

Student Health & Safety/Emergency Handbook



It is the policy of LAPC to maintain a safe environment for its students and staff members, and as such have annual fire and safety inspections. Exit signs are posted prominently, and first-aid kits are located in the office in a conspicuous place. Should greater medical attention be required, area hospital emergency rooms are within quick reach by ambulance.

At this time, LAPC does not offer health insurance to students; however, the Student Services Coordinator is designated as a resource for providing contact information for local insurance agencies and brokers. LAPC highly recommends that students purchase health insurance for the duration of their studies at LAPC.

There are many online resources available to you in making the final decision to purchase an international student health insurance plan. LAPC neither deals directly with these organizations nor have any connections with them. This information is provided to present some of the insurance options available to you.

HTH Worldwide

One Rador Corporate Center
Radnor, PA 19087
www.hthtravelinsurance.com
(888) 243-2358 | hthworldwide.com
customerservice@hthworldwide.com

United Healthcare

8501 LaSalle Road, Suite 200
Baltimore, MD 21286
1 (800) 732-5309 | https://www.uhcsafetrip.com/safetrip_info@uhcglobal.com

Visit International Health Insurance

PO Box 210
Mount Vernon, VA 22121
(800) 247-5575 | www.visitinsurance.com
info@visitinsurance.com

Compass Benefits Group

26 Quincy Avenue
Braintree, MA
(781) 356-1999 | www.compassbenefits.com

For accidents, emergencies, and crimes involving students, any instructional or administrative staff on the scene or otherwise alerted are required to immediately contact building security, 911 or the City of Los Angeles Police Department.

If any student is injured or becomes ill during the course of regular attendance (excluding off-campus hours, weekends, and vacation periods), and LAPC is duly notified, the Student Services Coordinator is responsible for contacting the student's parent/guardian and/or emergency contact person(s) documented in the student's file.

Important Contacts Information

In the event of an immediate emergency call 9-1-1

9-1-1 Emergency
Police, Fire and Medical Emergencies

Not every country has an Emergency Number as we do here in the United States. If you find yourself or somebody else in a state of an immediate emergency, which means you or they would require immediate assistance from the Police, Fire Department and/or Hospital, simply dial 9-1-1 on the nearest landline. The 9-1-1 Emergency Services will automatically know your location and will be able to track you to your location. If you use a cell phone, you will have to know the address of your location.

Non-emergency call 3-1-1

3-1-1 Non-emergency
www.lacity.org/myla311

877-ASK-LAPC for Non-emergency
www.lapdonline.org

Find information about services, make complaints, or report problems like graffiti or road damage.

The 311 Call Center can provide general information relating to City Programs and Services, can submit City Service requests as needed, and can connect callers with City departments.

2-1-1 Non-emergency Health & Human Services
www.211la.org

- Drinking in public
- Property or business disputes
- Trespassing or loitering

Find information and referrals for all health and human services in Los Angeles County. It is open 24 hours a day, 7 days a week with trained Community Resource Advisors prepared to offer help with any situation, any time.

Non-Emergency Contact Information

We have provided some local non-emergency contact information here for you.

Building Security
213-330-6822

Los Angeles Police Department
1401 W 6th Street
Los Angeles, CA 90017
(213) 484-3400

A police department substation is an off-site facility where you can report non-emergency crimes or concerns. If you feel the need to speak to a police officer, feel free to stop by during service hours.

Rampart Police Department Substation
Hours: Tue - Sat 10a - 6pm
653 S. Alvarado
Los Angeles, CA 90026
(213) 847-5617

Los Angeles Fire Department
4029 Wilshire Blvd.
Los Angeles, CA 90010
(213) 485-6229

Nearby Hospitals:

Good Samaritan Hospital
1225 Wilshire Blvd.
Los Angeles, CA 90017
(213) 977-2121

What is an emergency versus a non-emergency?

Emergency

- Anyone requiring medical attention
- Fires
- Crimes in progress
- Domestic violence in progress

Non-emergency

- Disturbances of the peace (i.e., loud music)

DRUG, ALCOHOL AND SUBSTANCE ABUSE POLICY

No student or employee of LAPC may use, possess, sell or distribute alcohol or illegal controlled substances or paraphernalia on school grounds or at school-sponsored events, except drugs prescribed by a physician. The inappropriate use of prescription and over-the-counter drugs is also prohibited. Any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events. The following local rehabilitation and treatment centers provide drug awareness programs, counseling, treatment, rehabilitation and other related services necessary to those who have an alcohol or other substance abuse problem:

National Council of Alcoholism and Drug Dependence of the San Fernando Valley, Inc. (NCADD)
6166 Vesper Avenue
Van Nuys, CA 91411
(818) 997-0414 | www.ncadd-sfv.org

Plaza Community Center
4018 City Terrace Drive
Los Angeles, CA 90063-1242
(323) 267-9749 | www.plazacs.org

Pasadena Council on Alcoholism and Drug Dependency
1245 E. Walnut St. #117
Pasadena CA 91106
(626) 795-9127 | pasadena.ca@ncadd.org

Crime in Progress and Verbal/Written Threats

DO NOT attempt to apprehend or interfere with the criminal except in the case of self-protection.

If safe to do so, stop and take time to get a good description of the criminal. "Be a Good Witness." Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. All of this only takes a few seconds, and is of the utmost help to the responding officers. If you are witnessing a criminal entering a vehicle, please note: i.e. the license plate number, make, model, color, and any outstanding characteristics.

Call 9-1-1. Give your name, location and department. Advise

the dispatcher of the situation and stay on the line until told to do otherwise. If you are safe in your place, remain where you are until contacted by police personnel.

If you witness or overhear a verbal threat advocating violence towards another person, treat this incident as a Crime in Process. Do not attempt to apprehend or interfere with the criminal except in the case of self-protection. Be a good witness by following the advice above and call 9-1-1.

Written Threats

A written threat can be anything from a note passed in class, a statement written on a chalkboard, or an email or text message. If a written threat is received report it to any school personnel.

See Something, Say Something

Many potential safety threats can be averted by simply informing Student Services at (213) 384-2318 of suspicious activity. Describe specifically what you observed, including:

- *Who or what you saw*
- *When you saw it*
- *Where it occurred*
- *Why it's suspicious*

Suspicious worth noting:

- *Unusual items or situations: A vehicle parked in an odd location, a package/luggage left unattended or an open window/door that is usually closed, for example.*
- *Solicitation of information: A person who questions individuals at a level beyond curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.*
- *Observation/surveillance: A person who pays unusual attention to facilities or buildings beyond a casual or professional interest.*

Civil Unrest/Protest

In the United States, individuals or groups of people will exercise their right to free speech and assembly. Sometimes, however, peaceful demonstrations can turn confrontational or heated and devolve into a riot or violence. If tensions start to

escalate:

- *Report any suspicious behavior to the Los Angeles Police Department at (213) 484-3400 or 3-1-1. In the event of an emergency situation, promptly call 9-1-1.*
- *Stay inside and away from doors and windows.*
- *Secure your area (doors, safes, files, vital records, expensive equipment, etc.).*
- *Be vigilant and aware of unfolding events.*
- *Do not engage in verbal confrontations, and do not physically engage protestors.*

Active Shooter

In a quickly unfolding situation involving an individual with a gun, immediately leave the area and call 9-1-1.

- *Have an escape route and plan in mind.*
- *Keep your hands in plain sight for your safety and the safety of responding police.*
- *Hide*
- *Hide in an area, room or closet out of the shooter's view.*
- *Lock the doors. If the door cannot be locked, block or wedge the door shut from inside.*
- *Move away from windows and pull down blinds/shades.*
- *Leave cell phones on, but turn the volume off so you can continue to receive messages.*
- *Do not open the door for anyone identifying themselves as a police officer or other rescuer.*
- *Fight*
- *As a last resort, when your life is in danger, FIGHT!*
- *Any object or substance—such as coffee, chemicals, pens and pencils, furniture—can be used as a weapon to incapacitate a shooter.*

Medical Emergency

In the case of a medical emergency:

- *Call 9-11 and provide all relevant information (name, location, number of patients, nature of accident, injury or emergency, etc.).*
- *Stay with the patient and provide as much emotional and first-aid support as possible until medical assistance arrives; move the individual only if there is immediate danger.*

- Avoid contact with blood, bodily fluids and needles/syringes. Report any hazardous conditions, including needles and syringes, to the first responders.
- If necessary, close the door(s) or cordon off an area until it has been properly cleaned by Property Management.

Fire Prevention & Safety

Annual fire and safety inspections are conducted by the building management. To prevent the fire risks no students are allowed to drink liquids from open containers in the classroom. You may bring a water bottle as long as it has a lid and remains covered.

In case of a fire walk, do not run, to the nearest exit. Follow the posted exit signs towards the staircase and safely exit the building in a calm manner.

If you discover a fire immediately sound the building fire alarm and dial 9-1-1. While evacuating, inform others in the building who may not have responded to the alarm to evacuate immediately. Warn those in the building and those attempting to enter the building by yelling: "This is not a drill."

When the fire alarm sounds, do not use elevators. An elevator may become inoperative and a trap. Give assistance to (if necessary) all disabled persons in using the stairs.

Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by emergency personnel.

Notify emergency personnel or Building Marshal on the scene if you suspect someone may be trapped inside the building.

Earthquake Safety



In case of an earthquake do not attempt to exit the building while the earth is shaking. People get injured by falling objects

when they try to run. Follow the procedures listed below.

During the Earthquake

- Stay calm and try to calm and reassure others.
- Seek shelter under a sturdy desk or table. Do not try to exit during shaking.
 - Avoid windows and other hazards
 - Do not be surprised if sprinkler systems or fire alarms activate.
- Cover your head and neck with one hand and seek shelter under your desk or table as best as possible.
- Hold on to the leg of the desk/table with your other hand.
- "Wait a Minute" after shaking stops. Then look around for hazards, including behind you, before getting up.
- Carefully exit the building if instructed. Do not use elevators.

After the Earthquake

- Evacuate buildings if the earthquake seemed serious enough to cause structural damage by moving quickly to the evacuation point shown on signs posted near the staircase exit.
- Expect aftershocks. Move carefully and use extreme caution when moving around damaged buildings because aftershocks can cause further damage.
- Check for injuries, trapped persons, and disabled persons in your vicinity.
- Do not return to an evacuated building until instructed to do so by emergency personnel.

Severe Winds

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains. Accurate meteorological predictions may be available and prior warning may be expected in sufficient time to enable the campus to prepare for emergency conditions.

If a severe windstorm occurs:

The best protection in severe winds is within the building of the campus. Steps will be taken to ensure the safety of students/employees within the building rather than to evacuate. Immediately after the cessation of severe winds, college personnel will inspect all areas for damage.

Utility Failure

Utility failures can occur at any time. The most common utility failures experienced at the school are electrical power outages that are usually brief and generally do not disrupt activities for more than a few moments at any given time. In the event of a major or potential danger to members of the school community, all or part of the college will be closed. Employees are not to leave the campus until authorized to do so by an authorized administrator or Sheriff's personnel. If you are in an unlit area, proceed cautiously to an area that has emergency lights or evacuate the building. Provide assistance to other students, visitors and staff in your immediate area.

Electrical/Light Failure

The building is equipped with an emergency lighting system designed to provide enough illumination in corridors and stairs for safe exiting. In the event of electrical failure, the administration will make an announcement to exit the building. Proceed to exit in a calm and safe manner if asked to do so.

Elevator Failure

All elevators are equipped with emergency alarms. Stay calm. Use the intercom telephone or the emergency button. If you are able to, call the school main office, (213)384-2318. School personnel will be dispatched to the elevator for assistance.

Ventilation

If smoke or burning smells come from the ventilation system, vacate the area and immediately notify school personnel.

Things You Should Know

Student Conduct, Local Laws and Other Good Advice

There are laws and traditions here in the United States that are going to be different and new to you. While it would be a great feat to list all the local laws and traditions you should know, we can certainly try to offer you a few bits of information that will help you adjust to your new surroundings. We'll start with Student Conduct.

Student Conduct

Students are expected to follow all the policies and regulations of the school. You are expected to present yourself with common courtesy and carry yourself in a professional manner at all times. This means you have to dress and behave properly. Rude and disruptive behavior is not tolerated and will be subject to disciplinary action, in other words, suspension

and/or termination.

Classrooms, computer labs, library and other facilities are available to registered LAPC students. Eating and drinking are not permitted in the computer labs due to fire hazard. Smoking is not allowed on campus.

Rules of Student Conduct:

- ✓ Always be on time for class
- ✓ Be prepared for class (do your homework and bring your textbooks, writing pen/pencil, writing notebook, and dictionary to class)
- ✓ Speak only English in the classroom
- ✓ Dress properly (no short skirts or pants, no exposed midriffs, no spaghetti strapped tank tops)
- ✓ Turn off or silence cell phones or any electronic devices during class sessions
- ✓ Notify instructor or the Student Services Coordinator if you are unable to attend class or will be more than 15 minutes
- ✓ Conduct your behavior properly
- ✓ Do not talk to other students in class unless you have been called upon as part of the discussion
- ✓ Do not make any offensive or threatening remarks or actions to another student or school employee
- ✓ Respect school property and facilities
- ✓ Follow all school rules and policies
- ✓ Maintain Satisfactory Academic Progress while enrolled at LAPC
- ✓ Do not cheat, for any reason: Do not steal an exam or give answers to another student during a test
- ✓ Follow the school's alcohol and drug policy

A violation against the Student Code of Conduct may result in probation, suspension or dismissal.

Local Laws

- No Jaywalking: Use crosswalks and cross the street only when the sign says "Walk" or you see a green person. If the crosswalk signal says "Don't Walk" or you see a red person, wait for the signal to change. If you are caught "jaywalking" or crossing the street in the middle of the road, or when the signal is red, you may be given a ticket which will cost you money.
- No underage drinking. No drinking and driving. These are serious offenses. The legal drinking age is 21 years old. Once you have even a single drink of alcohol, and you drive, you are putting yourself and others at risk.
- No smoking in buildings, including restaurants. Los Angeles County does not allow smoking in any closed

building. You are not allowed to smoke within a 20 foot distance of the front of a business. The City of Santa Monica does not even allow public smoking, meaning it's illegal to smoke even on the sidewalk. If you have any questions as to when and where you are allowed to smoke, ask someone locally

- Wear a seatbelt. You can be pulled over by a police officer and be given a ticket with a fine of \$50 for each person not wearing a seat belt.
- No talking or texting on your cell phone while driving. In the state of California, it is illegal to talk or text on your phone while driving. Pay attention and do not become distracted while driving your car to avoid the potential of an accident.
- If you own a car, you must have insurance. It is California State law that if you own or drive a car, you must carry the state's minimum liability car insurance.

INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

Federal regulations require every school to publish and distribute an annual security report that contains prescribed information relative to campus security policies and crime statistics. The school must disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and /or any building or property owned or controlled by student organizations recognized by this institution. Any student witnessing, or being the victim of any criminal offenses on campus are to report those actions to the President immediately. Prompt reporting of offenses is required to ensure the preservation of evidence as proof of a criminal offense and for the purpose of making timely reports.

The campus of LAPC is open every weekday at 8:30 a.m. and is locked at 10:30 p.m. The facilities are accessible during normal business hours. Security of the campus is under the supervision of the local police, the City of Los Angeles Police Department. The school does not employ security personnel with the authority to arrest individuals. However, the school encourages both its students and employees to immediately report suspected criminal activity or other emergencies to the nearest available school official and/or directly contact law enforcement or other emergency response agencies by dialing 9-1-1. The school assists in notifying authorities of crimes.

The following statistics reflect activity of the school for the following calendar years.

Classification of Offense	2019/2020
Murder	0
Sex offenses	0
Forcible	0
Non-forcible	0
Robbery	0
Aggravated assault	0
Burglary	0
Motor-vehicle theft	0
Arrests	0
Liquor-law violation	0
Drug-abuse violation	0
Weapons possession	0

The school will monitor and report through local police agencies any criminal activity involving students at off-campus student activity locations.

SUSPENSION AND TERMINATION POLICY

LAPC reserves the right to suspend or terminate any student whose conduct is unacceptable. This conduct includes, but is not limited to:

- Excessive absences, tardiness and/or early departures
- Failure to meet the minimum requirement of the Satisfactory Academic Progress
- Treating LAPC staff or faculty with disrespect or in a threatening manner
- Improper behavior to any LAPC student
- Not following LAPC rules and policies
- Breaking any of the Rules of Student Conduct

Any student whose actions have resulted in a suspension or termination may request a reinstatement, which is a formal request to return to the school, by writing a letter to the President.

For a complete list of all LAPC student procedures and policies, please reference the LAPC Student Catalog.

Covid-19 Pandemic

Updated April 14, 2021

Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

These symptoms may appear 2-14 days after exposure (based on the incubation period of MERS-CoV viruses).

- Fever
- Cough
- Shortness of breath

Emergency Warning Signs

If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.*

If you think you may have symptoms, you may access a Coronavirus Self-Checker at the CDC.gov website [here](#).

Protect Yourself

Protecting yourself comes down to common sense: • Staying home except for essential needs/activities.

- Practicing social distancing.
- Washing hands with soap and water for a minimum of 20 seconds.
- Avoiding touching eyes, nose or mouth with unwashed hands.
- Covering a cough or sneeze with your sleeve, or disposable tissue. Wash your hands afterward.
- Avoiding close contact with people who are sick.
- Staying away from work, school or other people if you become sick with respiratory symptoms like fever and cough.

- Following guidance from public health officials.

Other useful resources:

Center for Disease Control (CDC)
(800) 232-4636 | www.cdc.gov

California Department of Public Health (CDPH)
(916) 558-1784 | www.cdph.ca.gov/

Los Angeles County Department of Public Health (LADPH)
2-1-1 for guidance to LA County health & human service programs | publichealth.lacounty.gov/

For COVID-19 vaccine eligibility and appointments, please visit:

<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/hcwsignup/>

Additional information is published here:

<http://publichealth.lacounty.gov/acd/ncorona2019/vaccine/>
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