



**Santa Clarita Community College District**  
**Campus Safety Plan**  
February 11<sup>th</sup>, 2025



Santa Clarita Community College District  
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## Santa Clarita Community College District Campus Safety Plan

### **Availability, Location, and Methods to Contact Campus Safety Assistance**

The Campus Safety Department is committed to providing a safe and secure College environment for all employees, students, and visitors. Campus Safety Officers patrol both the Valencia and Canyon Country campuses during operating hours.

#### *Valencia Campus*

The Campus Safety Office on the Valencia campus is located in X8, adjacent to the East Physical Education Building and above Parking Lot 3. The office is open from 8:00am-5:00pm Monday – Friday and 8:00am-3:00pm on Saturday. Holidays may affect these hours.

Safety Officers can be reached by dialing:

- (661)-362-3229 for the Campus Safety Office (non-emergency)
- (661)-510-3882 for the On-Duty Campus Safety Officer Cell Phone
- “7” from any Campus Telephone (Emergency Line)

#### *Canyon Country Campus*

The Campus Safety Office on the Canyon Country campus is located in 511 on the North side of campus just above Cougar Way. The office is open from 8:00am – 5:00pm Monday – Friday.

Holidays may affect these hours.

Safety Officers can be reached by dialing:

- (661)-362-3977 for the Campus Safety Office (non-emergency)
- (661)-666-8738 for the On-Duty Campus Safety Officer Cell Phone
- “6” from any Campus Telephone (Emergency Line)

### **Crime Reporting**

Persons who want to report a crime in progress or other emergencies on campus should call **9-1-1** for a local law enforcement response. Individuals should report all known or suspected incidents of criminal activity on campus to the Campus Safety Department for assessment to determine if a Timely Warning Notice is warranted. Additionally, you may also report a crime to the following departments:

Student Services

(661)-362-3498

Student Health and Wellness

(661)-362-3259

Human Resources

(661)-362-3427



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For services of a non-emergency or more routine nature, contact Campus Safety either in-person, via email at [campussafety@canyons.edu](mailto:campussafety@canyons.edu), or using the contact information above for the specific campus.

### When calling the Campus Safety Department always:

Provide your name, telephone number and location.

Give clear and accurate information regarding the incident along with descriptions of possible suspects or vehicles.

Follow instructions provided by the Campus Safety Officer.

### **Special Safeguards for Facilities or Activities**

#### Security of and Access to Campus Facilities (Ref. Board Policy/Administrative Procedure 3501)

All campus facilities are accessible with keys and most are open daily for scheduled campus use. Campus key control and distribution is a function of the Locksmith within the Facilities department. The Campus Safety department is responsible for locking and unlocking all gates and exterior building doors on District owned campuses. Offsite locations leased and/or controlled by third parties are locked and unlocked by their own personnel or by District personnel assigned to those locations.

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

Ongoing, informal inspections/surveys of lighting, shrubbery and walkways are conducted by Campus Safety and Facilities personnel who participate in Crime Prevention Through Environmental Design (CPTED) concepts utilizing the built environment to reduce the incidence and fear of crime thereby improving the quality of life for employees, students, and visitors

#### Emergency Management

College of the Canyons 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 College's website; social media sites, and the college's emergency notification system.

#### Emergency Operations Plan (Ref. Board Policy/Administrative Procedure 3505)

College of the Canyons has an emergency operations plan that meets State and Federal legal requirements. The Incident Command Team in coordination with Campus Safety is responsible for developing the emergency operations plan and coordinating the emergency planning process. Annual emergency preparedness trainings and written updates provides the campus community with information about emergency procedures, notification processes, and protective actions that can be taken on campus. The plan provides various checklists and information related to the start-up of the Emergency Operations Center and communications with each site. The Emergency Operations plan is available on the College website at



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[www.canyons.edu/emergency](http://www.canyons.edu/emergency) and an abridged list of key emergency procedures are posted in all classrooms.

### **Building Evacuation Plans & Evacuation Site Locations**

A building evacuation plan poster is posted in all classrooms, open office areas, and main corridors. The poster identifies the evacuation site location and provides instructions on what to do in the event of a building evacuation.

### **Actions in the last 18 months to increase safety**

During the past 18 months, the District has taken the following actions to increase safety:

- Added emergency bins to department offices
- Added “bleeding control kits” to emergency bins in classrooms and offices
- Added Narcan to all AED Cabinets
- Ensured there were no single officer shifts last year
- Outfitted trauma kits in each campus safety vehicle
- Created handouts on safety tips and how to protect yourself
- Presented on safety to athletics, new employees, and welcome center staff

### **Planned safety precaution additions in the next 24 months**

Over the next 24 months, the District plans to make the following additions and/or changes to increase safety:

- Increase the number of AED units at all district locations
- Add Bleeding Control Kits to all AED locations
- Fall and Spring Semester Safety Awareness Presentations
- “Sip with Safety” at the Coffee Kiosk at least once every other month
- Continue to increase visibility of Campus Safety officers and escorts via regular patrols  
Increase the number of officers on duty during Welcome Week

### **Santa Clarita Community College District Board Policy & Procedure**

- Board Policy 3500 – Campus Safety  
<https://www.canyons.edu/resources/documents/administration/board/bp-ap/3000generalinstitutions/BP3500.pdf>
- Administrative Procedure 3500 – Campus Safety  
<https://www.canyons.edu/resources/documents/administration/board/bp-ap/3000generalinstitutions/AP3500.pdf>
- Board Policy 3501 – Campus Security and Access  
<https://www.canyons.edu/resources/documents/administration/board/bp-ap/3000generalinstitutions/BP3501.pdf>
- Administrative Procedure 3501 – Campus Security and Access  
<https://www.canyons.edu/resources/documents/administration/board/bp-ap/3000generalinstitutions/AP3501.pdf>
- Board Policy 3505 – District Response to Emergencies



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<https://www.canyons.edu/resources/documents/administration/board/bp-ap/3000generalinstitutions/BP3505.pdf>

- Administrative Procedure 3505 – District Response to Emergencies  
<https://www.canyons.edu/resources/documents/student services/campus safety/Emergency-Operations-Plan-2019.pdf>