

MARSHALL B. KETCHUM UNIVERSITY

Annual Security Report 2020

*Jeanne Clery Disclosure Of Campus Security Policies
& Campus Crime Statistics Act (20 U.S.C. § 1092(F))*

**CLERY CRIME STATISTICS
2018-2020**



Marshall B.
KETCHUM UNIVERSITY

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Introduction

Marshall B. Ketchum University (MBKU) is dedicated to the well-being of our students, staff, faculty, and guests. As part of our efforts to keep the campus community safe, the Annual Security Report (ASR) is compiled to report incidents that occurred on and near university property. This ASR is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and includes information on crimes, crime prevention programs, security procedures and practices, and campus resources.

Every member of our university plays a pivotal role in keeping our community safe and we all share a responsibility to report any incident, activity, or individual that constitutes a threat to public safety. Please take the time to read this ASR in order to develop a more thorough understanding of the processes and resources in place that help keep the MBKU community safe. The University seeks to provide a campus environment that is conducive to student success and achievement through collaborative efforts from campus partners and the Campus Safety Department.

MBKU welcomes questions, concerns, or comments regarding the Annual Safety Report. You can contact MBKU Campus Safety by emailing campussafety@ketchum.edu or University Student Affairs by emailing studentaffairs@ketchum.edu.

About Campus Safety

CAMPUS SAFETY MISSION

Campus Safety's mission is to provide a safe and secure environment for the MBKU community.

CONTACTING CAMPUS SAFETY

Main Campus Office	Mailing Address	Phone Number	Email Address
Building B #101 <i>bottom floor of parking structure</i>	MBKU c/o Campus Safety 2575 Yorba Linda Blvd, Fullerton, CA 92831	714.992.7892 (24 hours)	campussafety@ketchum.edu

The Main Campus Safety office is located on the ground floor of the parking structure on the Fullerton Campus. The office is staffed 24 hours a day, 7 days a week to provide safety and security to the campus.

THE DEPARTMENT OF CAMPUS SAFETY

In the interest of crime reduction, Campus Safety provides extensive campus patrolling and educational programs. These proactive measures promote community involvement in the protection of facilities and the people who learn, study, work, or visit at MBKU.

Campus Safety has taken several steps to reduce crime. Some of these efforts include:

- 24-hour patrol
- Officers dispatched by radio
- Alarms in key areas
- Card key entry systems in MBKU buildings
- On-campus escorts
- Video surveillance

All campus buildings have fire alarms that are monitored by Campus Safety personnel and maintained by Facilities Management. There are also several security alarm systems that are monitored by Campus Safety personnel, who respond to all alarm activations.

The Campus Safety office is equipped with a campus-wide digital video surveillance system and an emergency notification system for the purpose of sending emergency notifications via email and phone messages. Students and

employees may log on to the University portal, my.ketchum.edu, to update their personal emergency notification information and provide a cell phone number to receive voice or text messages sent by MBKU's emergency notification system.

Campus Safety works with local law enforcement agencies to handle emergency responses at MBKU. Campus Safety is staffed with professional campus officers and skilled administrative personnel.

Campus Safety Officers receive extensive training in criminal law and procedure, criminal investigations, evidence collection, traffic management and enforcement, arrest and control tactics, emergency response procedures, First Aid/CPR/AED, and a variety of other related topics. Officers also participate in continual in-service training to maintain state compliance with current statutory law. All officers must complete California Penal Code 832 training as well as maintain state licenses for the equipment they carry and maintain. Any equipment carried and maintained by MBKU Campus Safety Officers is only deployed for the protection of students, employees, visitors, and officers.

All follow-up criminal investigations are completed by the Fullerton Police Department. Serious or major crimes occurring on MBKU property are investigated by the Fullerton Police Department. Crime statistics for the past 3 years are published in the ASR. The daily crime logs are updated and maintained by Campus Safety. Prompt reporting helps ensure that appropriate warning notices can be distributed and assist with the timely disclosure of crime statistics. These statistics follow the Department of Education's Student Right to Know Act.

Campus Safety participates in administrative investigations involving University rules and regulations. These investigations may involve students, employees, and visitors on MBKU property. Appropriate referrals necessitating further review and action may be made to University Student Affairs, Human Resources, or other administrative staff.

Campus Safety may investigate traffic collisions occurring on campus. Officers on campus property issue moving & parking citations. Parking citations given to students or employees must be paid in a timely manner. Officers may also issue citations for driving violations on campus. These citations may be issued in person, delivered to the involved party via email, or placed on the vehicle.

Safety Programs & Services

In addition to keeping the campus secure, Campus Safety provides visitor parking permits, maps, and general information and serves to control access to the campus at night. MBKU students and employees are encouraged to take advantage of the programs and services offered to promote safety and security on campus.

SAFETY ESCORTS

Campus Safety operates a safety escort service 24 hours a day, 7 days a week. An escort request may be made in person at the Main Campus Safety Office or by calling the office, **714.992.7892**. Escorts are provided within and between MBKU-owned properties.

CAMPUS TELEPHONES

Blue light phones are located throughout the Fullerton campus. Blue lights are located above these phones for ease of identification. Emergencies may also be reported from any campus phone or personal cell phone **714.992.7892**. When calling in an emergency, be prepared to inform the Officer of the nature and location of the emergency.

LOST & FOUND

Campus Safety is the official clearinghouse for all property lost or found on university property. Found property is retained by the Campus Safety Office for 90 days. All found property, including bikes, are donated to a local charity at the end of the retention period. If someone discovers an item of personal property belonging to another or wishes to retrieve an item, they should contact the Campus Safety Office by phone or email.

CRIME PREVENTION PROGRAMS

Campus Safety's crime prevention program exists to reduce criminal opportunities and encourage students and employees of the University to be responsible for their own security and that of others.

SECURITY SURVEY

Campus Safety will conduct a building security survey upon request.

AWARENESS PRESENTATIONS

MBKU students and employees are required to complete training on a variety of safety topics including sexual harassment training for employees and campus safety and social responsibility for students. In addition, all MBKU members are notified of the Title IX and nondiscrimination policy and procedures for reporting and adjudicating complaints. Additionally, speakers are available to give awareness presentations to groups or departments about sexual assault, dating violence, domestic violence and stalking, theft prevention, alcohol and drugs, personal safety, emergency preparedness, and other safety topics. Contact University Student Affairs, studentaffairs@ketchum.edu for more information.

SUBSTANCE ABUSE EDUCATION

MBKU offers students and employees resources for alcohol, drug, or substance-related problems. Confidential resources are available to employees through the Employee Assistance Program (EAP) and students may contact the Director of University Student Counseling Services. Contract information and other resources may be obtained by emailing Human Resources, humanresources@ketchum.edu or University Student Affairs, studentaffairs@ketchum.edu.

RAPE AGGRESSION DEFENSE (R.A.D.)

RAD is offered as a joint training program between MBKU and California State University, Fullerton (CSUF). Participation in RAD is optional and open to the entire female campus community, including students and employees. The course is a 12-hour intensive program typically offered each year in the fall. The course is designed to enhance the options of self-defense. For more information, please contact University Student Affairs, studentaffairs@ketchum.edu.

DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

MBKU will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, MBKU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. Requests for disclosure or more information may be obtained by emailing University Student Affairs, studentaffairs@ketchum.edu.

TIMELY WARNINGS

Campus Safety will issue timely warnings for crimes occurring on any of MBKU's campuses, owned and operated properties that present a serious or continuing threat to students or employees.

Individuals on campus should notify Campus Safety of crimes as soon as possible.

- Campus Safety will gather all essential information about the nature of the crime from the reporting person and other available sources (*these may include, but are not limited to other witnesses, the University video surveillance system, and the University card access system*).
- Based on the information available, the Safety & Security Supervisor or designee shall determine whether the crime presents an ongoing threat to students or employees.
- Based on the information available, the Safety & Security Supervisor or designee shall determine the content of the timely warning and the method by which it shall be disseminated to the campus community. Timely warnings may be issued titled as Crime Alerts, Safety Alerts, or any other title as deemed appropriate by the Safety & Security Supervisor or designee based on the information available.
- The Safety & Security Supervisor or designee shall determine the means by which the timely warning will be distributed. Means of distribution of Timely Warnings may include but are not limited to emails, phone messages, text notifications, and on the University website.
- The content of the timely warning may include but is not limited to the nature of the crime, the area where the crime occurred, a description of the suspect(s), or safety tips.

It is the responsibility of the Safety & Security Supervisor or designee to determine whether a crime presents a serious or continuing threat to MBKU students or employees and issue a timely warning if necessary.

The Safety & Security Supervisor's designee may include but is not limited to the following personnel: the Campus Operations Manager, University Student Affairs VP, Human Resources VP, any designee of the President's Executive Council (PEC), or any other Campus Safety personnel.

The Campus Security Act

ANNUAL SECURITY REPORT

The MBKU Annual Security Report, which is required under the Clery Act, is prepared annually by Campus Safety and University Student Affairs. It includes crime and fire safety data, along with policies pertaining to campus safety, crime, and fire safety. This Annual Report is published prior to October 1st of each year and is available to all students, prospective students, employees, and prospective employees of MBKU via the University's website: ketchum.edu/student-life/safety-security.

To obtain a written copy of the report, please contact University Student Affairs at studentaffairs@ketchum.edu.

CAMPUS SECURITY AUTHORITIES DEFINED

The U.S. Department of Education defines Campus Security Authorities as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute as a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Crimes reported to Campus Security Authorities are included in the University's crime statistics. MBKU recognizes the following personnel as Campus Security Authorities:

- Campus Safety personnel
- Student Affairs personnel
- Faculty Advisors to Student Organizations
- Program Deans/Director

These Campus Security Authorities are required to report crimes to Campus Safety. The designation of Campus Security Authority as defined by the Department of Education is for the purposes of reporting crimes only. It does not indicate any authority or responsibility to investigate crimes. It shall be the responsibility of the Department of Campus Safety to investigate reports of criminal activity on campus.

MBKU encourages victims of all crimes, regardless of the severity, to report incidents to Campus Safety. To report a crime, a victim or witness should call Campus Safety at **714.992.7892**. University administrators receive reports about crime on a regular basis. Campus Safety Officers will also assist victims who want to report crimes to the Fullerton Police Department.

MBKU places a high priority on everyone's personal safety. The information in this report is provided in order to assist the University in keeping its commitment to providing a safe and secure campus community at MBKU.

CRIME STATISTICS

The statistics listed provide an overall picture of crime at Marshall B. Ketchum University for calendar years (*January 1 to December 31*) for the past three years. This report meets all reporting requirements as set forth in the Clery Act. Criminal statistics are updated by October 1 of each year and include data from the three previous calendar years.

It is the University's policy to ensure that crime on campus is accurately reported and analyzed for the development of new programs that will aid in crime prevention. Crime statistics for public property adjacent to the University are requested from and provided in part by Fullerton Police Department on the main campus, Anaheim Police Department for Ketchum Health, and Los Angeles Police Department for University Eye Center Los Angeles and other local, state, and federal law enforcement agencies, whose jurisdictions incorporate the immediate campus and/or non-campus properties and facilities of MBKU. Statistics regarding certain law violations resulting in campus disciplinary actions

are collected from University Student Affairs. Clery Act statistics are also collected from individuals with significant responsibility for student activities. Crime statistics are reported pursuant to the guidelines as specified in the Clery Act, as defined under the FBI Uniformed Crime Reporting procedures, and separated by the following geographical areas:

- On campus
- Public property adjacent to the University
- Non-campus, University-owned, leased, or controlled property located other than on the main or branch campuses
- Note: MBKU does not have any officially recognized student organizations with off-campus locations

In accordance with 34 C.F.R. § 668.46, MBKU may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by the court, coroner, jury, prosecutor, or other similar non-campus official. MBKU will indicate in the “unfounded” category any crime that has been fully investigated by a law enforcement agency and the investigating agency has determined, based on the results of the investigation and evidence, that the crime report is false or baseless and therefore “unfounded.”

Crime statistics concerning this campus and others can also be found on the Department of Education website. The statistics listed in the table below are being provided as part of MBKU’s commitment to the safety and security of our campus and facilities, and to comply with the Clery Act.

DAILY CRIME LOG

Campus Safety personnel keep statistics and daily crime logs of all crimes reported to the Campus Safety Department. This log includes the date the crime was reported, the nature of the crime, the date and time the crime occurred, the general location of the crime, and – if known – the current disposition of the complaint. Updates to the log are made within two business days from when a crime is reported or a change in the disposition of a complaint except when the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information may be temporarily withheld from the log when it would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

A written log of all crimes reported to Campus Safety as having occurred within the past 60 days on and around university property is available for inspection/ review at the Main Campus Safety Office Monday through Friday from 8am to 5pm. Crimes reported to Campus Safety prior to the past 60 days will be made available within two business days of the request. Please schedule an appointment by contacting campussafety@ketchum.edu.

Crimes Statistics

MBKU Fullerton Main Campus 2018-2020

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Murder	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Drug Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Weapons Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Weapons Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Total
Unfounded Crimes	2018	0
	2019	0
	2020	0

Hate Crimes

2018 There were (0) reported hate crimes.
2019 There were (0) reported hate crimes.
2020 There were (0) reported hate crimes.

MBKU Ketchum Health Anaheim Campus 2018-2020

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Murder	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Weapons Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Weapons Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Total
Unfounded Crimes	2018	0
	2019	0
	2020	0

Hate Crimes

2018 There were (0) reported hate crimes.

2019 There were (0) reported hate crimes.

2020 There were (0) reported hate crimes.

MBKU Los Angeles Campus 2018-2020

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Murder	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Burglary	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2019	1	0	0	0
	2020	0	0	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Weapons Law Arrests	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Weapons Law Referrals	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	Total
Unfounded Crimes	2018	0
	2019	0
	2020	0

Hate Crimes

2018 There were (0) reported hate crimes.

2019 There were (0) reported hate crimes.

2020 There were (0) reported hate crimes.

Fire Safety

MAIN CAMPUS

Campus Safety responds to all emergencies reported on campus, including fires and fire alarms. For incidents of fire that may pose a danger to the MBKU community, Campus Safety will work in conjunction with external agencies such as the local Police and Fire Departments.

FIRE STATISTICS

In accordance with the Higher Education Act, Marshall B. Ketchum University provides mandatory fire safety information as part of this Annual Report. The act defines a fire as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. The following tables show all reported fires occurring in MBKU owned off-campus student rentals, the cause of the fire, the number of injuries and deaths related to the fire, and the value of property damage caused by the fire.

Fire Statistics - Number of Fires

Residence Properties	2018	2019	2020
Fullerton Creek	0	0	0
Casa Del Amo	0	0	0

DAILY FIRE SAFETY LOG

Campus Safety keeps a daily fire safety log of all reported fires at MBKU-owned off campus student rentals. This log includes the date the fire was reported, the nature of the reported fire, the date and time the reported fire occurred, and the general location of the reported fire. Updates to the log are made within two business days from when a fire is reported to Campus Safety.

All employees and students at the University must report any fire occurring on an MBKU-owned property as soon as it is safe to report regardless of the level of damage. To report a fire, please contact Campus Safety at **714.992.7892**.

FIRE RESPONSE

If anyone discovers a fire or sees smoke, they should call Campus Safety, **714.992.7892** or 911. They should identify themselves and report the following information:

- Building name and address
- Room/location of fire
- Type of fire
- Smoke or flame

For minor fires like those found in a wastebasket, locate a fire extinguisher to extinguish the fire then contact Campus Safety immediately. For more information on Fire Safety, including campus evacuation procedures, please see the section on MBKU's Emergency Procedures.

FIRE SAFETY EDUCATION & TRAINING PROGRAMS

Fire safety education information, along with other emergency procedures and preparation materials are available on my.ketchum.edu. Log on to the portal with your campus-issued credential, then click on the "emergency preparedness" link from the home page. Additionally, Campus Safety conducts emergency drills for the Campus Community.

FIRE STATISTIC REPORTING

For the purposes of including a fire in the statistics in the annual fire safety report, students and employees must report all incidents of fire occurring on campus to the Campus Safety.

Safety Policies & Procedures

CAMPUS LAW ENFORCEMENT

All records compiled and maintained by the Campus Safety shall be considered law enforcement records and are governed by the California Government Code and United States Code. Campus Safety reports are not released to involved parties without the permission of the Safety & Security Supervisor. Release is generally accomplished with an appropriate subpoena. For questions about student records please contact University Student Affairs at studentaffairs@ketchum.edu.

REPORTING PROCEDURES - MAIN CAMPUS & KETCHUM HEALTH

The Main Campus Safety Office is staffed 24 hours a day, 7 days a week. If any MBKU community member observes a crime or suspicious incident, notices a security problem, or requires police, fire, or medical emergency services, they should notify Campus Safety immediately by calling **714.992.7892**. Campus Safety can also be reached at this number for any non-emergency officer assistance or other business.

Victims or witnesses may report crimes on a voluntary, confidential, or anonymous basis to a recognized campus security authority to the extent allowed by MBKU's Memorandum of Understanding with the Fullerton and Anaheim Police Department.

Any on-campus crime witnessed by a university student or employee must be reported to Campus Safety as soon as possible. Campus Safety is responsible for reporting and follow-up investigation when an incident is reported. All University students, employees, and visitors should exercise responsibility for their own safety while on campus.

Crimes may also be reported to the local Police Department.

Fullerton Police Department	
Emergency	911
Non-Emergency	714.738.6800

Anaheim Police Department	
Emergency	911
Non-Emergency	714.738.1900

REPORTING PROCEDURES - LOS ANGELES CAMPUS

If any MBKU community member observes a crime or suspicious incident at UECLA, they should notify the Los Angeles Police Department by calling 911 or **213.978.6585** for non-emergencies. Campus Safety must also be notified as soon as possible at **714.992.7892**.

Victims or witnesses may report crimes on a voluntary, confidential, or anonymous basis to a recognized campus security authority. Local law enforcement contact numbers for UECLA are as follows:

Los Angeles Police Department	
Emergency	911
Non-Emergency	213.978.6585

ACCESS TO CAMPUS

MBKU is a California non-profit (*public benefit*) corporation under State law and as such, property owned by the entity is "private property." All persons who enter onto property owned or leased by MBKU must be able to demonstrate a legitimate reason to be present on campus.

All guests must check in at the Campus Safety Office when arriving on campus. University students and employees should accompany their guests or visitors while on campus. Persons not having a legitimate purpose to be on campus may be asked to leave by Campus Safety personnel. All vehicles parking on campus must display a valid parking permit. Vehicles without permits should stop at the Campus Safety Office to obtain a temporary permit.

BUILDING ACCESS

Campus Safety is responsible for the security and access control systems to aid in providing a safe and secure environment. The goal of the Card Reader System is to provide building access while ensuring the safety of faculty, staff, and students. Access control uses a proactive approach to enhance campus security for crime prevention.

Building access outside of business hours is requested via email, campussafety@ketchum.edu, or phone call to Campus Safety. All requests are subject to a security and administrative review. It is important to note that just because someone studies, practices, or works in a specific building, they do not automatically have after-hours access into that building.

KEY CONTROL & ACCESS POLICY

The purpose of key control and access requirements are to provide safety and security of university personnel and property through the control of all institutional keys, locks, and access systems.

Campus Operations is authorized to manage and enforce all components of the key control policy, and Campus Safety is authorized to manage and enforce all components of the access policy.

For fire safety and liability reasons, private locks associated with access control are not to be used on university property. Unauthorized locks may be removed or replaced at the expense of the responsible department or person.

UNIVERSITY OWNED STUDENT HOUSING

Students are responsible for locking and securing their resident housing. If students are locked out of their residence, they should check-in with Campus Safety. A picture ID will be required, and a service fee may be charged for a residential unlock.

ALCOHOL USE ON CAMPUS

The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University. The use of alcohol during school or work activities is strictly prohibited and violates the university's standard of conduct.

Campus events where alcoholic beverages are permitted must obtain the expressed consent of the Vice President for Student Affairs or Vice President for Human Resources. Once approved, the organization must register their event such that the Campus Safety Department is notified and can provide additional Officers at the event to preserve quality of life with our campus community during the event.

The California Business and Professions Code states that the purchase, possession, distribution, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658 (*sections a & b*), 25658.5 and 25662.

Violators are subject to university disciplinary action, criminal prosecution, fine, and imprisonment. For more information, please see the MBKU Student and Employee Handbooks.

POSSESSION OR UNDER THE INFLUENCE OF NARCOTICS

MBKU is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (*Public Law 101-336*) and Drug-Free Workplace Act of 1988. The use, possession, or distribution of illicit drugs, or other controlled substances (*including misuse of prescribed medications or use of any substance with the intent of becoming impaired/intoxicated*) by students or employees of MBKU is prohibited and violates the university's standard of conduct.

The possession, sale, manufacturing, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to university disciplinary action, criminal prosecution, fine and imprisonment. For more information, please see the MBKU Student and Employee Handbooks.

INFORMATION ON REGISTERED SEX OFFENDERS

Information on registered sex offenders can be found on the California Department of Justice's official Internet website www.meganslaw.ca.gov or by calling the Fullerton Police Department at **714.738.6800**.

MISSING STUDENT NOTIFICATION POLICY

The purpose of this policy is to establish procedures for MBKU's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in MBKU owned off campus student rentals.

For purposes of this policy, a student may be considered to be a "missing student" if the student's absence is contrary

to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

PROCEDURES FOR DESIGNATION OF CONFIDENTIAL EMERGENCY CONTACT INFORMATION

Students may access my.ketchum.edu at any time to update their emergency contact info and designate an individual or individuals to be contacted by the University no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information will be maintained confidentially and will be accessible only to authorized University Officials and will not be disclosed except to law enforcement personnel as necessary for a missing student investigation or the investigation of a crime.

In the event a student who is under the age of 18 and is not legally emancipated is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian, in addition to the student's designated contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

OFFICIAL NOTIFICATION PROCEDURES FOR MISSING STUDENTS RESIDING IN MBKU OWNED OFF CAMPUS HOUSING

Any individual on campus who has information that a residential student may be a missing student must notify Campus Safety as soon as possible.

Campus Safety will gather all essential information about the student from the reporting person and from the student's acquaintances (*description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.*). Appropriate University staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (*e.g., witnessed abduction*), no later than 24 hours after the Campus Safety determines that a residential student is missing:

1. The Chief of Campus Safety or designee shall contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation; and
2. The Vice President for Student Affairs or designee shall work in conjunction with the Chief of Campus Safety or designee to notify the emergency contact (*for students 18 and over*) or the emergency contact and the parent/guardian (*for students under the age of 18*) that the student is believed to be missing.
3. The Crisis Response Team will convene.

CAMPUS COMMUNICATIONS ABOUT MISSING STUDENTS

All communications with outside media regarding missing students will be handled by the Crisis Response Team Chair.

All information provided to any individual or department at the University about a missing student shall be referred to the Crisis Response Team. The team will gather all the necessary information and refer such information to the appropriate law enforcement authorities.

Emergency Response & Evacuation Policy

The purpose of this policy is to establish emergency response and evacuation procedures for Marshall B. Ketchum University, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of MBKU.

The Emergency Response Team is comprised of representatives from the following Marshall B. Ketchum University Departments: Information Technology, Student Affairs, Campus Operations, Finance, Human Resources, University Marketing and Communications, and University Eye Centers.

For purposes of this policy, a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees occurring on campus. An emergency notification is a notification to all Marshall B. Ketchum University students and employees who have registered their emergency notification information or any subgroup thereof, informing them of a significant emergency or dangerous situation occurring on campus.

For purposes of this policy, Marshall B. Ketchum University's emergency notification system is a service provided under contract by Black Board Connect. This emergency notification system allows authorized University personnel to send a voice or text message via phone or internet to cell phone numbers, landline phone numbers, or email addresses of registered students and employees. Authorized personnel may access the Black Board Connect system for the purpose of sending an emergency notification via the internet, cell phone, or landline phone connection.

PROCEDURES FOR DESIGNATION OF EMERGENCY NOTIFICATION INFORMATION

Students and employees may access my.ketchum.edu "Departmental Links Information Update for Notification System" at any time to update their personal emergency notification information and designate a personal cell phone number to receive voice or text messages sent by Marshall B. Ketchum University's emergency notification system. A designation will remain in effect until changed or revoked by the student or employee or removed when the student or employee is no longer associated with MBKU. This information will be maintained confidential and will be accessible only to authorized University officials, and will not be disclosed except to law enforcement personnel as necessary during an emergency or the investigation of a crime.

OFFICIAL EMERGENCY NOTIFICATION PROCEDURES

Any individual on campus who has information about an emergency or dangerous situation that may affect the Marshall B. Ketchum University campus must notify the Department of Campus Safety as soon as possible.

1. The Department of Campus Safety will gather all essential information about the nature of the emergency or disaster from the reporting person and other available sources, these may include, but are not limited to: other witnesses, the University video camera system, and the United States (*Geological Survey*). Appropriate University staff (*including but not limited to members of the Emergency Response Team*) may be notified to aid in gathering information to determine the nature and scope of the emergency or disaster.
2. Based on the information available, the Chief of Campus Safety or his designee shall without delay determine whether an emergency or dangerous situation exists that may affect the Marshall B. Ketchum University campus.
3. Based on the information available, the Chief of Campus Safety or his designee shall without delay, and taking into account the safety of the Marshall B. Ketchum University community, determine the content of the emergency notification and initiate the emergency notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency as determined by the Chief of Campus Safety or his designee.
4. The Chief of Campus Safety or his designee shall determine the appropriate segments of campus to receive an emergency notification regarding the emergency or dangerous situation. Appropriate segments of campus may include but are not limited to students or any subset thereof, staff/faculty or any subset thereof, Directors, Campus Operations, or members of the Marshall B. Ketchum University Emergency Response Team.
5. The content of an emergency notification may include but is not limited to the nature of the emergency or dangerous situation, the area of campus affected, instructions on actions to take, or prompts for a response from the recipients.
6. The duration of the operation of the emergency notification system shall be determined by the Chief of Campus Safety or his designee.

RESPONSIBILITY FOR INITIATION OF THE EMERGENCY NOTIFICATION SYSTEM

It is the responsibility of the Chief of Campus Safety or designee to determine whether an emergency or dangerous situation exists that may affect the Marshall B. Ketchum University campus and initiate the emergency notification system.

The Chief of Campus Safety's designee may include but is not limited to the following personnel: the Campus Safety Emergency Operations OIC or any other Campus Safety personnel.

DISSEMINATION OF INFORMATION TO THE GREATER COMMUNITY

In the event of a significant emergency or dangerous situation affecting the MBKU campus, the Department of Campus Safety shall notify the Fullerton or Anaheim Police Department.

BUILDING EVACUATION

Tests of the University's emergency response and evacuation procedures may be either announced or unannounced and shall include, but are not limited to:

1. At least one annual test message sent using the University's emergency notification system. This may be done in conjunction with other tests, such as the annual emergency response drill. Emergency response and evacuation procedures will be publicized in conjunction with this test.
2. An annual emergency response drill involving the University's Emergency Response Team. This drill may include scenarios involving students, staff members, and outside agencies, evacuation drills of campus buildings, a test of the University's emergency notification system, or other activities. The University's emergency response and evacuation procedures shall be publicized in conjunction with this drill.
3. Other tests as decided by the Department of Campus Safety.

The description of each test exercise, the date and time it took place, and whether it was announced or unannounced will be documented by Campus Safety.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking

Sexual assault, dating violence, domestic violence, and stalking are criminal acts that violate the standards of our community and are unacceptable at the University. These acts are devastating to the person who experiences them directly and can be traumatic to the person's family, friends, and the larger community as well.

The University's Title IX: Sexual Harassment and Non-Discrimination Policy specifically addresses sexual assault, dating violence, domestic violence, and stalking. The policy is located at ketchum.edu/student-life/title-ix. Any member of the MBKU community may contact the Title IX Coordinator with questions at titleix@ketchum.edu.

Definitions

1. Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including Rape, Fondling, Incest, and Statutory Rape (see *Title IX policy for definitions*).
2. Dating Violence means violence committed by a person –
 - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship,
 - The type of relationship,
 - The frequency of interaction between the persons involved in the relationship.
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
3. Domestic Violence includes felony or misdemeanor crimes of violence committed by:
 - a current or former spouse or intimate partner of the victim,
 - a person with whom the victim shares a child in common,
 - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

- a person similarly situated to a spouse of the victim under the domestic or family violence laws of California, or
 - 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 California.
4. Stalking means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to—
- fear for his or her safety or the safety of others; or
 - suffer Substantial Emotional Distress.
5. Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of consent (*nor will subsequent sexual relations or dating relationship alone suffice as evidence of Consent to prior conduct*).

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the decision-maker will consider all facts and circumstances the Respondent knew, or reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew, or a reasonable person should have known, that the Complainant was unable to Consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious
 - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication
 - unable to communicate due to a mental or physical condition.

See Title IX Policy for additional definitions.

UNIVERSITY RESOURCES

The needs of someone who has been sexually assaulted vary from person to person and may change over time. The University can connect individuals with external resources, many of which may be accessed 24 hours a day, so that a person may choose what is the most helpful and healing.

The University urges anyone who has been sexually assaulted to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or pursue civil litigation or formal University action, seeking medical attention as soon as possible is important. At any point when MBKU community members are ready to come forward, MBKU is prepared to help them. Individuals who report crimes to CSAs will be connected to the TIX office for support and resources.

MBKU Contact Information

Title IX Office	titleix@ketchum.edu
University Student Affairs	studentaffairs@ketchum.edu
Human Resources	humanresources@ketchum.edu
MBKU Campus Safety	714.992.7892

LOCAL RESOURCES

The Safe Place in Orange County

At AHMC Anaheim Regional Medical, they know that sexual assault is a serious issue in our society. That is why they have a 24/7 sexual assault examination unit, The Safe Place, open to victims — the only 24/7 unit in all of Orange County.

The Sexual Assault Response Team at The Safe Place provides medical care, emotional support, and thorough examinations. They create a safe environment for sexual violence victims. They offer access to resources to help you through this difficult and trying time. Come to The Safe Place if you need help.

Anaheim Regional Medical Center	
Address	1111 West La Palma Avenue, Anaheim, CA 92801
Phone	714.774.1450

Sexual Assault

Waymakers | Orange County

24-hour services for sexual assault victims are available by calling **714.957.2737** or **949.831.9110**.

Domestic Violence

Laura's House

24-hour services for sexual assault victims are available by calling **714.957.2737** or **949.831.9110**.

laurashouse.org

NATIONAL RESOURCES

Rape, Abuse and Incest National Network (RAINN)

800.656.HOPE (4673)

rainn.org

National Domestic Violence Hotline

800.799.7233

Crisis Text Line

Text "HOME" to 741741 from anywhere in the United States, anytime.

crisistextline.org

LGBT National Help Center

glbtnationalhelpcenter.org

CRISIS RESPONSE

What should I do if I or someone I know was sexually assaulted?

If you or someone you know experienced sexual assault, you're not alone. There are resources that can help you heal and offer support for both survivors and people close to them.

What should I do if I was raped?

If you've been raped or assaulted, you don't have to go through this alone.

Remember:

- It's not your fault. You may be feeling a range of emotions, but whatever you feel, know that what happened wasn't your fault. It was 100% their fault. Don't blame yourself for anything you did or didn't do.
- Make sure you're safe. Get to a safe place or call a friend who can help you. If you're in immediate danger, call 911. If the person who assaulted you is a family member or someone you know, tell someone you trust what happened.

- Once you're in a safe place, don't do anything to change your appearance. You don't have to decide right away if you're going to talk with the police about what happened or press charges against the person who assaulted you. But just in case you do, it's important that the doctor or nurse you visit can collect any evidence that might be on your body. So don't take a shower or bath or wash off any parts of your body. Also, if you can, don't go to the bathroom, comb your hair, eat, smoke, drink or take any drugs. If you change your clothes, take the clothes you were wearing during the assault to the hospital or police department in a paper bag.
- Get medical care. The staff at your local **Planned Parenthood** health center can help you figure out your options:
 - If you have injuries or want to have a rape kit done to collect evidence in case you decide to file charges someday, you should go to the hospital right away.
 - If you're worried about having been exposed to HIV, you can take a medicine called **PEP** (*Post-Exposure Prophylaxis*) which can help prevent getting **HIV** after being exposed. You need to start this treatment within 72 hours of being exposed.
 - If there's a chance you could be pregnant, consider taking the morning-after pill, also known as **emergency contraception**. You need to take it within 5 days after unprotected sex.
 - If you're worried about **STDs**, it's a good idea to get tested. Most people don't show any symptoms, so even if you don't have any signs of an STD, testing is important.
- Find support. Dealing with the aftermath of rape or sexual assault can be overwhelming. But you're not alone. It may help to talk to a trusted friend, family member, or counselor.
- Seek out resources. The Rape, Abuse, and Incest National Network (*RAINN*) has a 24-hour, 7-day a week support line you can reach over the **phone** or by **online chat**.
- Think about talking to the police. Sexual assault is a crime, and you have the right to report it to the police and press charges against the person who assaulted you — if you want to. You can call the police yourself or have a rape crisis counselor or someone you trust do it for you. The police will come and ask you questions, and they'll also talk to you about whether or not you want to press charges. Police can also help get you to a doctor or nurse for an exam as soon as possible. The decision to call the police or not is yours to make, and not everyone decides calling the police is right for them.

The only time this isn't true is if you are a minor (*younger than the age of consent in your state*) and you tell someone like a teacher, counselor, or doctor who is a mandated reporter. This means that they have to call the police no matter if you want them to or not, according to laws that protect minors.

REPORTING

Individuals are strongly encouraged to report alleged incidents of sexual assault, dating violence, domestic violence, and stalking immediately to the department of Campus Safety and/or other local law enforcement. Campus Safety personnel will assist and advise regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported. However, it is the individual's decision whether or not to file a police report. Individuals will have access to support and referral services on-campus regardless of whether or not she/he decides to report the incident to local law enforcement. All reports of alleged violations of this policy received outside of the procedures described in the paragraph below will be investigated and appropriate disciplinary action will be taken regardless of whether a police report has been filed.

Reports should be made to the Title IX Office at titleix@ketchum.edu.

The following summarizes the rights granted to the parties in the Title IX Process:

Fair Process

Right to a fair and equitable investigation and resolution of all Sexual Harassment allegations after a Formal Complaint.

Respect

Right to be treated with respect throughout the grievance process.

Advisor

Right to an Advisor of choice during all stages of the Title IX Process. An Advisor must conduct questioning (*cross examination*) during a hearing.

Supportive Measures

The right to receive Supportive Measures regardless of whether a Formal Complaint is signed. Supportive Measures include, not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

Law Enforcement

Right to be informed of on and off-campus law enforcement options and to be assisted in reporting to law enforcement. Additionally, the right to not be forced, coerced, or pressured into reporting to law enforcement.

Presumed Not Responsible

Right for the Respondent to be presumed not responsible until a determination regarding responsibility.

Formal Complaint

Right for a Complainant to sign a Formal Complaint or a Formal Complaint that is signed by the Title IX Coordinator.

Written Notice

Right to receive written Notice of Allegations which includes:

- Notice of the party's rights and options
- Notice of the institution's grievance process
- Notice of the institution's informal resolution process and options
- Notice of the allegations of Sexual Harassment including:
 - The identities of the parties involved in the incident, if known,
 - The conduct allegedly constituting Sexual Harassment, and
 - The date and location of the incident, if known.
- Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the parties may have an Advisor of their choice, who may be, but is not required to be an attorney, and that the Advisor may inspect and review evidence as explained in the section of this Policy.
- Notice of the institution's Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Informal Resolution

Right to request an informal resolution (*when the matter does not involve an employee Respondent and a student Complainant*) after a Formal Complaint has been signed but not be pressured, forced, or coerced into an informal resolution process.

Sufficient Notice

Right to receive sufficient notice of any meeting or interview, including the names of individuals who will be in attendance at the interview or meeting and the reason for the meeting.

Provide Information and Witnesses

Right to provide investigator(s) with information to review and present witnesses for the investigator(s) to interview.

Inspect and Review Evidence

Right to inspect and review evidence and information directly related to the allegations and the opportunity to provide a written response within ten (10) days to the investigator.

Investigative Report

The right to be provided with an investigation report that fairly summarizes the relevant evidence obtained during the investigation at least ten (10) days prior to a hearing with an opportunity to respond to the investigation report in writing.

Closed Meetings

The right for all meetings, interviews, and hearings to be closed to the public.

Challenge Impartiality or Bias of Title IX Officials

The right to challenge the impartiality or bias of the Title IX Coordinator, investigator(s), or decision-maker(s).

Preponderance of the Evidence

The right for the allegations to be resolved using a preponderance of the evidence standard.

Present

Right to be seen and heard in person, or via technology, during all the hearings and including the right to see and hear the opposing party.

Questions

Right to ask questions of the opposing party and witnesses through an Advisor at the hearing.

Written Determination

Right to receive a written determination after the hearing which includes:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions that the institution imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the institution's education program or activity will be provided by institution to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

Final Resolution

Right to be informed when the determination becomes final.

Appeal

Right to appeal the written determination or the dismissal of a Formal Complaint.

Emergency Procedures

ARE YOU PREPARED?

This section of the security report is intended to help employees and students at the university respond to emergency situations that may occur on the MBKU campus. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

Marshall B. Ketchum University is committed to the safety and security of all members of the campus community. In times of emergency, the university will provide appropriate campus-wide response to ensure life, safety, and minimize losses.

Emergency preparedness is also an individual responsibility. This handbook can serve as a quick reference for efficient action during emergencies and should be kept in an easily accessible location at all times. All employees and students at the university should take the time to become familiar with the contents of this guide before an emergency occurs.

The Marshall B. Ketchum University Emergency & Disaster Manual may be viewed on the Campus Safety website.

REPORTING AN EMERGENCY

- To report an emergency on MBKU property, call **714.992.7892**
- To report an emergency off MBKU property, call **911**

Tell the operator:

- “This is an emergency”
- Your location
- The nature of the emergency
- The phone number from which you are calling
- Your name

One should not hang up until the operator instructs him/her to do so unless there is an immediate threat to his/her safety.

After notifying emergency personnel, one should notify building staff and watch for the arrival of emergency personnel and assist in directing them to the appropriate location.

MEDICAL EMERGENCY

- All campus medical emergencies should be reported immediately to Campus Safety at **714.992.7892**. Reporting the nature of the medical problem, the location of the victim, and callers' names. The Campus Safety Officer will call paramedics and additional Safety Officers to respond to the medical emergency. Safety Officers are trained in CPR and basic first aid. Remember:
- Do not move victim unless an imminent hazard makes it unavoidable.
- Keep the victim comfortable.
- Have someone meet Campus Safety staff and medical personnel and escort them to the victim. Provide all requested information. Supervisors must report injuries to HR within 24 hours.
- University employees should report injuries to their supervisor as soon as possible. Supervisors must report injuries to HR within 24 hours.
- All staff and students should attend a first aid training course (*if interested contact the Director of Campus Safety*).
- Keep a first-aid kit and instruction book nearby for reference.

CRIME IN PROGRESS

Individuals should call Campus Safety at **714.992.7892** and report the following details: location, nature of the crime, name, and department (*if applicable*). Advise Campus Safety of the situation and remain where they are (*if safe*) until contacted by an officer.

They should not attempt to apprehend or interfere with the criminal except in case of self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, age, sex, race, hair and eye color, tattoos, facial hair, clothing, weapons (*if used*), method and direction of travel, and name (*if known*). If the criminal is in or enters a vehicle, note its license plate number, make, model, color, and outstanding characteristics.

CRIME PREVENTION TIPS

- Avoid walking alone.
- Do not open residence hall doors to strangers.
- Keep all doors closed and locked and do not leave valuables unattended.
- Do not leave doors propped open.
- Look inside your car before entering at night.
- Be aware of your surroundings.
- Stay in your car if you feel threatened when strangers are present.

ARMED SUSPECTS/ACTIVE SHOOTER

If you suspect an individual of carrying a weapon on campus, report it immediately to Campus Safety at **714.992.7892**.

Once authorities have been notified:

- Do not attempt to make contact with or restrain the suspect. Do not try to retrieve the weapon. Wait for law enforcement.
- Allow law enforcement personnel to handle the situation. They will generally try to isolate the suspect from others and apprehend him/her.
- Be prepared to implement lockdown procedures.

Note: Lockdown procedures include, but are not limited to, remaining in an office, room or classroom, and securing doors and windows to prevent an armed individual from gaining access.

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, or bullets ricocheting, immediately take shelter, contact law enforcement **(911)** or Campus Safety at **714.992.7892**, and remain alert for further instructions.

If a shooting occurs:

- Instruct others to drop to the ground immediately, face down as flat as possible. If you are within a safe position, duck and run.
- Move or crawl away from gunfire, trying to utilize any obstructions between one and the gunfire. Remember that obstructions may visually conceal one from gunfire but may not be bulletproof and may not protect one from gunfire.
- Try to get behind or inside a building and stay down.
- When one reaches a place of relative safety, they should stay down and not move. They should not peak or raise their head in an effort to see what may be happening.
- Anticipate that law enforcement will set up a command post on campus.
- Law enforcement will take full control of grounds and classrooms, but it is expected that the Director of Campus Safety or his designee will remain with them throughout the event.
- Expect that witnesses will be gathered in one room/area for police questioning. To protect the police investigation, do not allow witnesses to talk about the incident.

If the suspect is outside one's classroom:

- Duck and cover. Keep everyone inside the classroom and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- Report the location of the assailant.

BOMB THREAT

Important: Report all bomb threats to Campus Safety by dialing **714.992.7892**.

All bomb threats must be taken seriously. After notification of safety personnel, evacuation may be necessary. When there has been a threat, if one sees a package or unknown object in an unusual place, they should not touch it.

If one receives a bomb threat over the phone, if possible, transfer the call to Campus Safety. Document everything that was described by the caller and send the information to Campus Safety (*e.g., location of bomb, demands made, etc.*).

CHEMICAL SPILL

Any chemical spill should be reported to Campus Safety at **714.992.7892** and to the Campus Operations Department at **714.449.7456**. One should not attempt to clean up a spill until trained personnel have assessed the situation. Offensive odors from ventilation systems should also be reported to the Campus Operations Department.

In the event of a chemical spill, be prepared to evacuate the building. Following evacuation, stay upwind of the spill; evacuation of the campus may be necessary. Be prepared to cooperate with traffic-control officials.

All laboratory personnel should be prepared to assist in assessment of spills within their area following a major earthquake. Steps should be taken in advance to restrain all chemical containers and gas cylinders against the effects of earthquake shaking.

FIRE

All alarms should be taken seriously. If one hears a fire alarm, evacuate immediately.

If Someone Discovers a Fire

- Activate a fire alarm.
- Call Campus Safety at **714.992.7892** to report the type and location of the fire.
- Alert others and get out. Move everyone away from the area of the fire; close but do not lock doors as you move in order to slow down the spread of the fire.
- Walk carefully to avoid tripping, do not run, and keep noise to a minimum.
- Do not use the elevator.
- On stairways, use handrails and keep to the inside. Check the top and bottom of all doors for heat with the back of your hand. If the door is hot, do not open it.
- Assist people with disabilities (*refer to section on people with disabilities*).
- If you are caught in smoke, drop to your hands and knees and crawl; breathe shallow breaths through your nose and use a shirt or jacket as a filter.
- Assist those leaving the building to move to safe areas away from falling debris.
- If you have relocated away from the building, do not return until you are notified that it is safe to do so.
- If your clothing catches on fire, do not run. Stop, Drop & Roll.

If Trapped By Fire in Room:

- Place (*moist, if possible*) cloth material around/under door to prevent smoke from entering.
- Retreat. They should close as many doors as possible between them and the fire and be prepared to signal from windows. They should not break glass unless absolutely necessary (*outside smoke may be drawn in*).

Prepare in Advance

- Thoroughly familiarize oneself now with all possible routes one could take to exit a building during a fire. Practice walking through alternate exit routes. Remember, during a fire, smoke may obscure normally visible exit signs.
- Avoid creating fire hazards. No one should store things in corridors, overload electrical circuits, put up flammable decorations or prop open doors. Students and employees should report any problems with smoke detectors, fire alarms, or fire hazards to Campus Safety.

Fire Extinguisher Instruction

P	PULL safety pin from handle
A	AIM nozzle at base of fire
S	SQUEEZE the trigger handle
S	SWEEP from side to side (<i>watch for re-flash</i>)

UTILITY FAILURE

Gas Leak

- When there is a possible gas leak within any building on campus, it should be reported immediately to Campus Safety at **714.992.7892** and then to Campus Operations at **714.449.7456**.
- Personnel specifically trained in gas shut-off procedures will respond immediately.
- Do not light matches or turn on lights. Evacuate the building immediately.
- Campus Operations personnel will recommend response procedures once they have confirmed the leak. Building occupants should evacuate if recommended by Campus Operations or Campus Safety. Windows should be opened to allow ventilation.

Elevator Failure

- If one is in an elevator that has stopped functioning, they should use the elevator phone or alarm button to call for help, and Campus Safety personnel will respond.
- If the elevator has stopped functioning in an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Campus Operations personnel will automatically be dispatched to check on all elevators.
- One should never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury. Specially trained elevator mechanics will take care of the problem.

Plumbing Failure / Flooding

- Alert Campus Safety at **714.992.7892** and call Campus Operations at **714.449.7456**.
- Report power failures immediately to the Campus Operations.
- Avoid any contact with electrical equipment or lines.
- During outdoor flooding, use caution when driving on flooded streets.

EARTHQUAKE RESPONSE

During the Shaking

- Remain calm. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways near outside walls.
- Duck, cover, and hold. If indoors, take cover under a desk or table and hold on. Stay away from windows, tall objects, and overhead lights. If no cover is available, duck and hold near an interior wall. Shield one's head and face from falling debris.
- If outdoors, move away from buildings, utility wires, trees, and all other overhead obstructions.
- If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. One should stay inside his/her car. If he/she continues driving, he/she should watch for hazards such as damaged roadways, fallen objects, and downed power lines.
- Laboratory occupants should seek shelter in hallways to escape possible toxic vapors.
- In the event you are in the parking structure the strongest portion of the parking structure is the stairwell. It is the individual's responsibility based on physical ability, mental preparedness to self-evacuate outside the structure, gain access to the stairwell, remain inside one's vehicle or shelter in place.

After the Shaking Stops

- Be prepared for aftershocks. Move cautiously. Wear enclosed shoes to avoid injury from broken glass and other debris.
- Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary. Do not use elevators. Do not use telephones except in a life-saving emergency.
- Note any facility damage. If safe to do so, extinguish small fires. If you smell gas, turn off any gas appliances and do not light a match or turn on lights. Report all problems to university emergency response personnel.
- Evacuate if the building is badly damaged, if there are gas leaks or fires, or if directed to do so. During evacuation close all doors and turn off all electrical equipment. One should bring a personal emergency kit with him/her and use the stairway. Assist all individuals with disabilities.
- Move away from the building to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by a competent judge of building safety. Keep streets and walkways clear for emergency equipment and personnel. Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained University personnel to guide rescue efforts.
- Make note of any individuals who are missing. Provide all requested information to security and other response personnel. Turn on your radio for emergency information.
- Assist those individuals who experience anxiety in the aftermath of the earthquake. One will be helpful to them if one is sympathetic, yet positive. It may be calming for such individuals to be involved in helping others.

EARTHQUAKE PREPAREDNESS

Scientists project that there will be a major earthquake in Southern California's near future. Living with earthquakes requires preparation. Follow these simple steps now to minimize the potential for injury:

Emergency Plan

Familiarize oneself and others with appropriate emergency plans and procedures. Take a few moments to identify evacuation routes and potential hazards to avoid. Identify the phone number of a contact person outside Southern California to act as a communication link with your family.

Emergency Kit

Put together a personal emergency kit. The kit should include food, water, plastic eating utensils, basic first-aid supplies, flashlight, whistle, radio, spare batteries, change of clothes, enclosed shoes, gloves, spare eyeglasses, prescription medicine, plastic garbage bags, a blanket, and personal hygiene items.

Safe Environment

Maintain an earthquake-safe environment by doing the following things:

- Move heavy objects down from high shelves.
- Restrain tall bookcases and cabinets firmly to wall studs.
- Anchor desktop computers down with anchor pads or Velcro.
- Cover glass windows with protective film.
- Relocate office desks away from windows.

Prepare Your Family

If an earthquake happens while one is away from one's home, one may be separated from one's family for a period. They should be equipped with proper emergency procedures. Schools should be prepared to care for children until parents can pick them up. Maintain a reserve of cash in case bank services are disrupted. Keep a mini-survival kit in one's car and adequate fuel in one's car in case gas stations are damaged.

PERSONS WITH DISABILITIES

Individuals with disabilities have specific needs during an emergency. Preparation is the key. Assign someone now to help with such individuals in the event of an earthquake, fire, or bomb threat. Urge individuals with disabilities to maintain an extra supply of medications and spare equipment or supplies needed to cope with their disability.

Experience in past emergencies has shown that chances of survival for disabled individuals are usually quite good since they have often learned to cope with obstacles daily. The campus community can help by assuring that disabled individuals receive emergency warnings and are not forgotten during the response effort. During evacuation, those with disabilities must not use elevators, but must be assisted to evacuate using stairways.

Persons who use Wheelchairs

Remove wheelchair users from smoke or fumes immediately. Wheelchairs should not be used in stairwells.

Consult wheelchair users in advance as to their preference with regard to ways of being removed from the wheelchair, the number of people necessary for assistance, whether to extend or move extremities when lifting, whether a cushion or pad should be brought along, how they are carried on a flight of stairs, and after-care if removed from the wheelchair. Evacu-Trac™ devices are located inside the elevator-room of building "D."

Individuals using crutches, canes, or walkers should be treated as if they were injured for evacuation purposes. They can be carried using a comfortable and safe position or sitting in a sturdy chair, preferably with arms.

Persons who are Blind or Visually Impaired

In the event of an emergency, tell a visually impaired person the nature of the emergency and offer to guide them. As they walk, tell the person where they are and advise of any obstacles. When they reach safety, orient the person as to their location and ask if any further assistance is needed. Remain with the individual(s) as long as one is needed.

Persons who are Deaf or Hearing Impaired

Persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique may be required. It may be necessary to get the individual's attention by writing a note or turning a switch on and off, then indicating through gestures or in writing what is happening and what to do.

To report an on-campus emergency or any emergency off-campus incident that involves University property, call Campus Safety at **714.992.7892**.

Emergency Numbers

GENERAL SECURITY / SAFETY PROBLEMS

Campus Safety.....714.992.7892

DISABILITIES SERVICES

University Student Affairs.....714.449.7445

Human Resources.....714.449.7459

**TITLE IX COORDINATOR FOR FOR GENDER
BASED DISCRIMINATION OR ASSAULT**714.449.7445

FACILITIES PROBLEMS/ISSUES

Campus Operations.....714.449.7456

ALCOHOL / DRUG PROBLEMS

University Student Affairs.....714.449.7445

Human Resources.....714.449.7459