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# PERSONAL SAFETY HANDBOOK

Peralta Community College District  
**2022-2023**

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Board of Trustees

The Peralta Community College Board of Trustees is a seven-member elected-board that meets on the second and fourth Tuesdays of each month (with the exception of August, November and December) at 6 p.m. virtually via Zoom Webinar until further notice. The meetings are open to the public and are Broadcast Live on KGPC, 96.9FM, and are also televised on Peralta Colleges Television (PCTV), Cable Channel 27 in Alameda and Berkeley, and Cable Channel 28 in Emeryville, Oakland and Piedmont, with a meeting repeat airing the following Wednesday at 11 p.m. Meetings are also viewable live on Peralta’s [YouTube Channel](#).

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Interim Chancellor

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**Julina Bonilla**  
(Resigned 8/22)  
Vacant until 11/22 Election

**President**

**Vice President**

District Map

**Berkeley City College**

**Laney College**

**College of Alameda**

**Merritt College**

**College of Alameda**  
555 Ralph Appezeto Memorial Parkway  
Alameda, CA 94501

**Berkeley City College**  
2050 Center Street  
Berkeley, CA 94704

**Laney College**  
900 Fallon Street  
Oakland, CA 94607

**Merritt College**  
12500 Campus Drive  
Oakland, CA 94619

**Peralta Community College District Office**  
333 East 8th Street  
Oakland, CA 94606

Founded in 1964, the Peralta Community College District (PCCD) is a collaborative community of colleges comprised of Berkeley City College, College of Alameda, and Laney and Merritt colleges in Oakland, Calif. The Peralta Colleges provide a dynamic multicultural learning environment offering accessible, high-quality educational programs and services, including two-year degrees, certificates and university transfer programs, to more than 30,000 students each year. PCCD is home to award-winning Peralta TV (Comcast channels 27/28, AT&T channel 99) and community radio KGPC-LP 96.9 FM. To learn more about the Peralta Colleges, visit [www.peralta.edu](http://www.peralta.edu).

MISSION

The Peralta Community College District is a collaborative of colleges advancing social and economic transformation for students and the community through quality education, rooted in equity, social justice, environmental sustainability, and partnerships.

VALUES

Peralta Community College District’s Brand Story can be summed up in the values below. Remembering these will enable you to tell our brand story in your own words whenever the opportunity arises.

- **Student success and equity:** The colleges and service centers evaluate all decisions in light of how they will equitably support student and community success and empowerment.
- **Diversity:** We recognize and celebrate the strengths of our diverse students, communities, and colleagues.
- **Excellence:** We promote the highest level of quality in all programs and services.
- **Innovation:** The colleges and service centers support creative approaches to meet the changing demographic, economic, and educational needs of our communities.
- **Financial health:** We effectively manage resources.
- **Environmental sustainability:** We engage in model environmental sustainability practices.
- **Collaboration:** The colleges and service centers use a consultative decision-making process based on trust, communication, and critical thinking.
- **Trust:** We support one another’s integrity, strength, and ability.
- **Employee development:** We promote the development of all employees.
  - **Communication:** We seek first to understand, then to be understood.
  - **Respect:** We treat one another with care and respect.

PRINCIPLES

The 8 Principles acknowledge that there are many diverse voices, perspectives, and purposes within the community, and together they help Peralta prosper and flourish.

Planning Drives Resources: Resources will be allocated based on information-based strategic planning processes.

1. **Shared Governance:** The Strategic Plan will be implemented using a clear, structured, and inclusion process to promote efficient and effective participation of students, faculty, staff, and administrators in developing well-informed decisions on a timely basis.
2. **Diversity and Shared Strengths:** College autonomy and district-wide collaboration are mutually supportive and create the highest levels of student and community success.
3. **Organizational Development:** The colleges and service centers provide ongoing attention to building the capacity and effectiveness of all organizational processes.
4. **Collaboration:** The colleges and service centers are committed to collaborating as a team and coordinating programs and services to maximize the benefits to students and the community.

5. **Future Orientation:** We strive to anticipate change and provide leadership for our communities’ human and social development.
6. **Environmental Sustainability:** The colleges and service centers are committed to environmentally sustainable practices which will meet the needs of the present generation without compromising the ability of future generations to meet their own needs.
7. **The Service Center Role:** The term “district service centers” was adopted by PCCD to indicate that central functions support the effectiveness of educational programs and services, which are predominantly delivered at the four colleges. The service centers provide a range of services to the colleges, including human resource, fiscal, management, legal, educational planning, facilities management, and marketing. At the same time, the service centers also provide guidance, support, and leadership to the colleges in administrative and compliance areas. A distinctive role for the service centers is to support collaboration across the four institutions to form a “community of colleges.”
8. **Community and Individual Empowerment:** The welfare of our communities and our students is better served when they have the skills and knowledge to control their economic destinies and engage effectively in the process of governance, self-governance, and participation in their communities.

EQUAL OPPORTUNITY

*The Peralta Community College District is an equal opportunity provider of programs and services and will not discriminate on the basis of ethnic group identification, race, color, creed, national origin, sex, religion, age, physical or mental disability, marital status, sexual orientation, status as a special disabled or Vietnam-era veteran, medical condition, ancestry, citizenship, political affiliation, family care status, or any other characteristics protected by law.*

## CAMPUS PUBLIC SAFETY

The department of Campus Public Safety was created in January 2021. Mr. Timothy Thomas, an experienced law enforcement officer and educator, is the Director of Public Safety for the Peralta Community College District. PCCD Campus Public Safety works in partnership with Marina Security Services to patrol the four colleges – Berkeley City College, College of Alameda, Laney College, and Merritt College – as well as the district headquarters.

*For more information, please contact Campus Safety & Security: (510) 466-7236*

## JEANNE CLERY DISCLOSURE

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Peralta Community College District has made crime reporting statistics available Online at <https://www.peralta.edu/campus-public-safety/annual-security-report>. Reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Peralta Community College District, and on public property within, or immediately adjacent to and accessible from the campus, during the last three years, are included. The report also includes institutional policies concerning campus security, alcohol, and drug use, crime prevention, the reporting of crimes, sexual assault, and other safety matters.

*For more information, please contact Campus Safety & Security: (510) 466-7236*

## REPORTING CRIMINAL ACTIVITIES OR OTHER EMERGENCIES

The Peralta Community College District contracts its security services with the Marina Security Services. All crimes or suspected criminal activity occurring on the four college campuses or the district headquarters should be reported to Peralta Campus Public Safety at 510-466-7236, or by dialing ext. #7236 from any interior campus telephone, or by using one of the emergency blue phones located exclusively throughout these campuses and their parking lots.

The Peralta Campus Public Safety switchboard is on duty 24 hours a day, seven days a week. They can and will assist in forwarding your call information to the appropriate authority.

While the security officer is being dispatched, do not hang up the telephone as the dispatch technician will be asking you questions which will give the responding security guard valuable information about your emergency. Initially, the information determines the swiftness of the safety office response and whether an ambulance, police, and/or fire department assistance will be needed.

Security reports may be made in person at the Peralta Campus Public Safety headquarters located at 333 E. 8th St, Oakland CA. Individuals can phone Peralta Campus Public Safety Services at 510-466-7236 and a switchboard technician, who answers telephones and emergency blue phones 24 hours a day, will ensure security is contacted to assist you.

Individuals may phone Peralta Campus Public Safety Services and give crime information while remaining anonymous. They may simply phone Peralta Campus Public Safety Services and decline to give their name, phone number or other contact information and then relay crime information they are aware of.

## PERALTA CAMPUS PUBLIC SAFETY SERVICES

Security guards are designees appointed by the Peralta Community College District to maintain order and safety on the campuses.

Peralta Campus Public Safety security guard duties primarily and include but are not limited to: monitoring fire and security alarms, monitoring security cameras, monitoring campus property, patrolling campuses, keeping records and logs, answering telephones, providing first aid, and handling radio communications. Individuals should be aware that security cameras are not a guarantee of your safety. Security guards will request assistance from local

Campus safety aides and security guards are also not peace officers. They are civilians that are contracted or employed by the Peralta colleges. Their primary duties include providing escort services for students and staff and observing and reporting any suspicious activities. Safety aides also carry radios and have the ability to contact Peralta Campus Public Safety Services to summon assistance if necessary. Escorts are either security guards or campus safety aides. For an escort on any college campus, call **510-466-7236** or call ext. #7236 from any interior campus telephone.

## CAMPUS BUSINESS HOURS

The Laney, Merritt, and Alameda college campuses and parking lots are closed during non-business/work hours. The parking lot gates are locked and secured by 11:00 PM.

If there is a need to be on campus or in buildings after regularly scheduled work hours, it is imperative that faculty and staff be issued a conditional access pass from their department head and cleared through the business manager. Peralta Campus Public Safety Services must receive a copy of the conditional access pass and be notified prior to entering the facility.

## CRIME PREVENTION

Crime prevention is the responsibility of all staff and students. Members of the campus community should be aware of their surroundings and of circumstances which seem out of the ordinary. Willingness to look out for each other and to report all suspicious individuals or activities to the Peralta Campus Public Safety office will help to ensure that the campus will be a safe secure place to work and to study.

**Do not take chances!** Reporting suspicious individuals and activities allows the Peralta Campus Public Safety office to respond to the situation and often prevents a crime from occurring. Your reports help Peralta Campus Public Safety to better identify specific problems and to allocate its resources accordingly.

Peralta Campus Public Safety Services maintains safety, security and crime prevention information in the "Personal Safety Handbook" brochures which are distributed on each campus and also located at Peralta Campus Public Safety Services dispatch at 333 E 8th St Oakland CA.

Peralta Campus Public Safety Services also maintains daily campus logs of criminal activity known to be occurring on and about the Peralta college

campuses. These logs are open for public viewing at our dispatch office at 333 E 8th St Oakland CA.

In addition, Peralta Campus Public Safety Services issues timely reports to campus officials, regarding crimes which poses an ongoing threat to other students or employees.

The district and colleges also have the capability to send emergency text messages and emails. We currently use HubSpot for sending emergency email messages and text messages. Please check the homepage of the “Safe Peralta” website at <https://safe.peralta.edu> for updated information about emergency situations and/or campus closures.

The Peralta Campus Public Safety office also gives periodic lectures to staff and students throughout the school year regarding crime prevention, safety, and security issues, as well as procedures and practices that encourage responsibility for personal and community safety on and about the Peralta campuses.

## SEXUAL ASSAULT AND ACQUAINTANCE RAPE

Prompt and accurate reporting of sexual assaults on and about the campuses to Peralta Campus Public Safety will be crucial to a proper investigation. Local jurisdictional police such as the Oakland Police Department for Laney and Merritt colleges, the Alameda Police Department for the College of Alameda, and Berkeley Police Department for Berkeley City College can and normally will be involved in such cases.

The sexual assault victim should make every possible effort to preserve all physical evidence of the assault. This may include such things as not showering or bathing, not washing or disposing of clothing or articles and not cleaning up the crime scene. Preservation of evidence is key to a successful arrest and prosecution.

The victim may disclose the incident to Peralta Campus Public Safety, a friend, family member, significant other, and counselor. The organization Bay Area Women Against Rape (BAWAR online at <https://bawar.org/> and by phone at 510-800-4247) also provides support services.

The victim may choose to seek criminal prosecution of the perpetrator as well as civil action and institutional disciplinary action.

During the institutional proceedings, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

The college may impose the following sanctions upon the offender after a final determination of an institutional disciplinary proceeding: suspension, expulsion, and or dismissal.

The accuser and the accused shall be informed by the college of the outcome of any such institutional proceeding alleging sexual offenses and the final determination of any subsequent sanctions.

## DRUGS AND ALCOHOL ON CAMPUS

It is the policy of the Peralta Community College District to implement and maintain the provisions of the Drug-Free Schools and Community Act of 1989. College policy clearly prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on campus or as a part of its activities. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from the college, criminal penalties, or termination of employment for violations of the standards of conduct.

Possession, use, or sales of alcoholic beverages by anyone on the college campus is a misdemeanor pursuant to Section 25608 of the California Business and Professions Code. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest. Criminal prosecution is separate from any administrative discipline that may be imposed by the college.

## WHAT TO DO IN AN EMERGENCY

Read this section for an overview on ways to prepare for, and respond to an emergency, such as an earthquake or an active shooter on campus incident. For extensive information on emergency preparedness, please refer to your college web page: [www.berkeleycitycollege.edu](http://www.berkeleycitycollege.edu)  
[www.alameda.edu](http://www.alameda.edu)  
[www.laney.edu](http://www.laney.edu)  
[www.merritt.edu](http://www.merritt.edu)  
as well as the Peralta Community College District “Safe Peralta” website at <https://safe.peralta.edu>

## EMERGENCY NOTIFICATIONS AND COMMUNICATION

Peralta Community College District and its colleges communicate with students and employees using HubSpot and the Campus Shield app. The HubSpot system is used to send email and/or SMS text information regarding emergencies directly to students. The Campus Shield App is also used for emergency notifications – please download and use the Campus Shield app. For certain emergencies such as fire, building alarm systems will be used. If you are new to Peralta and one of its colleges please provide your contact information during enrollment process or to the admissions and records office to ensure you are included in all emergency announcements.

EMERGENCY PREPAREDNESS  
DRILLS AND TESTS

Each college conducts periodic drills and tests of its emergency procedures. If you were notified of a drill or test, please follow all provided instructions as these instructions are designed for your safety. If you find yourself part of an unannounced drill or test, please treat this type of drill as an actual emergency and follow instructions. You may be notified of drills by campus announcements and postings. Please pay attention to all information on emergency preparedness drills and tests

PREPARE FOR AN EARTHQUAKE

The San Francisco Bay Area is located on some major fault lines and subject to frequent geologic activity. Learn evacuation routes and participate in evacuation drills. Review the evacuation route signs posted near the entrance to the building or near elevators.

Review the emergency procedures flip-chart in your classroom. An emergency procedures flip-chart is posted in each classroom. If you do not see an emergency procedures flip-chart in your classroom, please alert your instructor or call the college business office. Once staff is alerted, the missing emergency flip-chart will be replaced.

EVACUATION AND DISABILITY

If you are disabled, please provide specific instructions in advance that will direct any volunteer rescue attempt on your behalf. Know where you can shelter safely in buildings.

PREPARE EMERGENCY KITS

Put together an emergency kit with personal supplies including flashlight, spare batteries, food bars, prescription medicines, extra glasses/ contact lens with solution, and other necessary personal supplies. Your kit should include a hard copy list of emergency telephone numbers for your family and friends.

CAMPUS SHIELD

As part of our commitment to ensuring the safety of students, faculty and staff, the Peralta Community College District has made available a smartphone app called **Campus Shield**.

Features of the free app include:

- Emergency button that directly contacts Peralta Campus Public Safety in emergency situations well on any of the Peralta campuses
- Submit a Tip to anonymously report to Peralta Campus Public Safety
- FriendWatch to allow a friend to track your walk across campus
- Campus Resources for information about parking and security services
- Additional features like nonemergency numbers, safety map, and AC transit information

The app can be downloaded from Apple and Google play. More info is available in this video

Link: <https://bit.ly/PeraltaCampusShieldApp>

The Peralta Colleges  
are now Protected by



CampusShield  
Smartphone App



Contact campus  
safety forces  
quickly  
and directly in  
emergency situations

COMPLETELY  
FREE



Allow Location Services  
& Connect to WiFi For Best Results



If you witness any armed individual on campus, immediately call 911 from any campus phone, which will initiate the local law enforcement and medical response. After calling 911, call 510-466-7236 and Peralta Campus Public Safety will coordinate with law enforcement and/or medical response on your behalf, and will work to protect others on campus from any threat. If sheltering or escaping from danger is impossible you should remain quiet, but we encourage you to do something: run, hide or fight.

Fleeing

If it is possible to flee the area safely and avoid danger, do so. If it is safe to do so, consider:

- Escaping the area
- Moving to the central and secure area within the building.

In case you must flee, go far away from the shooting scene, and then contact police and notify them of your location. Do not attempt to flee if the shooter is in your escape route. If you are unsure of the shooter's whereabouts, do not attempt to flee.

Hiding

If it is not possible to flee the area of danger, then:

- Go dark. Turn off the lights if safe to do so.
- Lock windows and doors, if possible and safe to do so
- Get everyone down on the floor or under desk and out of the line of fire.
- Remain quiet.

Notifying Others

Attempt to get the word out to others in your building or nearby if possible safely.

- Dial 911 or call Peralta Campus Public Safety at 510-466-7236.
- Do not pull the fire alarm.

Fire safety is everyone’s responsibility and your preparation, awareness and response can save your life and the lives of others.

Review the emergency flip chart in your classroom for information on responding to a fire. Locate and learn the building’s evacuation routes posted near entrances and elevators. Locate and memorize the location to fire alarm pull stations in the building.

If you become aware of a fire, pull the fire alarm, call **911**, or Peralta Campus Public Safety at **510-466-7236**.

Fire Evacuation

Take all fire alarms seriously!

- Evacuate the building immediately
- If safe to do so, take wallet, purse, keys, and backpacks. Feel door handles: if they are warm, do not open them. Take the alternate evacuation route or find another way out of the building.
- Close doors behind you.
- If smoke is a threat, stay low where the air is cleaner and cooler.
- Never use elevators.
- Once outside, do not go back into the building until you receive a valid “all clear.”

If You are On Fire

Stop, Drop, and Roll on the ground to extinguish flames. Quickly cool any burns with water and seek immediate medical attention.

In case of other threats

Your college’s emergency preparedness program evaluates all possible threats to and hazards in your college community. Please refer to the emergency procedure flip chart for what to do in the following:

- First aid supplies
- Medical emergencies
- Gunfire, shooter, sniper
- Explosion
- Aircraft crash
- Civil disturbance
- Hazardous materials release
- Threats
- Utility failure

WEAPONS ON CAMPUS

For the safety of everyone, all types of weapons are strictly prohibited on campus. This includes: firearms, ammunition, explosives, air guns, slingshots, firecrackers, fireworks, cherry bombs, metal knuckles, Billy clubs, and illegal dirks, daggers, and knives.

**ADDITIONAL INFORMATION PURSUANT TO JEANNE CLERY  
DISCLOSURE OF CAMPUS CRIME STATISTICS ACT OF 1998**

The Peralta Campus Public Safety Office or designee prepares the annual campus crime statistics. The information is printed in the back of this handbook which is distributed on each Peralta college campus. These handbooks are also located at the Peralta Campus Public Safety dispatch office located at 333 E 8th St Oakland CA.

The annual campus crime statistics are also posted on the Peralta website at <https://www.peralta.edu/campus-public-safety/personal-safety-handbooks>, in the Annual Security Reports posted on the website at <https://www.peralta.edu/campus-public-safety/annual-security-report>, and are posted on the Department of Education’s website at <https://ope.ed.gov/campussafety>.

The campus crime statistics are listed for the previous three years and are updated on an annual basis. You can also visit our Peralta Campus Public Safety website at <https://www.peralta.edu/campus-public-safety>.

The Peralta Campus Public Safety office makes a good faith effort to secure campus crime statistics from appropriate campus officials, other law enforcement agencies, and from our own crime data. These efforts include contacting local police agencies where Peralta colleges are located and obtaining their crime data and statistical information regarding reports they may have taken on or about the campus or at college sponsored activities.

Peralta Campus Public Safety services also sends out an annual letter to appropriate campus authorities requesting that they ensure that the required campus officials notify Peralta Campus Public Safety of any crime and statistical information to be included in the annual report.

Annual crime statistics are gathered from both police and non-police campus officials, who are required to provide such information. See enclosed crime statistics graphs for Laney College, Merritt College, College of Alameda, and Berkeley City College.

**MEGAN’S LAW INFORMATION**

A California law was signed by Governor Schwarzenegger (AB 488) that requires detailed information on sex offenders be posted on the California attorney general’s website at <https://meganslaw.ca.gov>.

**SMOKING**

In an effort to keep the students and staff in a smoke free environment, smoking, including e-cigarettes and marijuana, is prohibited in all indoor and outdoor Peralta Community College District’s campus locations and District Administrative Centers (refer to Administrative Procedure 3570 for exceptions). Violations of the smoking procedures are subject to a fine.

Check your campus website to find out if a program is available to you to help you quit smoking, or visit [smokefree.gov](http://smokefree.gov) to find a method that works for you.

**CALIFORNIA PENAL CODE #290.01 - SEX OFFENDERS  
REQUIRED TO REGISTER WITH POLICE**

Effective October 28, 2002, every person required to register under Section 290 of the California Penal Code, who is enrolled as a student of any university, college, Community College, or institution of higher learning, or is, with or without compensation, a full time or part time employee of that university, college, Community College, or other institution of higher learning, for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year, shall, in addition to the registration required by Section 290, register with the campus police within five working days of commencing enrollment or employment at that university, college, Community College, or other institution of higher learning, on a form and as may be required by the Department of Justice.

The terms “employed or carries on a vocation” include employment whether or not financially compensated, volunteered, or performed for government or educational benefit. The registrant shall notify the campus police department within five working days of ceasing to be enrolled or employed, or ceasing to carry on a vocation, at the university, college, Community College, or institution of higher learning. Failure to comply is a misdemeanor crime, punishable on the first offense, by a fine up to \$1000 and on the second offense by a fine and confinement in the county jail. The above would apply to anyone required to register under 290 P.C. who attends, works (with or without compensation), or carries on a vocation at, a private or public university, college, Community College, or institution of higher learning, including any students, faculty, staff ( paid or non-paid), contractors and transients.

If the university, college, Community College, or institution of higher learning has no campus police, then the person must register with the local law enforcement agency having jurisdiction over the college.

All of the above requirements are in addition to the current requirement of persons subject to 290 P.C. to register with the local law enforcement agency within the jurisdiction where the registrant resides.

Berkeley City College police services are provided by the Berkeley Police Department. Persons at Berkeley City College who are subject to the 290 P.C. registration requirements must register with the Berkeley Police Department in addition to registering with the local law enforcement agency where they reside.

College of Alameda police services are provided by the Alameda Police Department. Persons at College of Alameda who are subject to the 290 P.C. registration requirements must register with the Alameda Police Department in addition to registering with the local law enforcement agency where they reside.

Laney College and Merritt College police services are provided by the Oakland Police Department. Persons at Laney College and Merritt College who are subject to the 290 P.C. registration requirements must register with the Oakland Police Department.

# PARKING AND TRAFFIC REGULATIONS

All provisions of the California Vehicle Code apply to individuals and vehicles being driven on and about campus property and parking lots. All vehicle codes are strictly enforced. The speed limit is 5 MPH on campus parking lots and property. Students may only park in designated student parking areas.

Faculty and staff must have a current faculty parking placard or a staff parking sticker. Faculty and staff may park in designated staff lots or in assigned stalls.

Individuals must obey all California vehicle codes and carefully follow the campus parking and traffic signs. Illegally parked vehicles will be cited and or towed at the owner's expense.

Students must not park in staff parking areas, red zones, yellow loading zones, green 30 minute zones, or another unauthorized areas. Disabled student parking areas are available and posted with blue paint and disabled parking signs. Handicapped accessible signs mean that the area is accessible by persons with disabilities; it does not mean it is designated for handicapped parking.

Disabled students must properly display their DMV issued disabled placard and/or disabled license plate along with a daily parking permit and a student ID decal or a semester parking permit.

Disabled staff must properly display their staff parking permit and DMV issued disabled placard, and/or disabled plate.

Daily parking permits expire at 10:45 PM. The parking lot gates are locked and secured by 11:00 PM every evening. Overnight parking is not authorized and vehicles will be towed at the owner's expense. Visitors may park in the green 30 minute zones at Merritt College and College of Alameda if they are staying only 30 minutes or less. Visitors may park lawfully on the street at campuses with street parking, metered parking requires coinage. Special guest permits may be obtained through the business offices.

There are two methods of paying for parking at Laney College, Merritt College, and College of Alameda campuses:

1. You may purchase a semester parking permit, good for the designated semester and no other permit is necessary.
2. You may purchase a daily \$2 parking permit and in addition to this you must display a student ID decal on your car if you attend the Laney College campus. The student ID decal is not required for parking at the other Peralta colleges only invalid semester parking permit or a daily \$2 parking permit.

Semester parking permits may be purchased for student parking at the Laney College, Merritt College, and College of Alameda campuses. Semester parking permits allow you to park for the designated semester without having to purchase the daily \$2 parking permits or having to obtain any further ID decal. These semester parking permits must be displayed properly in the vehicle, by hanging them from the vehicles rear-view mirror with the numbered side facing outward completely visible from the exterior of the car, when the car is parked, or a citation will be issued.

You may choose to pay for parking on a daily basis rather than purchasing a semester permit; However you will additionally need to obtain and properly display a student ID decal on your vehicle if you attend the Laney campus even if you only have one class or a weekend course there. Student ID decals are issued at no charge and can be obtained from the cashier's office. There is a \$10 replacement cost for lost or stolen student ID decals. Rates are subject to change.

# SAFETY TIPS ON CAMPUS

- Never leave valuables inside your car, which are visible from outside of your vehicle.
- Lock your car door after entering or leaving your vehicle.
- When returning to your vehicle, look around and also look inside your car to ensure entry is safe.
- Have your keys in your hand to speed your entry.
- Use well lighted paths to and from the parking areas. If walking alone carry a whistle.
- Avoid walking alone. Use the buddy system or request a safety aid escort. Call 510-466-7236 to request a security escort.
- Know the location of telephones and emergency blue phones on campus.
- Do not leave purses, wallets, tote bags, books, backpacks, ETC. Unattended even momentarily.
- Lock your bicycle to the bike rack and loop chain cable through the frame tires and bike rack.

# EMERGENCY BLUE PHONES

Emergency blue phones have been installed in various locations on the campuses of Laney College and Merritt College and College of Alameda for your protection. The presence and operability of these phones on campus cannot guarantee your safety but can play an important role in your personal security and the security of the campuses in general. If you are new to the Peralta Community College district, familiarize yourself with the location of the blue phones along your route.

In case of an emergency, press the red emergency button: this will connect you directly with the Peralta Public Safety office switchboard. The red button may be activated in situations that you feel may require an emergency response from the police.

Misuse of the emergency blue phones may subject you to disciplinary and or legal action.

# REFERRALS FOR SERVICE ON AND OFF CAMPUS

If you would like a referral for help with substance abuse, victims of crime, personal counseling, health concerns, or other issues, contact one of the following:

## Law Enforcement

- Emergencies: 911
- Peralta Campus Public Safety: 510-466-7236
- Oakland Police Department: 510-238-3481
- Alameda Police Department: 510-337-8340
- Berkeley Police Department: 510-981-5900
- U.C. Berkeley Police: 510-642-6760
- BART Police: 510-464-7000

## Sexual Assault / Rape

- Bay Area Women Against Rape (BAWAR): 510-800-4247

## Crisis Hot-line

- Suicide Prevention: 988
- Crisis Support Services of Alameda County: 800-273-8255

## Health & Mental Health

- Alameda County Behavioral Health Care Services: 510-567-8100
- Asian Health Services: 510-735-3900

## Drug & Alcohol Programs

- Alameda County Narcotics Anonymous: 510-444-4673
- East Bay Alcoholics Anonymous: 510-839-8900
- Berkeley Addiction Treatment Services: 510-644-0200

## Domestic Violence

- For law enforcement, see above.
- National Domestic Violence Hotline: 800-799-7233
- Domestic Violence Hotline: 800-947-8301



22 Personal Safety Handbook

Peralta Community College District



## CAMPUS MAP: FLOOR 2



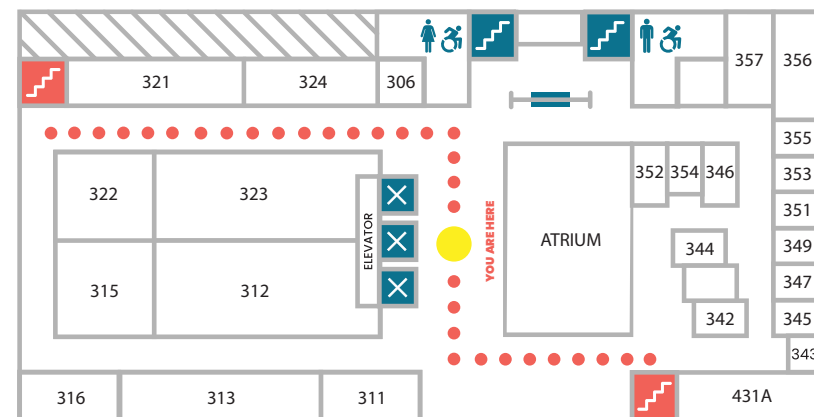
### 2ND FLOOR SERVICES

- Alternate Media Technology, Room 244
- ASL/ Modern Language Department, Room 222
- Classrooms, 214, 216, 223, 225, 226
- Counseling Department, Room 253 – 257
- Dean of Enrollment Services, Room 251
- Learning Disability Office and DSP&S, Room 261
- Multimedia Studio, Room 218
- Multimedia AV Resource 224
- Staff Assistant to VP of Student Services, Room 241
- Transfer. Career Information Center, Room 243
- VP of Student Services, Room 242
- Vice President of Student Services, Room 242

### LEGEND



## CAMPUS MAP: FLOOR 3



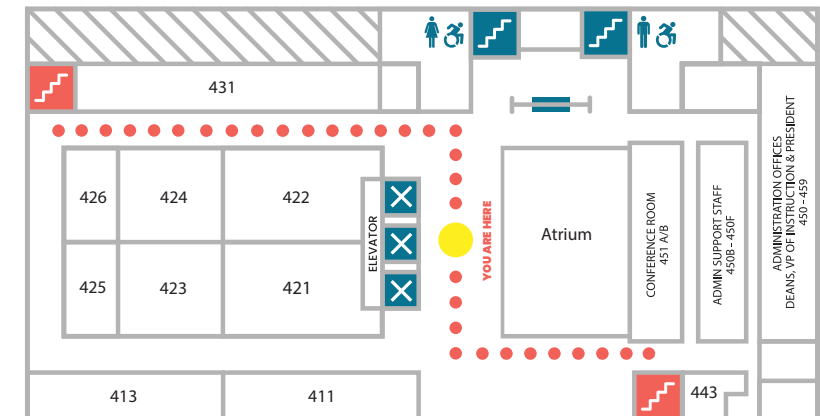
### 3RD FLOOR SERVICES

- Audio/Visual Department, Room 357
- Calworks Counselor, Room 346
- Classrooms Room 312, 313, 323, 315, 316
- Dean of Student Support Services, Room 352
- EOPS/CARE Coordinator, Room 342
- EOPS/CARE Counselor, Room 344
- IT Department, Room 356
- Mathematics Department, Room 353 – 355
- Multi-Use PC Labs, Room 324
- NextUP Counselor / Coordinator, Room 349
- Teaching and Learning Center, Room 341A
- Veterans Resource Center & Coordinator, Room 346, 345

### LEGEND



## CAMPUS MAP: FLOOR 4



### 4TH FLOOR SERVICES

- Administrative Support Staff, Cubicles 450A to 450E
- Assistant to the President, Room 441
- Classrooms, Rooms 421 to 431
- Office of the President, Room 443
- College Operator/Reception Desk, Cubicle 450
- CTE Coordinator, Room 457
- Director of Special Projects, Room 457
- Division Deans, Room 454 & Room 455
- Dry Art Studio, Room 411
- Public Information Officer, Room 458/ 459
- Wet Art Studio, Room 413
- VP of Instruction, Room 452 & 453

### LEGEND



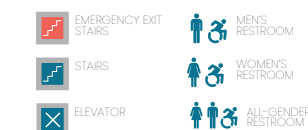
## CAMPUS MAP: FLOOR 5



### 5TH FLOOR SERVICES

- Art, Cultural Studies, Room 554, 552, 555
- Department of Modern Languages, Room 562
- Chemistry Laboratory, Room 521
- Computer Information (CIS) Department, Room 556
- ESL Department, Room 558
- English Department, Room 560
- Faculty Conference Room 543
- Multimedia Arts Department, Room 553
- Science Department, Room 523
- Social Sciences, Room 551, 557, 559

### LEGEND



## CRIMES REPORTED BY THE ALAMEDA COUNTY SHERIFF'S OFFICE/MARINA SECURITY SERVICES (PREVIOUSLY PERALTA POLICE SERVICES)

		Murder	Manslaughter	Rape	Fondling	Incest	Statutory Rape	Robbery	Assault & Battery	Domestic Violence	Dating Violence	Stalking	Larceny	Burglary	Auto Theft	Arson	Drug Possession	Arrests Made
Merritt College	2019	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0
	2020	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	1	0	0	1	0	0	2	0	0	0
Laney College	2019	0	0	1	1	0	0	0	0	0	0	0	0	7	0	0	13	2
	2020	0	0	0	0	0	0	0	2	0	0	0	1	9	0	6	0	5
	2021	0	0	0	0	0	0	0	3	1	0	0	12	16	5	6	1	1
College of Alameda	2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0
Berkeley City College	2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District Offices	2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
	2021	0	0	0	0	0	0	0	1	0	0	0	1	2	1	1	0	1
Total	2019	0	0	1	1	0	0	0	0	1	0	0	0	7	1	0	13	2
	2020	0	0	0	0	0	0	0	3	0	0	0	2	10	1	6	1	5
	2021	0	0	0	0	0	0	0	5	1	0	1	13	21	8	7	1	2

