



# GOLDEN WEST COLLEGE CAMPUS PUBLIC SAFETY

CAMPUS SAFETY PLAN 2025



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## **AVAILABILITY, LOCATION, AND METHODS TO SUMMON LAW ENFORCEMENT FOR ASSISTANCE**

The Campus Public Safety Department is committed to providing a safe and secure College environment. Campus Public Safety Officers (PSO) patrol the main campus in Huntington Beach 24/7/365. They collaborate closely with local law enforcement departments. The Campus Public Safety Department is in the Southwest corner of campus, closest to Goldenwest St. and Edinger Ave.) and is open from 8:00 a.m. to 5:00 p.m., Monday – Friday.

Persons who want to report a crime in progress or other emergency on campus should call **9-1-1** for a local law enforcement response. Individuals should report criminal offenses to the Campus Public Safety Department or to a Public Safety Officer at the campus for assessment to determine if a Timely Warning Notice is warranted. For services of a non-emergency or more routine nature, contact the Campus Public Safety Department at (714) 895 – 8924. For an on-campus emergency, call the Campus Public Safety Department using the emergency phone line at (714) 895 – 8999.

### **Crime Reporting**

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

### **By Telephone Contact**

- Emergency: 9-1-1
- Campus Public Safety Department Non-Emergency: (714) 895 – 8924
- Campus Public Safety Department Emergency: (714) 895 – 8999



### **Code Blue Emergency Light Call Stations**

Golden West College has numerous stand-alone Code Blue emergency phone stations throughout the interior campus and parking lots. With a simple push of a button, the campus blue light emergency phones provide a 24-hour direct communication to the Golden West College Public Safety Department and can be used to report crime, fire, or medical emergencies. When the button is pushed, Campus Public Safety is notified immediately, and can speak to the person who pushed the button. Campus Public Safety Officers are sent to the location of the telephone for assistance.

### **[Golden West College Blue Phone Location Map](#)**

### **In Person Contact:**

Campus Public Safety Officers may be contacted on site at the Campus Public Safety Office, or by phone to report any criminal or suspicious activity.

## **SPECIAL SAFEGUARDS FOR FACILITIES OR ACTIVITIES**

### **Security or and Access to Campus Facilities**

All campus facilities are accessible with keys and/or access cards, and most are open daily for scheduled campus community use. Campus key and card access control and distribution is a function of the Campus Public Safety and Maintenance and Operations Departments. The Campus Public Safety and Maintenance and Operations Departments are responsible for locking all Golden West College owned buildings. The Boys and Girls Club buildings are leased and controlled by third parties who utilize their own personnel to lock the buildings.

### **Security Considerations Used in Maintenance of Campus Facilities**

Ongoing inspections and surveys of campus indoor and outdoor lighting, shrubbery, and walkways are conducted. The Campus Public Safety Department works in conjunction with Maintenance and Operations and participates in Crime Prevention Through Environmental Design concepts (agenda for manipulating the built environment to create a safer campus).

### **Special Event Safety Planning**

Preparation for large or special events on campus involves the creation of Incident Action Plans, according to the Standardized Emergency Management System and in collaboration with mutual aid agencies and contracted safety personnel as needed.



## **Emergency Management**

Golden West 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, Golden West College website, social media sites (such as Facebook, Twitter, or the Student Service App), traditional media outlets, and the college's mass notification system (RAVE Alert), email, and text messages.

## **Emergency Plan**

Golden West College, in conjunction with the Coast Community College District, 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 Golden West College Emergency Activation Guide 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. Campus Emergency Operations booklet is available on the GWC Campus Public Safety website.

## **Evacuation Plan and Procedures**

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

- Evacuate when:
  - A fire or life safety emergency occurs.
  - The fire alarm activations (audible and/or visual).
  - Notified to do so by Campus Public Safety or campus personnel.
- Remain calm; keep noise to a minimum, listen for and follow instructions.
- In most cases that require the evacuation of buildings, occupants should proceed to the closest exit or stairway and exit the building. Use CAUTION when exiting to prevent injuries. Normal exits and stairways may be damaged or blocked, and an alternate exit should be used.
- Do NOT use elevators.
- When exiting via the stairs, use the handrails and stay to the right to allow room for emergency personnel access to the stairs.
- Whenever possible, assist patrons and disabled persons (see Evacuation of Persons with Disabilities).



- If time permits, lock up, take money, important documents, your keys, purse, and/or briefcase with you. Access to the building may become restricted.
- Occupants should proceed directly to the Assembly Area and check-in with their Building Marshal and/or Assembly Area Coordinator. Supervisors must account for your whereabouts and be assured of your safety. Assembly Areas are pre-selected locations where students and employees check in following a disaster. Each building has Assembly Areas marked on maps located near main exits. Move at least 50 feet away from all buildings. Keep streets and walkways clear for emergency vehicles and personnel.
- Notify emergency personnel if you suspect someone may be trapped in a building.
- Do not re-enter a building until cleared by authorized personnel.

### **Campus Lockdown Procedures**

#### **Goal/Purpose of Lockdown**

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

#### **Decision to Lockdown**

A lockdown would be implemented when requested by the Director of Campus Safety, local law enforcement, the College President, or designee. Under circumstances where a delay in seeking direction from the Director of Campus Safety, local law enforcement, the College President, or designee, would result in significant risks to the lives of the college community, lockdown procedures may be initiated immediately by a Public Safety Officer.

#### **Incidents Requiring a Lockdown**

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

#### **Shots Fired on Campus**

#### **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 concealment
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 shades 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 Police or Campus Public Safety 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 (RAVE Alert Notification), or if you are certain, it is safe to do so (i.e., if police officers are at the door).
11. If you are directed by Campus Public Safety or Police to leave your secured 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 safe to do so, run into the nearest building with hands raised above your head, 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 Public Safety or Police of your location when safe to do so. If off campus, do not respond to campus and follow official instructions from the campus RAVE Alert notification system.
14. Be aware of alternative exits if it becomes necessary to flee.
15. Individuals should not attempt to leave the building until told to do so by Campus Public Safety or police personnel.
16. 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 safe location, building, or area.
17. When the cause of the lockdown has been eliminated, an **“all clear – lockdown is over”** announcement will be made through the Campus Emergency Notification System (RAVE Alert).



## **ACTIONS IN THE LAST 18 MONTHS TO INCREASE SECURITY**

1. Purchased and installed an additional 11 Stryker Evacuation Chairs.
2. Purchased and installed AED's.
3. Purchased Stop the Bleed Kits.
4. Restarted the Building and Floor Marshal program.
5. Provided initial training to Building and Floor Marshals.
6. Conducted a campus-wide evacuation drill with EOC activation.
7. Repaired Gothard Parking Lot cameras which are back to operational.
8. Switched from the ReGroup Emergency Notification System to the RAVE Alert Emergency Notification System which has the capability to send emergency notifications faster
9. Created Emergency Notification and Timely Warning Templates to allow Emergency Notification Messages to be sent to the campus community faster.
10. Hire a Director of Public Safety to ensure Golden West College has someone on site to handle emergency needs.

## **ACTIONS TO INCREASE SAFETY DURING THE NEXT 24 MONTHS**

1. Enabling all Campus Public Safety Officers to initiate a lockdown in an emergency.
2. Complete Phase 1 of the camera project which includes the purchase and installation of 185 additional cameras to cover the entire perimeter of campus. Additionally, all current cameras on property will be reviewed and any concerns will be addressed.
3. Obtain and begin the 5-year service maintenance contract for all currently existing and newly installed cameras to provide prompt assistance when experiencing an operational issue.
4. Get the RAVE Safety App approved through Google Play and Apple Developer and marketed to our campus community. This app will include safety information that can be used offline.
5. Complete phase 3 of the RAVE Alert system which includes the Desktop takeover component
6. Complete installation of Stop the Bleed Kits.
7. Provide additional training to Building and Floor Marshals and Assembly Area Coordinators to ensure evacuations and re-entry run smoothly.
8. Provide additional information to the Campus Community for scheduled evacuations and lock-down drills.
9. Increase the frequency of Emergency Operations Center (EOC) tabletop exercise training to discuss plans for 'what if' situations.





10. Install 11 additional duress alarms at front counter locations in the Student Services Center
11. Purchase and installation of glass coating which will be applied to multiple classrooms and glass office doors in the Math/Science building, Language Arts building, Criminal Justice building, and Financial Aid waiting room. The purpose is to reduce visibility into office and classroom spaces to allow individuals inside to better use the room as a lockdown location during an active incident. This coating will look the same as many of the glass offices throughout campus.

## **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. Golden West College Public Safety keeps a daily crime log available for the public to view during regular business hours in the Public Safety Department Office. This log contains the previous 60 days of crimes that have been reported to Campus Public Safety and Campus Security Authorities. Additionally, the daily crime log can be found on the Golden West College Public Safety Webpage under the “Clery” tab and can be viewed by the public at any time.

## **REQUEST FOR CRIME INFORMATION**

If you wish to request crime information, please contact: Denice Koen, Director of Campus Public Safety, at [dkoen@ccd.edu](mailto:dkoen@ccd.edu). Crime information can also be requested from any member of the Campus Public Safety Department by stopping by in-person at the Campus Public Safety Department, by phone at: (714) 895 – 8924, or by email at: [publicsafety@gwc.cccd.edu](mailto:publicsafety@gwc.cccd.edu).





## GOLDEN WEST COLLEGE MAP



### BUILDING & DEPARTMENT NAMES/NUMBERS

Academic Success Center (LRC) – 38  
Admissions & Records – 96  
Arts & Letters Office (Language Arts Bldg) – 59  
Art Gallery – 8  
Athletic Training Room – 25  
Athletics/Physical Education Office – 18  
Automotive Technology Bldg – 14 (AUTO)  
Basic Needs Center (Food Pantry) – 18  
Bookstore – 91  
Bursar – 96  
Business Bldg – 3 (BUS)  
Cafeteria/Student Union – 92  
Campus Life – 96  
Child Care Center and Infant/Toddler – 39  
Communications Bldg – 5 (COMM)  
Cosmetology Bldg – 16 (COSMET)  
Counseling/Career & Transfer Centers – 96  
Disabled Students Programs & Services (DSPS) – 96

Dual Enrollment Office (Business Bldg) – 3  
EOPS – 96  
Facilities Office (Maint. & Operations) – 13  
Financial Aid – 96  
Fine Arts Bldg – 8 (FN ART)  
Forum I Bldg – 2 (FORUM1)  
Forum II Bldg – 17 (FORUM2)  
Foundation – 38  
Global and Cultural Programs – 96  
Graphics/Copy Center – 16  
Gymnasium (Recreation Education) – 18  
Gymnasium (Harry & Jayne Board Gym) – 39  
Health Center – 36  
Human Resources – 3  
International/Intercultural Programs – 96  
Language Arts Bldg – 59 (LA)  
Learning Resources Center – 38 (LRC)  
\*\*\*Library on 2nd & 3rd floors of LRC

Lost and Found (Public Safety Bldg) – 93  
The Lounge (LRC) – 38  
Maintenance/Receiving – 13  
Math & Science – 37 (M&SCIC)  
Men's P.E. – 10  
Music Bldg – 6 (MUSIC)  
Noncredit Adult Education (Business Bldg) – 3  
Nursing and Health Services – 36 (NHS)  
Online Instruction Office (LRC Annex) – 38  
Outreach (LRC Annex) – 38  
President's Office – 96  
Public Safety – 93  
Recreation Education Bldg – 18 (REC ED)  
Re-Entry/CalWORKs Center – 96  
Regional Criminal Justice Training Center – 95 (RCJTC)  
Regional Testing Center (Forum I) – 2  
Registration Office – 96

Stage West Theater (Communications Bldg) – 5  
The Stand (Food Pantry – Rec Ed Bldg) – 18  
Student Ally Center – 92  
Student Computer Center (LRC) – 38  
Student Services Center – 96 (GWSSCC)  
Student Union/Cafeteria – 92  
Swap Meet Office – 93  
Technology Bldg – 19 (TECH)  
Technology Support Services (TSS) – 26  
Theater Bldg – 20 (THEA)  
Tutoring/Academic Success Center (LRC) – 38  
Veterans Resource Center – 96  
Women's P.E. – 11



SCAN FOR  
INTERACTIVE  
3D MAP

