

National Polytechnic College

CAMPUS SAFETY AND SECURITY

Academic Year: 2026-2027

Crime Statistics: 2023-2025

Campus Location: 4105 South Street, Lakewood, CA 90712

Facilities: Individual Building – Two Stories – Shared Parking Lot

Section 1 – Summary Crime Report

Section 2 - The Jeanne Clery Act - Campus Security

Section 3 – Emergency Operations & Crisis Management Plan

Section 4 - Title IX, Violence Against Women Act (VAWA), Students' Right to Know, Disciplinary Process

Section 5 - Drug and Alcohol Abuse Policy

National Polytechnic College (CA Campus)

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26), 34 C.F.R. Section 668.46 (c)(1), requires postsecondary institutions to 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 that 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. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2023 and 12/31/2025. As required by the Stop Campus Hazing Act, which amended the Clery Act in December 2024, this report also includes statistics on hazing incidents beginning with calendar year 2025 and the institution's hazing policies and prevention programs (see Section 17). PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON-CAMPUS HOUSING, AND THAT THERE ARE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Occurrences REPORTED within the 2023, 2024 and 2025 Calendar Years

Crimes Reported	2023	2024	2025	Location: C=Campus N=Non-campus P=Public Area	*Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0	C	NONE
(B) Negligent manslaughter	0	0	0	C	NONE
(ii) Sex Offenses:					
(A) Rape	0	0	0	C	NONE
(B) Fondling	0	0	0	C	NONE
(C) Incest	0	0	0	C	NONE
(D) Statutory Rape	0	0	0	C	NONE
(iii) Robbery	0	0	0	C	NONE
(iv) Aggravated assault	0	0	0	C	NONE
(v) Burglary	0	0	0	C	NONE
(vi) Motor Vehicle Theft	0	0	1	C	NONE
(vii) Arson	0	0	0	P	NONE
Arrests and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0	C	NONE
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0	C	NONE
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0	C	NONE
(B) Simple Assault	0	0	0	C	NONE
(C) Intimidation	0	0	0	C	NONE
(D) Destruction, Damage or Vandalism of Property	0	0	0	C	NONE
(viii) Liquor law violations	0	0	0	C	NONE
New reporting as of 10/01/2023					
Incidents of sexual assault	0	0	0	C	NONE
Domestic Violence	0	0	0	C	NONE
Dating Violence	0	0	0	C	NONE
Stalking	0	0	0	C	NONE
New reporting as of 10/01/2026 (Stop Campus Hazing Act)					
Hazing (see Section 17)	N/A	N/A	0	C	N/A

NOTE: Crimes reported under any of the categories listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity, or disability as prescribed by the Hate Crimes Statistical Act.

National Polytechnic College (CA Campus)

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or, in the event of an emergency, to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. (I) All students and employees are required to report any crime or emergency to their institutional official promptly.
(II) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors, who contact the correct police department District for statistics and the institution's Daily Incident Log, and then record those statistics.

(III) If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. To maintain confidentiality, the student or employee may submit the information in writing to his/her institutional official without a signature. If the student does not wish to maintain confidentiality, the student will contact his/her teacher or school official, who will then contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
3. Only students, employees, and other parties having business with this institution should be on institutional property. Staff, faculty, students, prospective students, and anyone entering the premises must have and CARRY a security identification badge at all times. Those without an identification badge must sign in at the entrance, state their purpose of visit and the person to be visited, and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to ensure it is empty, set the alarms on each floor, and lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may, as such, be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:
 - a. Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. Invoke the Citizens Arrest Law only as a last resort, after exploring all other options.
 - b. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and/or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; undue risk should not be taken.
 - c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following describes policies, rules, and programs designed to inform students and employees about preventing crimes on campus.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows, and blinds and turn off lights when leaving a room.
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and will be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If a request is for information older than 60 days, the institution must make it available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, reported incident, disposition, and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless disclosure is prohibited by law or would endanger the victim's confidentiality.

National Polytechnic College (CA Campus)

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

8. This institution does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state under-age-drinking laws.
9. The institution does not permit the possession, use, or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination, and/or arrest
10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution that any sexual assaults (criminal offenses) on campus be reported immediately to the institution's official, who will report it to (911) emergency and police units. During orientation, the institution emphasizes the prevention of sexual crimes by insisting that students work, study, and walk outside of the premises as much as possible, accompanied by other students or in view of other persons, generally avoiding being alone at any time. During daily school operations, staff and administrators focus on ensuring students are never alone under any circumstances.
 - I. The institutional program to prevent sexual crimes consists of maintaining a continuous lookout for each other to protect and prevent any sexual assaults. All staff participate in this program to protect students and staff.
 - II. A person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - III. A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and seek professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance by calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
 - IV. The institution does not have access to professional counseling, mental health, or otherwise; students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
 - V. The institution will offer the victim of a sexual crime any available options to change the academic schedule as much as possible to the benefit of the victimized person.
 - VI. The institutional disciplinary actions in reference to an alleged sex offense are as follows:
 - a. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - b. Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - VII. This institution has zero tolerance of violation of this policy. Once the offense is confirmed, the institutional disciplinary action against students or employees may result in expulsion from school or termination of employment and, in accordance with local laws, an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offenders' arrests.
<http://meganslaw.ca.gov/>
13. **Description of school's emergency response and evacuation procedures.**
The following required elements are detailed in our Emergency Operations Crisis Management Plan available at <https://npccollege.edu/consumer-disclosures/>:
 - Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus
 - Statement that the institution will, without delay, and taking into account the safety of the community, determine the content of the notification. Must initiate notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency
 - A description of the institution's process to confirm there is a significant emergency
 - Determine whom to notify
 - Determine content of the notification
 - Initiate the notification system
 - List of titles of persons/organizations responsible for carrying out these actions
 - Procedures for disseminating emergency information to the larger community
 - The institution's procedures to test the emergency response and evacuation procedures on at least an annual basis
 - Tests announced or unannounced
 - Publicized in conjunction with at least one test per calendar year
 - Documented (description of the exercise, the date, time, and whether it was announced or unannounced)
14. Revised **Crime Classification: Burglary vs. Larceny**: An incident must meet three conditions to be classified as a Burglary.
 - There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force is required.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

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15. **Definition of On-Campus Student Housing Facility:** For the purposes of the Clery Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition clarifies that any building on campus, on land owned or controlled by the institution, used for student housing must be counted as an on-campus student housing facility, even if a third party owns or controls the building.
16. **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:
- A description of the law enforcement authority of the campus security personnel.
 - A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.
 - A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
 - Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency requiring immediate attention should not wait to report to the school's officer; instead, contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and does not have an agreement with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institution encourages students to complete a timely report of all crimes to the campus administrators, police, and appropriate law enforcement agencies

This institution encourages students to immediately report an incident that requires an emergency evacuation. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:

Fire safety (668.49)

Missing students (668.46(h))

Peer-to-peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments, or in any general use of the equipment for course-related work are strictly unauthorized to copy or distribute any copyrighted material, and any violations will subject the individual violator (staff member, non-staff member, or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege to use institutional equipment; if the violation includes the use of individually owned equipment, the individual will not be allowed to bring his/her personal equipment onto school premises. For a second violation, staff may terminate the student, or the student may be expelled from school. The school administration will make this decision. The institution conducts annual evaluations of the procedures in place to prevent violations of copyrighted materials, while recognizing students' need to access the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

17. **Hazing Policy, Reporting, and Prevention (Stop Campus Hazing Act):** National Polytechnic College prohibits hazing by any student, employee, or student organization, on or off campus. This policy applies at every campus and location of the institution.

Definition of hazing. For purposes of this report and the Clery Act, hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (1) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and (2) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including:

- a. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- b. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, or extreme calisthenics or other activity that subjects the person to an unreasonable risk of harm or adversely affects the person's physical health or safety;
- c. Causing, coercing, or otherwise inducing the consumption of food, liquid, alcohol, drugs, or other substances that subject the person to an unreasonable risk of harm or adversely affect the person's physical health or safety;
- d. Causing, coercing, or otherwise inducing another person to perform sexual acts;
- e. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- f. Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- g. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

National Polytechnic College (CA Campus)

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

Definition of student organization. A student organization is an organization at the institution (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution, whether or not the organization is established or recognized by the institution.

How to report hazing. Students, employees, and others should report suspected hazing promptly to their institutional official or to the Sr. Financial Aid Officer listed at the end of this report. Reports may be made in person, by phone, or in writing. A report may be made confidentially by submitting it in writing without a signature, as described in Section 2(III). Report any hazing situation involving an immediate threat to health or safety to local law enforcement or emergency services by calling (911).

How reports are investigated. The institution's administration will review every hazing report and, when warranted, investigate promptly. The student organization and individuals involved will be notified of the allegations and given an opportunity to respond. After the investigation, the administration will determine whether a violation of this policy occurred and notify the organization and individuals of the outcome. Students or employees found responsible may face disciplinary action up to and including expulsion or termination of employment, and student organizations may lose the privilege of operating at the institution. The institution will refer conduct that may be criminal to law enforcement.

Applicable laws. Hazing is prohibited under California Penal Code section 245.6 and the California Stop Campus Hazing Act (California Education Code sections 66305–66309). Under California law, hazing that causes serious bodily injury may be charged as a misdemeanor or a felony, and hazing that does not cause serious bodily injury is a misdemeanor punishable by a fine and/or imprisonment in county jail. Victims of hazing may also bring civil actions against responsible individuals and organizations.

Hazing prevention and awareness programs. The institution provides hazing prevention and awareness information to students at new-student orientation and to employees annually. This programming is based on research-informed practices and covers: (a) the definition of hazing and the harm it causes; (b) the institution's hazing policy and how to report hazing; and (c) primary prevention strategies intended to stop hazing before it occurs, including bystander intervention, encouraging members to speak up, and building group membership without hazing.

Hazing statistics. Hazing incidents reported to the institution or to local police are included in the crime statistics table in this report. The institution began collecting hazing statistics on January 1, 2025; statistics for 2023 and 2024 are not available.

Campus Hazing Transparency Report. The institution publishes a Campus Hazing Transparency Report summarizing findings of any student organization found responsible for violating the institution's hazing policy. The report is updated at least twice each year and is available at <https://npcollege.edu/consumer-disclosures/>.

Students and employees should contact the following person or agency to report or seek help for a criminal incident. Please note that any emergency requiring immediate attention should not wait to report to the school's officer; instead, contact the appropriate agency by calling (911).

Name of institution's Financial Aid Officer	Sonia Ramirez
Title	Sr. Financial Aid Officer
School Name	National Polytechnic College
Street address	4105 South St
City, State, Zip	Lakewood, CA 90712
Phone No.	888-243-2493

The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs, and it applies to most institutions of higher education, both public and private. The United States Department of Education enforces the Act.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law after Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

The Clery Act requires Colleges and Universities:

Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics, including security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. The law requires schools to make the report available to all current students and employees, and to notify prospective students and employees of its existence and provide a copy upon request. Schools may comply with this requirement online if required recipients are notified and given the exact information about the report's online location. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.

To have a public crime log. Institutions with a police or security department must maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Institutions must enter incidents into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, be made available within two business days upon request. NPCollege does not have a campus police or security department.

Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities, including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses
- Forcible
- Non-Forcible
- Robbery
- Aggravated Assault

- There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
- Unlawful entry must be of a structure - having four walls, a roof, and a door.
- There is evidence that the entry was made in order to commit a felony or theft.
- Burglary, where:
- Motor Vehicle Theft
- Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Issue timely warnings about Clery Act crimes that pose a serious or ongoing threat to students and employees. Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to crimes an institution must report and include in its ASR. Timely warnings differ from emergency notifications; however, both systems are in place to safeguard students and campus employees.

Devise an emergency response, notification, and testing policy. Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and universities, with or without on-campus residential facilities, must have emergency response and evacuation procedures in place. Institutions must disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test. NPCollege updates its Crisis Management Plan annually in July.

Compile and report fire data to the federal government and publish an annual fire safety report. Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate an annual fire report, and maintain a fire log accessible to the public. NPCollege does not have on-campus housing.

Enact policies and procedures to handle reports of missing students. This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that the student has been missing for 24 hours. NPCollege does not have on-campus housing.

The Federal Campus Sexual Assault Victims' Bill of Rights

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.

- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The Campus Sexual Assault Victims' Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Make complaints about schools that have failed to comply with this law to the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act.

The Campus Sexual Violence Elimination (SaVE) Act: <https://www.clerycenter.org/the-clery-act>

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape. This legislation will update the Jeanne Clery Act to create

Transparency SaVE requires that incidents of domestic violence, dating violence, sexual assault, and stalking be disclosed in annual campus crime statistics reports. Additionally, students or employees reporting victimization will be provided with their written rights to:

- Be assisted by campus authorities if reporting a crime to law enforcement
- Change academic, living, transportation, or working situations to avoid a hostile environment
- Obtain or enforce a no-contact directive or restraining order
- Have a clear description of their institution's disciplinary process and know the range of possible sanctions
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community

Accountability

SaVE clarifies minimum standards for institutional disciplinary procedures covering domestic violence, dating violence, sexual assault, and stalking to ensure that:

- Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are conducted by officials receiving annual training on domestic violence, sexual assault, and stalking
- Both parties may have others present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice
- Both parties will receive written outcomes of all disciplinary proceedings at the same time

Education

SaVE instructs colleges and universities to provide programming for students and employees addressing the issues of domestic violence, dating violence, sexual assault, and stalking. Education programs shall include:

- Primary prevention and awareness programs for all incoming students and new employees
- Safe and positive options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior

- Ongoing prevention and awareness programs for students and faculty

Collaboration

SaVE establishes collaboration between the U.S. Departments of Justice, Education, and Health and Human Services to collect and disseminate best practices for preventing and responding to domestic violence, dating violence, sexual assault, and stalking

National Polytechnic College (NPCollege)

Emergency Operations & Crisis Management Plan

Lakewood, California Main Campus

Effective Date: September 1, 2026

Annual Review Target: July 1

Owner: National Polytechnic College, Inc.

Document Status	Completed
Supersedes	NPCollege Crisis Management Plan 2025
Applies To	Students, faculty, staff, contractors, and visitors, as applicable
Distribution	Controlled internal plan; selected procedures summarized in required public, employee, and student disclosures

Document Control and Approval

This plan establishes NPCollege's institutional framework for preparing for, responding to, communicating during, and recovering from emergencies affecting college operations. This edition of the plan applies to the Lakewood, California main campus; a separate edition is maintained for the Henderson, Nevada branch campus. Campus-specific information is maintained in the campus annex (Appendix A).

Role	Name/Title	Approval/Date
CEO/President	Darius Maddahi	09/01/2026
Regional Campus Director	Silvia Espin	09/01/2026
Director of Operations	Charles Murgdechian	09/01/2026

Revision history

Version	Effective Date	Summary	Approved By
2026 Draft	2026	Prior 2025 crisis-management draft used as source document	Charles Murgdechian, Director of Operations
September 1, 2026	09/01/2026	Comprehensive rewrite: Clery emergency notification/testing; ACCSC emergency preparedness; California EAP/WVPP coordination; multi-campus annexes	Charles Murgdechian, Director of Operations

Regulatory Framework and Use of This Plan

This plan is designed to support NPCollege compliance with applicable emergency-preparedness requirements. It does not replace specialized plans required by law, such as the California Workplace Violence Prevention Plan (WVPP), Injury and Illness Prevention Program (IIPP), cybersecurity incident-response procedures, or other program-specific safety procedures. Those documents should cross-reference this plan where appropriate.

- U.S. Department of Education / Clery Act: 34 CFR § 668.46(g), emergency response and evacuation procedures, emergency notification, annual testing, publicizing procedures, and documentation.
- ACCSC: emergency preparedness expectations and the Standards of Accreditation effective July 1, 2026; institutional emergency planning should be integrated with assessment and improvement activities.
- California: 8 CCR § 3220 Emergency Action Plan requirements for evacuation, accountability, reporting, alarm systems, assigned responsibilities, and training.
- California: Labor Code § 6401.9 Workplace Violence Prevention Plan requirements. NPCollege should maintain the WVPP as a separate or IIPP-integrated compliance document and coordinate it with this plan.
- Applicable local fire, building, law-enforcement, public-health and emergency-management requirements.

Compliance note: BPPE requirements should continue to be monitored, but this draft does not represent that BPPE imposes a separate comprehensive crisis-management-plan standard equivalent to Clery, ACCSC, or occupational-safety requirements.

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14. Active Assailant / Armed Intruder
15. Fire, Smoke and Explosion
16. Earthquake
17. Severe Weather, Wildfire/Smoke and Extreme Heat
18. Bomb Threat / Suspicious Package
19. Hazardous Materials / Chemical / Biological / Radiological Event
20. Gas Leak and Utility Failure
21. Medical Emergency / AED / Public Health
22. Workplace Violence and Threatening Behavior
23. Civil Disturbance and Demonstration
24. Flood, Water Damage and Structural Emergency
25. Cybersecurity / Technology Emergency
26. Emergency Closure and Continuity of Instruction
27. Media, Family and Public Communications

28. Coordination With First Responders

29. Recovery and Continuity of Operations

30. Incident Documentation and After-Action Review

31. Training, Exercises and Annual Testing

32. Annual Review and Continuous Improvement

Appendix A. Lakewood Campus Annex

Appendix B. Bomb Threat Checklist

Appendix C. Emergency Exercise/Test Record

Appendix D. Emergency Incident Report

Appendix E. Emergency Notification Decision Checklist

Appendix F. Regulatory Crosswalk

Appendix G. Lakewood Evacuation Maps

1. Purpose, Scope and Objectives

NPCollege maintains this Emergency Operations & Crisis Management Plan to protect life and safety, provide clear authority and communications during emergencies, reduce disruption to educational operations, coordinate with public safety agencies, and support timely recovery. This edition of the plan applies to the Lakewood, California main campus, with campus-specific information in Appendix A.

- Life safety is the first priority. Property protection and continuity of operations are secondary.
- Any person may call 911 when circumstances reasonably appear to require police, fire, or emergency medical response; internal notification should never delay a 911 call.
- Emergency actions may include evacuation, shelter-in-place, lockdown/secure campus, temporary closure, relocation, remote instruction, or other protective measures.
- Plain-language emergency messages are preferred over color codes so that students, visitors, and new employees can immediately understand the required action.
- Nothing in this plan requires an employee or student to place themselves in danger to perform rescue, fire suppression, security, or other emergency-response duties.

2. Definitions

Term	Definition
Emergency	An event or condition requiring prompt action to protect health, safety, property, or continuity of operations.
Significant emergency or dangerous situation	For Clery emergency-notification purposes, a confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.
Emergency Notification	An immediate Clery communication following confirmation of a qualifying emergency or dangerous situation, subject to the limited safety exception in federal regulations.
Timely Warning	A Clery warning concerning certain reported crimes that represent a serious or continuing threat to the campus community.
Evacuation	Movement from a building or affected area to a safer location.
Shelter-in-Place	Remaining indoors or moving to a designated protected interior area because leaving may expose persons to greater danger.
Lockdown / Secure Campus	Immediate protective action to restrict movement and access because of a violent or potentially violent threat.
Emergency Director	The Campus Director or designated administrator with operational authority for the campus response.
Emergency Resource Team	Designated administrators and staff assigned emergency coordination responsibilities.

3. Emergency Management Organization and Authority

The Campus Director serves as Emergency Director unless unavailable or unless authority is transferred to a designee. The Emergency Director coordinates internal operations until public emergency responders assume command of the emergency scene. NPCollege personnel shall follow lawful instructions from police, fire, emergency medical, public-health, and other authorized responders.

Function	Primary Role	Core Responsibility
Emergency Director	Campus Director/Regional Campus Director	Overall campus emergency coordination; protective-action decisions; liaison with responders.

Operations / Facilities	Director of Operations or designee	Facilities, utilities, access, evacuation support, continuity and recovery.
Students / Instruction	Director of Education or designee	Faculty/student coordination, classroom accountability and instructional continuity.
Communications	Designated administrator	Emergency messages, updates, media coordination and documentation.
Employee Accountability	Supervisors / HR designee	Account for employees and report missing/unaccounted persons.
Student Accountability	Faculty / Education staff	Account for classes/groups at assembly areas and report discrepancies.

Succession: If the Campus Director is unavailable, the Director of Operations or another designated administrator may assume operational control. The campus annex (Appendix A) should identify at least two alternates.

4. Emergency Reporting and Initial Actions

1. Call 911 immediately for police, fire, or emergency medical assistance when warranted. Provide the campus address, exact location, nature of the emergency, known hazards, and callback information.
2. Warn persons in immediate danger when it can be done safely.
3. Notify the Campus Director/Emergency Director or next available administrator.
4. Follow evacuation, shelter-in-place, lockdown, or other instructions issued by public responders or authorized NPCollege personnel.
5. Do not enter restricted areas, interfere with responders, or re-enter an evacuated area until authorized.

5. Emergency Assessment and Confirmation

For Clery emergency-notification purposes, NPCollege will use available, credible information to confirm whether a significant emergency or dangerous situation involving an immediate threat exists on campus. Confirmation may come from direct observation, fire/alarm systems, law enforcement, fire/EMS, public-health authorities, utilities, weather/emergency-management authorities, or other reliable sources.

- The Emergency Director, Director of Operations, or other designated administrator may confirm an emergency based on the information reasonably available.
- Confirmation should not be delayed solely to obtain complete information when credible evidence indicates an immediate threat.
- The confirming official should document the source, time, known location, affected population and protective action.

6. Clery Emergency Notification

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, NPCollege will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless responsible authorities determine that issuing a notification would compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

- Determine which campus segment(s) are affected. When the threat may extend campus-wide, notify the entire campus community.
- Use plain language that identifies the emergency, location when appropriate, protective action, and where updates will be provided.

- Authorized initiators: Campus Director/Emergency Director; Director of Operations; and other administrators formally designated by NPCollege.
- Available methods may include campus paging/telephone, mass email, text/SMS or emergency-messaging platform, direct verbal notification, website/online notices, classroom notification and other reasonable channels.
- Provide follow-up information when conditions materially change and an all-clear when authorized.
- Maintain a record of confirmation, decision-making, message content, recipients/segments, transmission methods, and time.

Model message: EMERGENCY — [TYPE] reported at [LOCATION]. [EVACUATE / SHELTER IN PLACE / LOCKDOWN]. Avoid [AREA]. Call 911 for immediate danger. Follow instructions from emergency responders and NPCollege. Updates will follow.

7. Clery Timely Warnings

Timely Warnings are separate from Emergency Notifications. NPCollege will evaluate reported Clery crimes occurring within applicable Clery geography to determine whether the circumstances represent a serious or continuing threat to the campus community. The warning will contain information that enables community members to protect themselves while withholding information prohibited from disclosure.

The Annual Security Report should separately describe NPCollege's Timely Warning and Emergency Notification policies and identify the titles of officials authorized to make required determinations.

8. Emergency Communications

- Use multiple channels when feasible; do not rely on a single system when a failure could prevent delivery.
- Emergency communications should be concise, action-oriented, accessible, and updated as reliable information changes.
- Messages should avoid unnecessary personally identifying information.
- Only designated spokespersons should issue official media statements. Employees should refer media inquiries to the designated spokesperson.
- The campus annex (Appendix A) must identify the actual systems used at the campus and who has credentials/authority to activate them.

9. Evacuation

6. Upon an alarm or evacuation instruction, immediately proceed to the nearest safe exit unless directed otherwise.
7. Do not use elevators during fire or other emergencies unless specifically authorized by emergency responders.
8. Assist persons who need help when it can be done safely and consistent with the access-and-functional-needs procedure.
9. Proceed to the designated assembly area or another location directed by emergency responders.
10. Faculty should keep their class/group together when practical and account for students.
11. Supervisors account for employees. Report missing or unaccounted persons to the Emergency Director or responder; do not re-enter to search.
12. Remain at the assembly area until released, relocated, or otherwise instructed.
13. Do not re-enter until fire, police, building officials, or the authorized Emergency Director gives an all-clear.

10. Shelter-in-Place

- Move indoors or remain indoors when exterior conditions are unsafe, such as hazardous-material release, severe weather, smoke, or another external threat.
- Close doors and windows when appropriate; move away from exterior glass and follow instructions regarding HVAC systems.
- Bring students and visitors into protected areas when safe to do so.
- Monitor official NPCollege and public-safety communications.
- Remain sheltered until an all-clear or evacuation instruction is issued.

11. Lockdown / Secure Campus

- Lock or secure doors when possible. Turn off lights, silence phones, move out of view, and remain quiet.
- Do not open a secured door for unknown persons. Follow verified law-enforcement instructions.
- If a safe escape route exists away from the threat, evacuate rather than moving toward the threat.
- Call 911 when safe and provide concise information about location, description, weapons, and injuries.
- Do not leave a secure location until law enforcement directs evacuation or an official all-clear is verified.

12. Accountability After Evacuation

NPCollege will use a structured accountability process after evacuation. This process is designed to provide responders with information; it does not authorize untrained persons to re-enter a dangerous building.

- Faculty: account for students assigned to the class or activity using available rosters/attendance information.
- Supervisors: account for employees under their supervision.
- Front desk/host departments: report known visitors when practical.
- Coordinators: report accounted-for, missing, and unknown status to the Emergency Director.
- The Emergency Director provides missing-person information to emergency responders.

13. Access and Functional Needs

Emergency planning must account for individuals who may need assistance because of mobility, sensory, communication, cognitive, temporary injury, pregnancy, or other access/functional needs. Plan assistance in advance when practicable, and do not rely solely on other students.

- Identify accessible exits, areas of refuge if applicable, and alternate routes.
- Use accessible communication methods where available.
- Do not use elevators during fire emergencies unless responders authorize their use.
- Never require an untrained person to perform a carry or rescue that would place either person at unreasonable risk.
- Provide responders with the location of anyone unable to evacuate.

14. Active Assailant / Armed Intruder

An active assailant or armed intruder requires immediate, situation-dependent action. NPCollege uses plain-language protective actions rather than a color code.

- **ESCAPE** when a safe route away from the threat is available. Leave belongings, warn others when safe, and keep hands visible when approaching law enforcement.
- **HIDE / LOCKDOWN** when escape is unsafe. Lock/barricade doors, when possible, silence devices, turn off lights, move out of view, and remain quiet.
- **CALL 911** when safe. Give the location and description of the threat, weapons, direction of travel, and injuries.
- **DEFEND** only as a last resort when confronted with an immediate life-threatening attack and escape is not possible.
- Do not approach responding officers. Follow commands immediately and keep hands visible.

15. Fire, Smoke and Explosion

- Activate the fire alarm and call 911 when fire, smoke or explosion presents a danger.
- Evacuate using the nearest safe exit. Close doors behind you when practical; do not lock them.
- Stay low when moving through smoke. Never enter smoke-filled areas.
- Portable fire extinguishers should be used only by persons who are trained/authorized, only on a small incipient-stage fire, and only when a safe exit remains available. Evacuation is the default when there is doubt.
- Proceed to the assembly area and account for persons. Do not re-enter until authorized.

16. Earthquake

- During shaking: **DROP** to hands and knees, **COVER** head and neck under a sturdy desk/table when available, and **HOLD ON**. If no shelter is nearby, protect head/neck and move away from glass.
- Do not routinely stand in doorways; modern guidance favors Drop, Cover and Hold On.
- After shaking stops, assess hazards such as fire, broken glass, falling objects, gas leaks, and structural damage.
- Evacuate if directed or if the building appears unsafe. Expect aftershocks.
- Call 911 for injuries, fire, or other immediate hazards.

17. Severe Weather, Wildfire/Smoke and Extreme Heat

- Monitor authoritative weather, emergency-management, air-quality and public-safety alerts.
- Move indoors and away from windows during severe weather when appropriate.
- Wildfire/smoke: follow evacuation orders; reduce outdoor exposure when smoke/air quality creates health risk; coordinate HVAC/air-filtration actions as appropriate.
- Extreme heat: implement applicable campus/workplace heat-safety measures, hydration, cooling, work-practice adjustments and emergency medical response.
- Lakewood should maintain California heat/air-quality procedures as applicable.

18. Bomb Threat / Suspicious Package

- Do not touch, move, open, or disturb a suspicious item.
- Move away from the immediate area and call 911 from a safe location.
- If a threat is received by telephone, remain calm, record exact words, note caller/background characteristics, and use the Bomb Threat Checklist when possible.
- Do not use radios or other devices near a suspicious package if law enforcement advises against it.
- Evacuation, sheltering, or relocation decisions should be coordinated with law enforcement whenever circumstances permit.

19. Hazardous Materials / Chemical / Biological / Radiological Event

- Do not enter or remain in a contaminated area. Move upwind/uphill when appropriate and call 911.
- Do not touch, smell, taste, or attempt to clean an unknown substance.
- Follow responder instructions regarding evacuation, shelter-in-place, decontamination and medical evaluation.
- Provide Safety Data Sheet or laboratory information to responders when readily available and safe to obtain.
- Only trained and properly equipped personnel may conduct hazardous-material emergency response.

20. Gas Leak and Utility Failure

- Gas odor/suspected leak: leave the affected area, avoid ignition sources and electrical switches, and call 911 and the gas utility from a safe location.
- Electrical outage: assess emergency lighting, life-safety systems, elevators, HVAC, and ability to continue operations safely.
- Water/sewer outage: determine whether sanitation, fire protection, laboratory or instructional functions can continue.
- The Emergency Director may close, relocate, or suspend campus operations when utilities are insufficient for safe occupancy.

21. Medical Emergency / AED / Public Health

- Call 911 for life-threatening illness or injury. Send someone to meet responders when practical.
- Provide first aid, CPR, or AED assistance only within the responder's training and willingness; follow AED voice prompts.
- Do not move a seriously injured person unless needed to avoid immediate danger.
- Report work-related injuries and campus incidents under applicable NPCollege procedures.
- For communicable-disease/public-health emergencies, follow current public-health authority guidance, privacy requirements and NPCollege continuity procedures.

22. Workplace Violence and Threatening Behavior

Threats, intimidation, stalking, assaults, and other workplace violence involving employees must also be handled under NPCollege's California WVPP where applicable. The WVPP should identify responsible persons, employee participation, hazard identification/correction, incident response, training, violent-incident logging, investigation, and required records.

- Immediate danger: call 911 and use escape, lockdown, or other protective action appropriate to the circumstances.
- Report non-immediate threats promptly to management/HR through established channels.
- Preserve relevant messages, emails, voicemails, or other evidence without unnecessarily circulating them.
- Coordinate corrective and preventive actions with the WVPP/IIPP and after-action process.

23. Civil Disturbance and Demonstration

- Protect life safety and avoid unnecessary confrontation.
- Call 911 for violence, credible threats, weapons, significant property damage, or blocked emergency access.
- Do not interfere with lawful expressive activity solely because it is disruptive or controversial; focus emergency actions on safety and access.

- Relocate classes or close affected areas when necessary for safety.

24. Flood, Water Damage and Structural Emergency

- Keep persons away from standing water near electrical equipment.
- Evacuate areas with ceiling collapse, structural movement, major leaks, or other apparent building hazards.
- Shut utilities only when authorized and safe.
- Do not resume occupancy until facilities personnel, landlord/building management, public officials or qualified professionals determine the area is safe.

25. Cybersecurity / Technology Emergency

Cybersecurity incidents can affect emergency communications, student systems, and continuity. Detailed cybersecurity response belongs in NPCollege's cybersecurity/incident-response plans; this plan addresses life-safety coordination.

- Report suspected ransomware, account compromise, major outage, or unauthorized access immediately through the designated IT/security channel.
- Do not power off or alter affected systems unless directed, except when necessary to prevent immediate physical danger.
- Use alternate emergency communications if normal systems are unavailable.
- Coordinate required legal/regulatory notifications through authorized management and compliance personnel.

26. Emergency Closure and Continuity of Instruction

- The President, Campus Director, or authorized designee may close or restrict a campus when conditions make continued operation unsafe or impracticable.
- NPCollege may relocate instruction, delay starts, use remote instruction where approved and appropriate, or make other temporary academic arrangements.
- Students and employees should receive clear instructions regarding closure, reopening, attendance, remote access and support services.
- Regulatory/accreditor notifications should be made when required by the nature or duration of the disruption.

27. Media, Family and Public Communications

- Designate one spokesperson or coordinated communications team.
- Protect student and employee privacy; do not release names or sensitive information unless authorized and lawful.
- Do not speculate about cause, responsibility, injuries, or operational timelines.
- Emergency notifications to the campus should not be delayed solely to prepare a media statement.
- Establish a method for family inquiries during a major incident when warranted.

28. Coordination With First Responders

- Maintain current campus addresses, access points, evacuation maps, utility information, and emergency contacts.
- Provide maps and known hazard information to responders when requested.

- Transfer scene command to public safety agencies as appropriate while NPCollege retains responsibility for institutional continuity, student/employee communications, and recovery.
- Conduct periodic outreach or exercises with local police/fire/emergency management when practicable.

29. Recovery and Continuity of Operations

- Confirm that the affected area is safe before reopening.
- Assess injuries, facilities, utilities, technology, records, instructional spaces, and critical services.
- Identify temporary classrooms/workspaces and remote-work/remote-instruction options as appropriate.
- Provide appropriate support resources following traumatic events.
- Track corrective actions, responsible persons, and completion dates.

30. Incident Documentation and After-Action Review

For significant incidents and exercises, NPCollege should document what occurred, actions taken, communications issued, injuries/damage, responder involvement, decisions, operational impacts, and corrective actions. After-action review findings should feed into institutional assessment and improvement.

- Incident/exercise summary and timeline.
- Protective actions and notifications.
- What worked well.
- Gaps, delays, or failures.
- Corrective actions, responsible person, and target completion date.
- Verification that corrective actions were completed.

31. Training, Exercises and Annual Testing

Administrators, faculty, and staff must receive training appropriate to their assigned emergency responsibilities. New employees should receive relevant emergency-action information upon assignment, and employees should be retrained when duties or the plan materially change.

Clery annual testing requirements:

- Test emergency response and evacuation procedures at least annually. Tests may be announced or unannounced.
- At least one test per calendar year must be accompanied by publicizing the institution's emergency response and evacuation procedures.
- Document each test with a description of the exercise, date, time, and whether it was announced or unannounced.
- Exercises should include appropriate follow-through activities designed to assess and evaluate emergency plans and capabilities.
- Maintain documentation for the Lakewood campus so it can demonstrate its own readiness and corrective-action process.

32. Annual Review and Continuous Improvement

NPCollege administration will review this plan at least annually and after significant incidents, exercises, campus changes, major regulatory changes, or changes to emergency systems. The target annual review date is July 1, with approved revisions distributed before the next academic operating cycle.

- Verify emergency contacts and responsible titles.
- Verify notification systems and administrator access.
- Review evacuation maps, exits, assembly areas, and accessibility considerations.
- Review incident/exercise findings and close corrective actions.
- Review current Clery, ACCSC, occupational safety, and state/local requirements.
- Coordinate revisions with the WVPP, IIPP, cybersecurity/disaster-recovery and continuity documents.

Appendix A — Lakewood Campus

Campus: NPSchool Main Campus

Address: 4105 South Street, 4102 South Street, Lakewood, CA 90712

Item	Lakewood Information
Emergency	911
Campus Director or Regional Campus Director	(562) 452-3146
Director of Operations / Emergency Director	(562) 452-3128
Director of Education	(562) 451-6611
Student Services	(562) 206-0232
Sr. Financial Aid	(562) 352-8701
Registrar	(562) 562-3098
Director of Career Services	(562) 206-2010
Police non-emergency	(562) 623-3500
Fire / Prevention non-emergency	(562) 867-2112
Gas (Southern California Gas Company)	(800) 427-2200
Electric (Southern California Edison)	(800) 990-7788
Water (City of Lakewood)	(562) 866-9771
Primary Assembly Area	Parking Lot
Alternate Assembly Area	Parking Lot
Emergency Notification Systems	Campus paging/telephone + blast email; add current SMS/emergency platform if implemented

Before final approval, verify all public-agency/utility numbers. The prior 2026 draft contains inconsistent fire and Sheriff numbers on different pages, so this rewrite intentionally does not repeat unverified non-emergency numbers.

California compliance coordination

- Maintain the written Emergency Action Plan elements required by 8 CCR § 3220 within this plan or a coordinated workplace-safety document.
- Maintain a separate or IIPP-integrated Workplace Violence Prevention Plan compliant with Labor Code § 6401.9.
- Coordinate emergency training, evacuation accountability, and employee alarm procedures with the IIPP/WVPP.

Appendix B — Bomb Threat Checklist

If a bomb threat is received by telephone, remain calm and record as much information as possible. Do not endanger yourself to complete the form.

Exact words of caller: _____

When is the device expected to activate? _____

Where is it located? _____

What does it look like? _____

What kind of device is it? _____

What will cause it to activate? _____

Did the caller identify a reason/motive? _____

Caller voice/speech/accent/emotion: _____

Background sounds: _____

Caller ID/number shown: _____

Date: _____ Time: _____ Person receiving threat: _____

Immediately after the call: move to a safe location if necessary; notify 911 and an NPCollege administrator; preserve notes/caller information; follow law-enforcement instructions.

Appendix C — Emergency Exercise / Test Record

Field	Record
Campus	
Date	
Start/End Time	
Announced or Unannounced	
Exercise Type / Scenario	
Objectives	
Emergency Notification Systems Tested	
Evacuation / Shelter / Lockdown Actions	
Participants	
Description of Exercise	
Outcome / Observations	
Deficiencies Identified	
Corrective Actions	
Responsible Person	
Target Completion Date	
Completion Verified By/Date	
Procedures Publicized in Conjunction With Test? How?	

Retain completed records as part of Clery and institutional assessment documentation.

Appendix D — Emergency Incident Report

Field	Record
Campus / Exact Location	
Date / Time	
Reported By	
Incident Type	
911 Called? Time	
Responding Agency	
Emergency Confirmed By / Time	
Protective Action	
Emergency Notification Sent? Time / Method	
Timely Warning Considered?	
Injuries / Medical Response	
Property / Operational Impact	
Summary of Actions	
All-Clear / Reopening Time	
Follow-Up Required	
Prepared By / Date	

Appendix E — Emergency Notification Decision Checklist

14. Has a significant emergency or dangerous situation been confirmed?
15. Does it involve an immediate threat to the health or safety of students or employees?
16. Is it occurring on campus / affecting the campus?
17. Who confirmed it, based on what information, and at what time?
18. Which segment(s) of the campus community are affected?
19. What immediate protective action is required?
20. What message content is necessary for safety?
21. Which notification channels will be activated?
22. Would notification compromise efforts to assist a victim or contain/respond to/mitigate the emergency? If yes, document the responsible-authority judgment.
23. Record the time notification was initiated and retain the message.
24. Provide updates and an all-clear when appropriate.

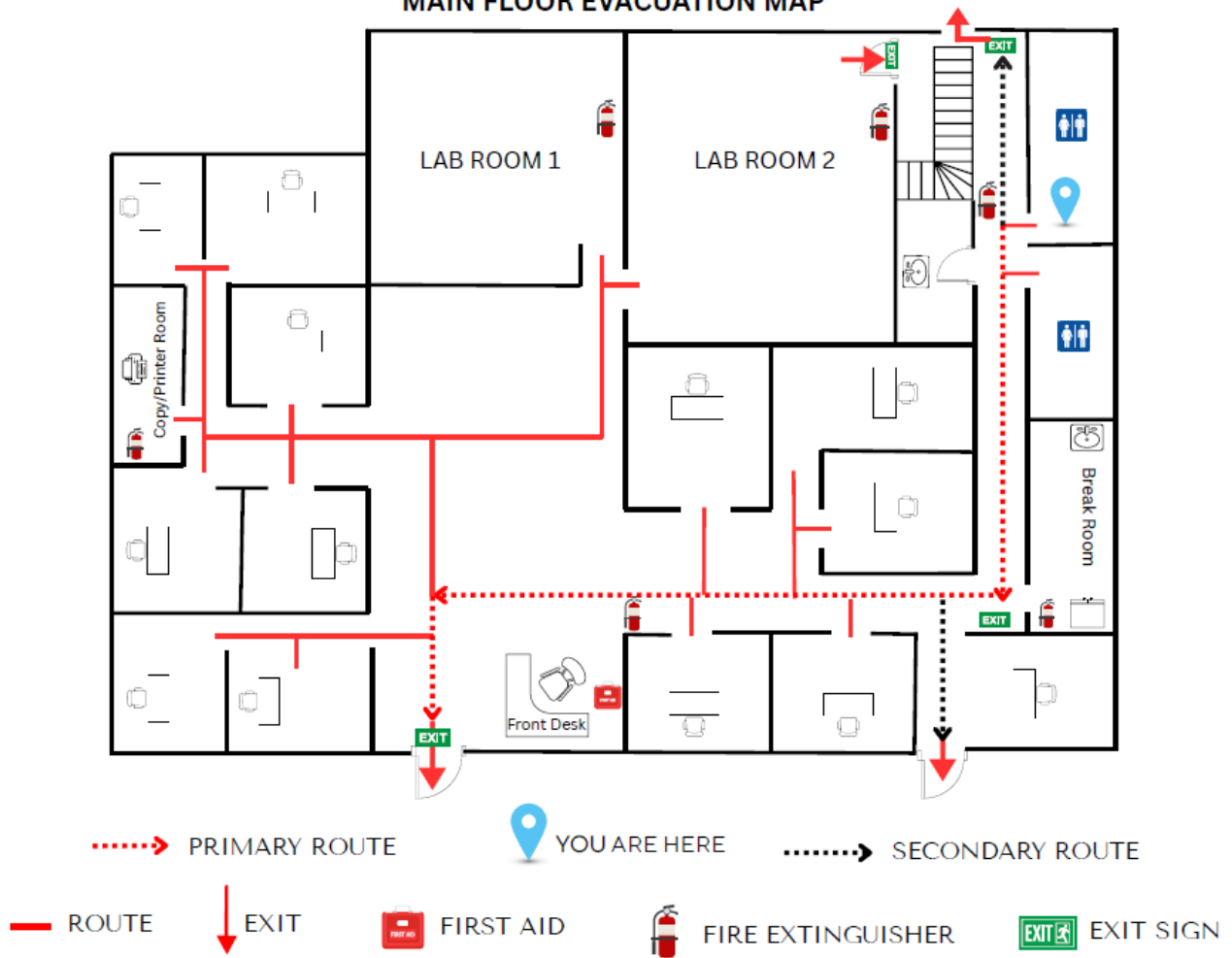
Appendix F — Regulatory Crosswalk

Authority	Key Requirement	Plan Location	Related Record
34 CFR §668.46(g) / Clery	Emergency response/evacuation procedures; immediate notification after confirmation; authorized titles; larger-community dissemination; annual testing, publicizing and documentation	Sections 5–9, 31; Apps. C/E	Notification log; exercise/test record
Clery Timely Warning	Serious/continuing threat evaluation for applicable reported Clery crimes	Section 7	ASR/warning documentation
ACCSC Emergency Preparedness	Emergency scenarios/action plans; evacuation/lockdown; communications; student orientation; staff/faculty training; assessment/improvement	Throughout; Sections 9–31	Training; exercise; after-action records
8 CCR §3220	Written EAP; evacuation; critical operations; accountability; rescue/medical; reporting; alarm; responsible persons; training	Sections 3–13, 15, 21, 31; App. A	Training and accountability records
CA Labor Code §6401.9	Written WVPP; employee involvement; hazards/correction; response; training; incident log; records	Section 22; cross-reference to separate WVPP	WVPP; violent incident log

Appendix G — Lakewood Evacuation Maps

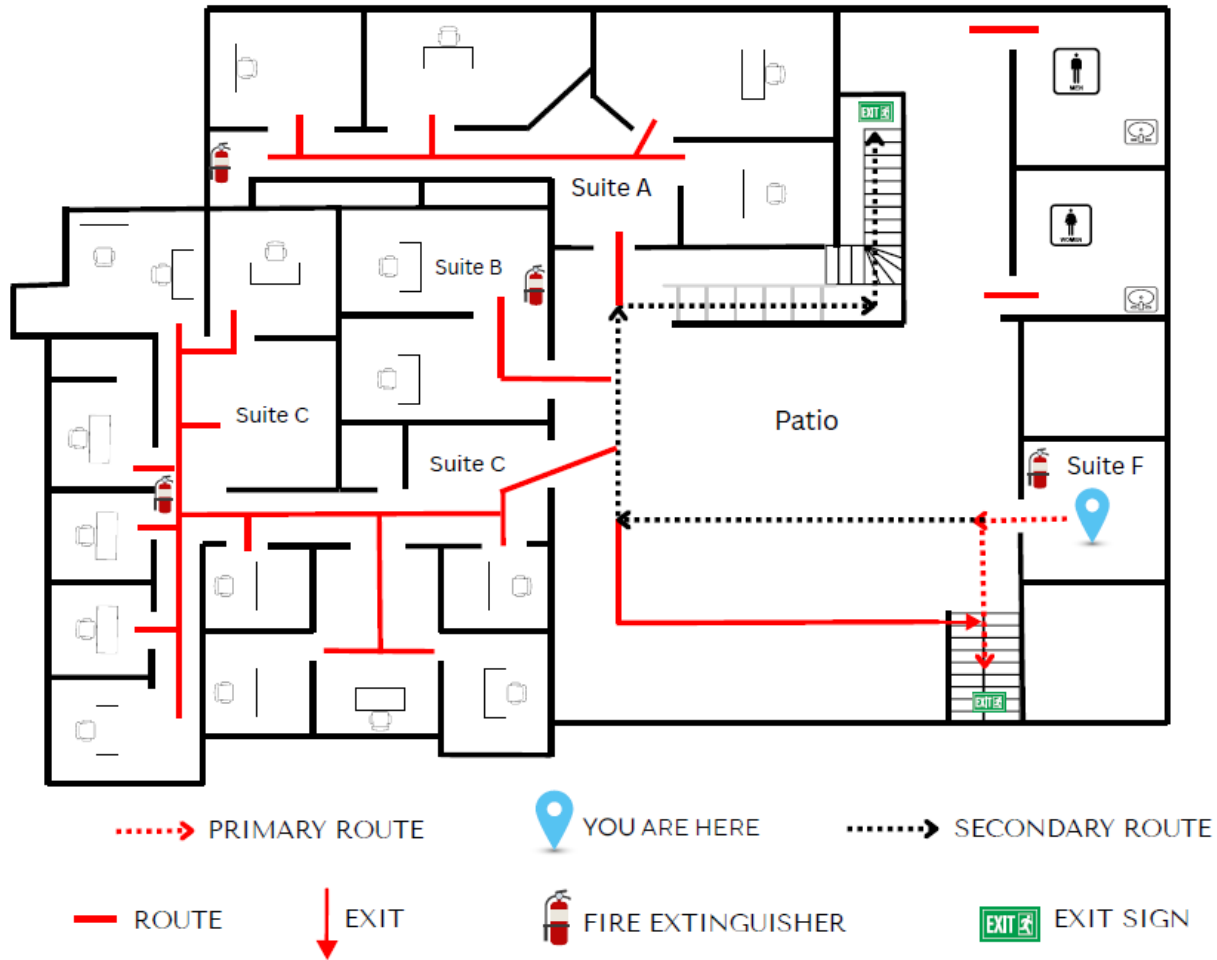
Lakewood — Main Floor

MAIN FLOOR EVACUATION MAP



Lakewood — Second Floor

SECOND FLOOR EVACUATION MAP



Authoritative Sources Used for the October 2026 Rewrite

U.S. Department of Education, Federal Student Aid Handbook — Emergency Response and Evacuation / 34 CFR §668.46(g):

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2025-2026/vol2/ch6-consumer-information-and-school-reporting>

ACCSC — Standards of Accreditation (provisions effective July 1, 2026): <https://www.accsc.org/seeking-accreditation/the-standards-of-accreditation/>

California DIR — 8 CCR §3220 Emergency Action Plan: <https://dir.ca.gov/title8/3220.html>

California DIR / Cal-OSHA — Workplace Violence Prevention Guidance: <https://www.dir.ca.gov/dosh/Workplace-Violence.html>

California DIR / Cal-OSHA — Workplace Violence Prevention FAQ: <https://www.dir.ca.gov/dosh/Workplace-Violence/FAQ.html>

Drafting note: This document is an operational/compliance draft for NPCollege review and is not legal advice. Final approval should include verification of current campus contacts, local agency numbers, emergency notification systems, assembly areas, evacuation maps, and any institution-specific legal or insurance requirements.

Title IX Sexual Assault Resources

What is Title IX of the Education Amendments?

Title IX of the Education Amendments Act of 1972 is the federal law prohibiting sex discrimination in educational institutions (amending the Higher Education Act of 1965). This act is codified as Title 20, United States Code, Chapter 38, Sections 1681-1686. The Civil Rights Restoration Act of 1987 ("Title IX") also amended the act. Sexual violence is viewed under the law as an extreme form of hostile environment/sexual harassment and must be addressed.

The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The 1987 amendment expanded the definition of program or activity to include all operations of an educational institution, governmental entity, or private employer that receives federal funds.

Title IX forbids sex discrimination in all college student services and academic programs, including but not limited to admissions, financial aid, academic advising, recreational services, the Registrar's office, classroom assignments, grading, and discipline. Title IX also forbids discrimination because of sex in employment and recruitment, consideration, or selection, whether full-time or part-time, under any education program or activity operated by an institution receiving or benefiting from federal financial assistance.

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

NPCollege adheres to the VAWA of 2013 and includes annual security reports online for students, employees, prospective students, and the general public.

NPCollege and Title IX-Specifically Sexual Assault

NPCollege prohibits sexual harassment and misconduct under Policy 05:16:00, Sexual and Racial Harassment. Sexual harassment is a term with a specific legal connotation. It encompasses a broad range of behavior that includes all forms of sexual misconduct and sexual violence. Sexual Violence refers to sexual acts committed against a person's will, or where the person is incapable of giving consent because of incapacitation, unconsciousness, or any circumstance rendering one unaware that sexual activity is occurring. Sexual harassment includes but is not limited to sexual assault, sexual exploitation, stalking, cyber-stalking, bullying and cyber-bullying, aiding or

facilitating the commission of a violation, and retaliation.

Consistent with the values of an educational and employment environment free from harassment based on sex, the College also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

[Helpful Links Available for Students and Employees Regarding Title IX](#)

[What to Do if You Have Been Sexually Assaulted](#)

[Frequently Asked Questions Regarding Sexual Assault and/or Harassment](#)

[Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#)

What to Do if You Have Been Sexually Assaulted

1. Get to a safe place. It may be helpful to contact a trusted friend to stay with you for support.
2. Seek medical attention at the closest medical emergency department or call law enforcement.
3. Preserve any evidence.

Place your clothing and other items (sheets, blankets) in a brown paper bag (not plastic). Avoid drinking, bathing, showering, douching, brushing your teeth, using mouthwash, combing your hair, or changing your clothes. If you choose to visit an Emergency Room, they will collect physical evidence. Write down, or have a friend write down, everything you can remember about the incident. Try to do this even if you are unsure whether you plan to report the incident later.

4. Report the incident by calling law enforcement.

Emergency Assistance	911
Los Angeles Police Department	213-972-7828

5. Talk about the incident

Remember that being a victim of sexual assault is not your fault. You are not responsible for the actions of others, and it is not your fault that someone decided to hurt you. Talking with supportive people may help you regain a feeling of control and help you feel less alone (regardless of whether you are ready to report the incident to law enforcement)

Violence Against Women Reauthorization Act of 2013 (VAWA)

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

NPCollege adheres to the VAWA of 2013 and includes annual security reports online for students, employees, prospective students, and the general public.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

Domestic violence means a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Helpful Links Available for Students and Employees Regarding Sexual Assault

What to Do if You Have Been Sexually Assaulted

Frequently Asked Questions Regarding Sexual Assault and/or Harassment

Student Right to Know

The Student Right to Know and Campus Security Act requires colleges and universities that administer federal Title IV to produce statistics and/or information on the following subjects: (1) retention and graduation rates; (2) financial assistance available to students and requirements and restrictions imposed on Title IV aid; (3) crime statistics on campus; (4) athletic program participation rates and financial support (not applicable at NPCollege); and (5) other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies.

You may find consumer information in the College Catalog and through direct distribution to each individual. You have the right to receive this information in paper copy. Contact the office of the Vice President of Academic Affairs to receive paper copies of any of the information listed below.

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Violence Against Women Reauthorization Act of 2013 (VAWA)

NPCollege Annual Security Reports

The Jeanne Clery Act

Information on the Basic Rights Guaranteed to Victims of Sexual Assault, including Frequently Asked Questions Regarding Sexual Assault, Sexual Respect at NPCollege, and What to Do if You or Someone You Know Has Been Sexually Assaulted.

Disciplinary Process

NPCollege's disciplinary process is prompt, fair, and impartial from the initial investigation to the final result. In all instances, the process will be conducted in a manner consistent with the institution's policy and transparent to the complainant and the respondent. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints is completed within 60 days of the report. However, each proceeding allows extensions of time for good cause, with written notice to the complainant and the respondent of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the complainant and promotes accountability. Furthermore, each policy provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant or respondent may be present;
2. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary investigations;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any institutional investigation. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or the presence of either the complainant or the respondent at any meeting or institutional disciplinary investigation. However, the advisor's role is limited to consulting and advising his or her advisee, not speaking for the advisee at any meeting or hearing.
5. The Complainant and the Respondent would be given the same opportunity to review the evidence gathered to date and provide additional information before the decision is made on the outcome of the investigation.
6. The complainant and the respondent will be notified simultaneously, in writing, of the initial, interim, and final decision of any disciplinary proceeding; and
7. Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result before it becomes final, as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the respondent (student or associate).

If NPCollege knows or reasonably should know of sexual harassment, including sexual violence, NPCollege has to investigate. Consequently, whether a victim chooses to cooperate should determine whether disciplinary charges are brought against a responding party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then NPCollege may assume the role of the complainant.

Frequently Asked Questions Regarding Sexual Assault and/or Harassment

Q: Which College policy prohibits sexual assault?

A: The Sexual and Racial Harassment policy explains the procedure relative to the orderly resolution of complaints of sexual or racial harassment at NPCollege. NPCollege will give fair and prompt consideration to all harassment complaints in accordance with the procedures set forth below. These procedures may be utilized by any employee, applicant for employment, or student who believes he or she has been subjected to sexual or racial harassment

Q: What is sexual violence?

A: Sexual violence includes sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment and are covered under Title IX.

Q: How do I know if I've been sexually assaulted?

A: Generally, sexual assault is any unwanted, non-consensual sexual contact against any individual by another. Sexual assault can occur either forcibly (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.). Sexual assault is a general term that covers a range of crimes, including rape. Sexual assault is defined by the State of California.

Q: How do I know if I've been sexually harassed?

A: NPCollege defines Sexual Harassment as a form of sex discrimination according to the Sexual and Racial Harassment Policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so frequent or severe that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive work environment.

Q: What is a sexually hostile and intimidating work environment?

A: Behaviors that may contribute to a hostile environment include, but are not limited to:

- verbal, non-verbal, and physical sexual behaviors
- coerced sex
- sexual jokes and innuendo remarks about a person's body
- turning discussions inappropriately to sexual topics
- whistling or catcalls
- looking a person up and down or staring in a sexually suggestive manner
- invading someone's personal space or blocking her/his path
- sexually explicit visuals such as pin-ups
- suggestions of sexual intimacy
- repeated requests for dates, unwanted letters, electronic mail or other computer communications, unwanted gifts
- touching, hugging, massaging, and other gestures or sounds that a reasonable person of the same sex as the recipient would find offensive

It is important to be aware that in many instances, the intentions of the accused may be regarded as irrelevant in determining whether her/his behaviors constitute sexual harassment; it is the effect of the behavior on the recipient that may define a hostile environment.

Q: What should I do if I think I've been sexually harassed or victimized?

A: Any current student, applicant for employment, or current employee who believes he or she has been subjected to harassment at NPCollege or who believes that he/she has observed harassment taking place shall present the complaint to the Operations & Compliance Director responsible for compliance with Title VII of the Civil Rights Act of 1964, Title VI,

or Title IX of the Education Amendments of 1972. The Operations & Compliance Director will notify the Campus Director.

Q: Can I be sexually assaulted by my boyfriend, girlfriend, friend, or acquaintance?

A: Yes. The definition is the same regardless of who the perpetrator is – if there was no consent, there is sexual assault.

Q: Are women the only victims of sexual harassment or sexual violence?

A: No, both females and males can be victims of sexual harassment and/or sexual violence.

Q: Is it possible to be sexually harassed/assaulted by someone of the same gender?

A: Yes. If you have been subjected to unwanted sexual contact or sexual harassment, your gender and the gender of the alleged perpetrator are irrelevant.

Q: If I think I've been victimized and I don't feel safe, what can I do?

A: Find a safe place away from the assailant and call 911.

Q: What is the best way to prevent sexual harassment?

A: Know your rights. Members of our College community have the right to work and learn in an environment that is free from verbal or physical sexual conduct which might either interfere with an individual's performance, or create a work or educational climate that is hostile, intimidating, or offensive, whether that conduct originates with an instructor, a supervisor, or a peer.

Q: How can violence that happens during my relationship be sexual assault or sexual harassment?

A: Relationship violence may be sexual assault or sexual harassment under College policy when harm or abuse, or threats of harm or abuse, arising within or from the personal, intimate relationship (or previous relationship) meets the definition of sexual harassment: the conduct is unwelcome, sexual in nature, and so severe, persistent, or pervasive that a reasonable person would find that it altered their educational or work experience.

Q: When does sexual assault violate the Sexual Harassment Policy?

A: Sexual assault is a form of sexual harassment. Sexual harassment, according to policy, may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a program, course or activity; submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile or offensive work or educational environment. Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical.

Q: Is my report or complaint confidential?

A: A complainant may make a request for confidentiality/privacy at any point. This type of request means that the complainant does not want their identity known to the respondent and witnesses, or that the complainant wishes to withdraw a report. If the complainant requests privacy at any point, the College will make all reasonable attempts to comply. When a complainant requests privacy, the College's ability to investigate and respond to the allegations may be limited. The College is required by Title IX to weigh the complainant's request for confidentiality with the College's commitment to provide a reasonably safe and non-discriminatory environment.

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Q: What if I don't want an investigation or disciplinary process to take place? Do I have a say in whether the process happens?

A: It is the obligation of the Title IX Coordinator to ensure that all reports of gender-based misconduct are investigated as required by Title IX. Therefore, the Coordinator will request an investigation to the extent the information available allows.

Q: Can I just talk with someone about the policy and procedures without making a report?

A: Yes. Students may speak with administrators in hypotheticals so that they can learn about their options without explicitly making a complaint. Additionally, a student may contact the Student Services and Career Services Coordinator to learn about available professional help (i.e., counselors, clergy, medical-care providers, and rape-crisis counselors) to learn more about the policy and procedures before making a formal report. However, in general, any College employee informed of an allegation of gender-based misconduct against a student is expected to file a report with the Title IX Coordinator.

Q: Who can I talk to about this process while it is taking place?

A: Students are encouraged to seek appropriate support off-campus. Confidential on-campus referrals include counseling services, medical care providers, the Rape Crisis Support Center, and clergy members.

Q: What is a Title IX Coordinator?

A: The Federal Regulations accompanying Title IX state: Each recipient of federal funds shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to such recipient alleging its noncompliance. At NPCollege, Charles Mugardechian, Operations & Compliance Director, serves as the Title IX Coordinator.

323-728-9636 ext. 103

The Campus Director, Dariush Maddahi, serves as the Deputy Title IX Coordinator.

323-728-9636

Please note: Title IX Coordinators and Deputy Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed.

Q: How are NPCollege students and employees notified of Title IX?

Students and employees are notified annually via email on August 1 or the next business day thereafter. Additionally, information regarding Title IX is available on the College's website.



Drug and Alcohol Abuse Prevention Program 34 CFR 86.100

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools, and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act. As required by CFR 86.100, National Polytechnic College (NPCollege) publishes and distributes annually to all current students and employees a copy of the Drug and Alcohol Abuse Prevention Program. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standards of Conduct

NPCollege is committed to maintaining a safe and healthy campus environment. All students, faculty members, staff members, and administrators are subject to local, state, and federal laws regarding the unlawful possession, distribution, or use of alcohol or illegal drugs. At the discretion of the School Director, students or employees may be dismissed from school for a serious incident of an intoxicated or drugged state of behavior and possession of drugs or alcohol upon school premises. The college strictly enforces a zero-tolerance drug and alcohol policy on campus.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Drug use may impair short-term memory and comprehension, alter the sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also change, making it harder to learn new information. As you can see from the above, there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

Federal Financial Aid Penalties for Drug Violations

According to federal regulations, students convicted of a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Financial Aid may lose eligibility for Federal Aid. If a student is convicted of a drug offense after receiving Federal aid money, he or she must notify the Financial Aid department immediately, and that student will become ineligible for further aid and also be required to pay back any and all aid received after the conviction.

Federal Aid includes:

- Federal Pell and SEOG Grants
- Federal Work-Study
- Federal Perkins Loan
- Federal Stafford Loan
- Federal Plus Loan
- Graduate Plus Loan

If a student answers ‘Yes’ to question 31 on the FAFSA, the federal processing center will send a worksheet to determine whether the conviction affects eligibility for aid. If the financial aid office is notified that a student has been convicted of sale or possession of illegal drugs, financial assistance will be suspended immediately.

If a conviction was reversed, set aside, or removed from the student’s record, it does not count. Convictions occurring during periods of non-enrollment do not count. In addition, any conviction received as a juvenile does not count unless the student was tried as an adult.

The period of ineligibility depends on the type of conviction (sale or possession) and whether there were previous offenses. The chart below demonstrates the periods of ineligibility:

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If the student was convicted of both selling and possessing illegal drugs, they will be ineligible for the longer period.

Campus and State Sanctions for Alcohol and Drug Violations

Any member of the campus community found consuming or selling drugs on campus property shall be subject to discipline on a case-by-case basis. Campus and state sanctions are as follows:

1. Discipline will be based on the seriousness of the situation.
2. A case may result in dismissal from the college.
3. In all cases, the college will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol. Information on state and local drug-related sanctions may be obtained at:

California

<https://www.findlaw.com/state/california-law/california-drug-possession-laws.html>

4. Additional state penalties and sanctions may also apply.
5. The college has adopted a zero-tolerance policy regarding underage drinking.

Drug and Alcohol Counseling and Treatment

In compliance with the Drug-Free Workplace Act of 1990, NPCollege has attached a list of drug and alcohol counseling resources for students and employees. NPCollege does not endorse or recommend any of these organizations; they are provided to help the college maintain a drug-free environment. Below are nationwide hotlines students and employees can call.

Nationwide

The Center for Substance Abuse Treatment and Referral Hotline 1-800-622-HELP

The Drug Free Workplace Helpline 1-800-967-5752

The National Clearinghouse for Alcohol and Drug Information 1-301-468-2600

Distribution Plan

Annually, all employees and active students will receive the Drug and Alcohol Abuse Prevention Program handout. Each new employee and student will receive the handout upon orientation.

Biennial Review

A biennial review of this program will be conducted to determine its effectiveness and implement changes as needed.