

TIMELY WARNING PROTOCOLS

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. Timely warnings are issued for any Clery crime committed within the Clery geography that is reported to the campus security authorities or a local law enforcement agency and is considered by the institution to represent a serious or continuing threat to students and employees. A warning is being issued as soon as the pertinent information is available. In the event of a situation which, in the judgment of the campus security authority, constitutes an ongoing or continuing threat of a criminal nature to the campus community, a timely warning will be issued by the school designated official.

Events that qualify for timely warnings include, but are not limited to, the following:

1. Burglary
2. Homicide
3. Motor Vehicle Theft
4. Arson
5. Hate Crimes
6. Manslaughter
7. Sex Offenses
8. Robbery
9. Aggravated Assault
10. Any crime considered to represent a threat to the public

In order to determine if timely warning is required, and to determine the content of the warning, the School Administrator will consult with all relevant outside authorities, including local emergency responders and police department.

The school will consider any factors reflecting on whether the alleged crime represents a serious or continuing threat to the school community, including, but not limited to:

- (a) the nature of the incident;
- (b) when and where the incident occurred;
- (c) when it was reported;
- (d) the continuing danger to the school community and
- (e) the risk of compromising law enforcement efforts.

Upon confirmation of an emergency affecting the school community, the School Administrator or designee will, without delay, take into account the safety of the students and employees, determine the content of the notification and initiate the emergency notification system, and respond to the emergency. Emergency notifications may be issued for fires and explosion emergencies, natural gas leaks, unplanned utility

outages, bomb threats, weather emergencies or other situations requiring building or campus evacuations; criminal or violent acts that may require building lockdowns or shelter-in-place instructions; and other situations requiring communications to the community, such as disease outbreaks.

The school will post applicable messages about the dangerous condition on the school website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety.

The following forms of communication may be used to provide timely warnings:

1. E-mail
2. Text/voice messages
3. Website
4. Classroom's door-to-door contact

Campus Security Authority:

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| 1. Christy Magles | (310) 791-9975 Ext. 8687 / Cell: (310) 951-1304 |
| 2. Hector Correa | (310) 791-9975 Ext. 8686 / Cell: (424) 297-9856 |
| 3. Raffy Tolentino | (310) 791-9975 Ext. 8672 / Cell: (830) 968-9763 |