in possession of a weapon or other dangerous object:

Notify the Operations Department (714) 635-6585 and wait for school personnel’s arrival.

Chemicals & Solvents

If immediate fire hazard exists or medical assistance is required, call the Operations Department, (714) 635-6585. Evacuate area and await assistance.

For spills not involving immediate danger to life or property:

Confine the spill.

Evacuate the immediate area and limit access.

Notify area supervisor.

Any spill, which can potentially cause injury to a person or property, must be reported to the Operations Department, (714) 635-6585.
Hazardous Materials

The following information is provided as a useful source of information needed by individuals who normally do not work with hazardous materials.

For your safety, remember:

Practice SAFETY at all times!
Always be CAUTIOUS with hazardous materials!

Always BE PREPARED!
Check the labels for information.
   It pays to know the specific hazards of the chemicals you are handling.
   If you don't know, ask!

THINK AHEAD! BE READY!
Keep people away—isolate the area—call for help (see emergency numbers).
Help injured persons.

REPORT any unusual observations to the Operations Department immediately. Here are examples:
   Containers in bad condition
   Unusual odors
   Leaky containers
   Illegible or missing labels
   Facility damages
   Equipment damages or malfunctions

HANDLE hazardous material carefully.
Pay attention at all times
Be alert in your surroundings.
Ignorance and horseplay can cause serious accidents.

Keep your work area CLEAN.
   Good housekeeping is a continuous job.
   Always maintain a clean uncluttered work area.
   DO NOT walk around in spilled material.

CLEAN UP OF HAZARDOUS MATERIALS SPILLS IS THE RESPONSIBILITY OF TRAINED PERSONNEL.

California Career School will take action without delay in all security matters described in this document.
Building Layout/Evacuation

Emergency Exit

Auto Lift
Auto Shop
Smog Test
Auto Class
Auto Lift

CNC Lab
CNC Class
Classroom
Truck Class

Homeland Security Class
Conference Room
Break Room
Break Room

Lobby
Front Office

Fire Extinguisher
Breaker
Men’s/Women’s Restroom

Emergency Exit

Meeting Area

Emergency Exit

Emergency Exit

Emergency Exit

50 ft
10 m

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