

MARSHALL B. KETCHUM UNIVERSITY

# Annual Security Report 2019

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

**CLERY CRIME STATISTICS  
2017-2019**



Marshall B.  
KETCHUM UNIVERSITY

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# A Message from Campus Safety

## MESSAGE FROM THE DIRECTOR OF CAMPUS SAFETY & CLERY DIRECTOR

Dear Marshall B. Ketchum Community Members,

Marshall B. Ketchum University 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 Statistic 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 MBKU 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.

Thank you for taking the time to read this year's ASR. Please don't hesitate to contact my office with questions, concerns, or comments at **714.992.7892** or by emailing **[jbarrera@ketchum.edu](mailto:jbarrera@ketchum.edu)**.

Kind regards,

**Jesus Barrera**

*Director of Campus Safety*

# About Campus Safety

## CONTACTING CAMPUS SAFETY

Address	Telephone	Office Hours
<b>Department of Campus Safety</b> 2025 Associated Rd., Fullerton, CA 92831	714.992.7892 ( <i>during business hours</i> ) 714.715.2553 ( <i>after hours</i> )	Monday - Friday 8:00 A.M. - 5:00 P.M.

## THE MISSION OF MBKU CAMPUS SAFETY

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

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

## THE DEPARTMENT OF CAMPUS SAFETY

The Department of Campus Safety works with local law enforcement agencies to handle emergency responses at Marshall B. Ketchum University. The department 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, staff, 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 MBKU University may be found at [ketchum.edu/offices/campus\\_safety/report/stats](http://ketchum.edu/offices/campus_safety/report/stats). Prompt reporting helps ensure that appropriate warning notices can be distributed and assist with the timely disclosure of crime statistics. These statistics are in compliance with the Department of Education's Student Right to Know Act.

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

The Campus Safety Department may investigate traffic collisions occurring on campus. Officers on campus property issue moving & parking citations. Parking citations given to students or staff personnel must be paid in a timely manner. Procedures for the collection of fees may be reviewed at the Campus Safety Department. Officers may also issue citations for driving violations on campus. These citations may be issued in person, delivered to the involved party via mail, or placed on the vehicle.

To control access to the campus at night and provide visitor parking permits, maps, and other information during the day, the Campus Safety office is located at the south entrance to the campus on MBKU and is accessible from Associated Road. The gate arms are down and allow access to MBKU ID cardholders only – all other persons must stop at the Campus Safety office to speak with a Campus Safety officer.

The Campus Safety Department houses the Communications Center which is equipped with a campus wide digital video surveillance system. They also have an emergency notification system for the purpose of sending an emergency notification via the Internet, cell phone, or landline phone connection. Students and employees may access [my.ketchum.edu](http://my.ketchum.edu) 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.

# Campus Safety Services

MBKU University students and employees are encouraged to take advantage of special programs and services offered to promote safety and security at Marshall B. Ketchum University. Many of the services offered by the Department of Campus Safety are mentioned on the following pages.

## **PARKING BOOTH**

The parking booth is located at the Associated Road parking structure access gate on the east side of campus. Maps, and driving directions may be obtained from the parking booth. In the event of the parking booth being closed, patrons may obtain information from the Main Campus Safety office located in building "B-101."

## **SAFETY ESCORTS**

The Department operates a safety escort service 24 hours a day, 365 days a year. An escort can be obtained by dialing ext. **7892** on any campus phone or at **714.992.7892** from a cell phone. Escorts are provided only within and between MBKU-owned properties.

## **CAMPUS TELEPHONES**

Blue light phones are located throughout the campus. Blue lights are located above these phones for ease of identification. Emergencies may also be reported on any campus phone. Please dial ext. **7892** and inform the Campus Safety office of the nature and location of the emergency.

## **LOST & FOUND**

The Department of the Campus Safety is the official clearing house 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 University Campus Safety office at **714.992.7892**.

## **CRIME PREVENTION PROGRAMS**

The Department of Campus Safety's crime prevention program exists to eliminate criminal opportunities and encourage students and employees of the University to be responsible for their own security and that of others. For more information about the programs, call ext. **7892** from any campus telephone.

## **SECURITY SURVEY**

The Department of Campus Safety will conduct a building security survey upon request.

## **AWARENESS PRESENTATIONS**

Speakers are available to give awareness presentations to groups or departments about sexual assault, theft prevention, violent crimes, domestic violence, alcohol and drugs, personal safety, emergency preparedness, and other safety topics.

## **ALARM SYSTEMS**

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.

## **RAPE AGGRESSION DEFENSE (R.A.D.)**

R.A.D. is offered as a joint training program between MBKU and California State University, Fullerton (*CSUF*). Participation in R.A.D. is open to the entire female campus community, students and employees. Those interested in the course may participate in this 12 hour intensive program. This program is offered each year in the fall semester. The course is designed to enhance the options of self-defense.



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

Marshall B. Ketchum University will, upon written request, 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, Marshall B. Ketchum University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **TIMELY WARNINGS**

The Department of 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 the Department of Campus Safety of crimes as soon as possible.

- The Department of 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 camera system, and the University card access system*).
- Based on the information available, the Safety & Security Supervisor or his designee shall determine whether the crime presents an ongoing threat to students or employees.
- Based on the information available, the Safety & Security Supervisor or his 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 his designee based on the information available.
- The Safety & Security Supervisor or his designee shall determine the means by which the timely warning will be distributed. Means of distribution on MBKU's main campus may include but are not limited to emails, posters, campus newspaper online and in print, on the Marshall B. Ketchum University website. Distribution for all other locations will primarily be done by email and announcements via print, fax or electronic.
- 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 his designee to determine whether a crime presents a serious or continuing threat to Marshall B. Ketchum University 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, 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

This Annual Security Report is prepared annually by the Department of Campus Safety. 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 Marshall B. Ketchum University via the Campus Safety website: [ketchum.edu/offices/campus\\_safety](http://ketchum.edu/offices/campus_safety).

Current students and employees may access the ASR on the MBKU portal. This Annual Report is also available to prospective students and prospective employees via the Campus Safety website. To obtain a written copy of the report, please contact the Campus Safety office at **714.992.7892**.

## CAMPUS SECURITY AUTHORITIES

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. Marshall B. Ketchum University recognizes the following personnel as Campus Security Authorities:

- Campus Safety personnel
- Student Affairs
- Faculty Advisors
- Directors, Deans, and Department Heads

*These Campus Security Authorities are required to report crimes to the Department of 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.*

## REPORT TO THE DEPARTMENT OF EDUCATION

Campus Safety collects all crime and fire safety statistics for each of Marshall B. Ketchum University's campuses/properties. This data is reported to the United States Department of Education via an annual web-based data collection.

## CRIME STATISTICS

The statistics listed provide an overall picture of crime at Marshall B. Ketchum University for calendar years (January 1 to December 31) 2017, 2018, and 2019. 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 on the Anaheim campus, and Los Angeles Police Department on the KHLA campus 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 the office of 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

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. CSUF 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 below are being provided as part of MBKU’s commitment to safety and security of our campus and facilities, and to comply with the Clery Act.

#### **FULLERTON MAIN CAMPUS CLERY CRIME STATISTICS 2017-2019**

<b>Offense</b>	<b>Year</b>	<b>Campus</b>	<b>Campus Residential</b>	<b>Non-Campus</b>	<b>Public Property</b>
<b>Murder</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Manslaughter by Negligence</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Rape</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Fondling</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Incest</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Statutory Rape</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Aggravated Assault</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Burglary</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0



Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
<b>Motor Vehicle Theft</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Arson</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Dating Violence</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Domestic Violence</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Stalking</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Liquor Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Liquor Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Drug Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Drug Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Weapons Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Weapons Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

Offense	Year	Total
<b>Unfounded Crimes</b>	2017	0
	2018	0
	2019	0

#### Hate Crimes

**2017** There were (0) reported hate crimes.

**2018** There were (0) reported hate crimes.

**2019** There were (0) reported hate crimes.

## ANAHEIM KETCHUM HEALTH CAMPUS CLERY CRIME STATISTICS 2017-2019

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Murder	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Fondling	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Incest	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Burglary	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Arson	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Dating Violence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Domestic Violence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Stalking	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
<b>Liquor Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Liquor Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Drug Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Drug Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Weapons Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Weapons Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

Offense	Year	Total
<b>Unfounded Crimes</b>	2017	0
	2018	0
	2019	0

#### Hate Crimes

**2017** There were (0) reported hate crimes.

**2018** There were (0) reported hate crimes.

**2019** There were (0) reported hate crimes.

## LOS ANGELES KETCHUM HEALTH CAMPUS CLERY CRIME STATISTICS 2017-2019

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
Murder	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Fondling	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Incest	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Aggravated Assault	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Burglary	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Arson	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Dating Violence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Domestic Violence	2017	0	0	0	0
	2018	1	0	0	0
	2019	0	0	0	0
Stalking	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

Offense	Year	Campus	Campus Residential	Non-Campus	Public Property
<b>Liquor Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Liquor Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Drug Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Drug Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Weapons Law Arrests</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<b>Weapons Law Referrals</b>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

Offense	Year	Total
<b>Unfounded Crimes</b>	2017	0
	2018	0
	2019	0

#### Hate Crimes

**2017** There were (0) reported hate crimes.

**2018** There were (0) reported hate crimes.

**2019** There were (0) reported hate crimes.

Marshall B. Ketchum University does not have any officially recognized student organizations with off-campus locations.

Upon request, a written crime statistics report is available in the Campus Safety office during business hours.

MBKU encourages victims of crimes to report incidents to the Department of Campus Safety regardless of how insignificant the crime may appear. To report a crime, a victim or witness should call **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.

The Department of Campus Safety has taken several steps to prevent crime. Some of these efforts include:

- 24-hour patrol
- Officers dispatched by radio
- Alarms in key areas
- Card key entry systems in MBKU buildings, properties and designated administrative offices
- On-campus escorts
- Video surveillance

Marshall B. Ketchum University places a high priority on everyone's personal safety. The information in this handbook is provided in order to assist the University in keeping its commitment to improving a safe and secure campus community at MBKU. The information in this security report may also be accessed at: **[ketchum.edu/offices/campus\\_safety/report](http://ketchum.edu/offices/campus_safety/report)**.

## 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 to the public at the Campus Safety office and on the Campus Safety website, **[ketchum.edu/offices/campus-safety](http://ketchum.edu/offices/campus-safety)**. Crimes reported to Campus Safety prior to the past 60 days will be made available within two business days of the request.



# Fire Safety

## MAIN CAMPUS

The Department of 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 Los Angeles County Fire Department and the Los Angeles County Sheriff's Department.

## 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 off-campus residence, 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	2017	2018	2019
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 off-campus student housing facilities. 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 of the University must report any fire occurring in an off-campus student housing facility to Campus Safety, regardless of whether or not the fire has been extinguished. Fires should be reported to the Campus Safety emergency line by calling **7892** from any campus telephone or **714.992.7892**.

## FIRE RESPONSE

If anyone discovers a fire or sees smoke they should call Campus Safety at **7892** from any campus extension, **714.992.7892** from a cell phone, use a Blue Light emergency phone/ call box, or call **911**. They should identify themselves and report the following information:

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

For minor fires like those found in a waste basket, locate a fire extinguisher and contact Campus Safety immediately.

### Fire Extinguisher Instruction

If anyone discovers a fire or sees smoke they should call Campus Safety at **7892** from any campus extension, **714.992.7892** from a cell phone, use a Blue Light emergency phone/ call box, or call **911**. They should identify themselves and report the following information:

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

For large fires everyone should evacuate the building and pull a fire alarm. The last person out of a room should close the door behind them - **do not** lock the door. If someone becomes trapped inside a building during a fire they should:

- Call Campus Safety at **7892** from any campus extension, **714.992.7892** from a cell phone, use a Blue Light emergency phone/call box, or call **911**. Tell them their location and that they need assistance to get out.
- Stay near a window and close to the floor.
- If possible, signal for help.

## **FIRE SAFETY EDUCATION & TRAINING PROGRAMS**

Fire safety education materials and materials for other potential emergencies are available at the Campus Safety office, or online at [ketchum.edu/offices/campus\\_safety/preparedness](http://ketchum.edu/offices/campus_safety/preparedness).

Campus Safety and the Department of Student Affairs conduct annual emergency response training that includes response to major emergencies for Officers and the Campus Community.

### **Campus Evacuation**

The following procedures for evacuating MBKU properties can be found in the Marshall B. Ketchum University Student Handbook. The complete handbook can be found online at [studentlife.ketchum.edu/campus-life/student-handbook](http://studentlife.ketchum.edu/campus-life/student-handbook).

#### **Fire Evacuation**

In the event of a fire, alert others and **get out**. Move everyone away from area of fire; close (*but do not lock*) all doors behind them as they leave in order to slow down spread of fire.

- Remain calm.
- **Walk, do not run.** Keep noise to a minimum.
- Walk carefully to avoid tripping.
- Do not use elevator.
- On stairways, use handrails and keep to right.
- Check all doors for heat (*top and bottom*) with back of hand. If hot, do not open.
- Assist people with disabilities (*refer to section on persons with disabilities*).
- If one is caught in smoke, he/she should drop to their hands and knees and crawl; breathe shallowly through nose and use blouse, shirt or jacket as filter.
- Assist those leaving the building to move to safe areas away from falling debris.
- If someone has relocated away from the building, they should not return until they are notified that it is safe to do so.
- If someone's clothing catches fire, they should **not run**. They should **stop, drop, and 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 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 Department of Campus Safety.

# Policies & Procedures

## CAMPUS LAW ENFORCEMENT

All records compiled and maintained by the Department of 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, one should contact Student Affairs.

## REPORTING PROCEDURES – MAIN CAMPUS

If one observes a crime or suspicious incident, or if one notices a security problem, he/she should notify the Department of Campus Safety immediately by calling **714.992.7892**. Also call this number for police, fire, or medical emergencies. For non-emergency officer assistance, call the Campus Safety office at **714.992.7892**. For business calls, please contact the Campus Safety office at **714.992.7892** (*dial 7892 from a campus phone*).

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

Any on-campus crime witnessed by a University student or employee must be reported to the Department of Campus Safety as soon as possible. The Department of 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 Fullerton Police Department. Local Fullerton Police Department contact numbers for Marshall B. Ketchum University's main campus are as follows:

Fullerton Campus → Fullerton Police Department	
Emergency	911
Non-Emergency	714.738.6800

## REPORTING PROCEDURES – ANAHEIM CAMPUS

If one observes a crime or suspicious incident, or if one notices a security problem, he/she should notify the Department of Campus Safety immediately by calling **714.463.7509**. Also call this number for police, fire, or medical emergencies. For non-emergency officer assistance, call the Campus Safety office at **714.463.7509**. For business calls, please contact the Campus Safety office at **714.463.7509** (*dial 7509 from a campus phone*).

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

Any on-campus crime witnessed by a University student or employee must be reported to the Department of Campus Safety as soon as possible. The Department of 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 Anaheim Police Department. Local Anaheim Police Department contact numbers for Ketchum Health are as follows:

Ketchum Health → Anaheim Police Department	
Emergency	911
Non-Emergency	714.738.1900

## REPORTING PROCEDURES – LOS ANGELES CAMPUS

If one observes a crime or suspicious incident, he/she should notify the Los Angeles Police Department by calling **911** or **213.978.6585** for non-emergencies.

Victims or witnesses may report crimes on a voluntary, confidential, or anonymous basis to a recognized campus security authority.

Any on-campus crime witnessed by a University student or employee should be reported to the Los Angeles Police Department. The Department of Campus Safety must also be notified as soon as possible at **323.234.1356**. All University students, employees, and visitors should exercise responsibility for their own safety while on campus.

Local law enforcement contact numbers for Los Angeles campus are as follows:

Los Angeles Campus → Los Angeles Police Department	
Emergency	911
Non-Emergency	213.978.6585

## BUILDING & CAMPUS ACCESS POLICIES

Campus Safety is responsible for the maintenance of all campus facilities, 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 outside of normal operating hours while ensuring the safety of faculty, staff, and students. Access control uses a proactive approach to enhance campus security for crime prevention.

Building access is requested by sending an e-mail to Campus Safety, dialing **7892** from any on-campus telephone or by dialing **714.992.7892** from a cell phone or other outside landline. All requests are subject to a security review. It is important to note that just because someone works in a specific building, they do not automatically have after-hours access into that building.

The Campus Safety office retains a copy of the University access list, and individuals on the list should contact that office for officer assistance with access as needed. Individuals who have been granted permission to access buildings controlled by card reader use their university ID cards for entrance.

## BUILDING ACCESS REQUEST INFORMATION

Students are allowed access to specific buildings through one academic year only, and are removed from access authority according to the dates requested. Regular Faculty and Staff are not deleted from the Card Readers/Access Lists unless access is specified by an ending date.

- Access requests must be made by concerned employees' supervisors or a building authority
- All requests require ID numbers

Further access inquiries can be directed to the Campus Safety office at **\*5** or by e-mail at **campussafety@ketchum.edu**.

## UNLOCKED DOORS

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

Exterior doors to campus properties are locked and secured after normal business hours. Any access beyond normal operating hours for those employees/students who do not have extended hours will need to check-in with Campus Safety.

All residents are provided with copies of the community regulations and policies associated with living in the residential housing. These policies are available from Campus Operations.

## ACCESS TO CAMPUS

Marshall B. Ketchum University 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 Marshall B. Ketchum University should be able to demonstrate a legitimate reason to be present on campus. When practical, 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.

## 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.

This policy has been reviewed and approved by university administration. 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. If the lock is destroyed in the process of removal, the owner will not be compensated for the loss.

Persons violating this policy may be subject to a stringent fine in addition to any associated re-key and redistribution costs. The Department of Campus Safety may revoke key possession and access at any time deemed necessary.

## CAMPUS SAFETY OFFICE KEYS

Those on approved access lists may check out keys from the Campus Safety office.

When checking out a key and or an access badge the checkout log is to be signed. Upon return of the key, the check-in list is to be logged with the appropriate time (*approved exceptions not withstanding*), he or she will be subject to a fine for every day the key and or access badge is not returned.

## SUBSTANCE ABUSE EDUCATION

If one needs help or knows someone with an alcohol, drug, or substance-related problem, please know that Students Affairs, Human Resources and all other university personnel will provide assistance to those who come forward seeking help. MBKU will provide referrals to outside counseling and treatment services through the Employee Assistance Program (EAP), Student Assistant Program (SAP) or Director of University Student Counseling Services as appropriate.

### Contact information

Student Affairs	714.449.7445
Human Resources	714.449.7459 / 714.992.7815

## POSSESSION OR UNDER THE INFLUENCE OF ALCOHOL

The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol-and drug-free environment. The use, possession or distribution of alcoholic beverages, 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 of MBKU is prohibited and violates this policy as well as the university's standard of conduct. Marshall B. Ketchum University 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. Campus events where alcoholic beverages are permitted must obtain the expressed consent of the Vice President of Student Affairs. The Campus Safety Department must also be made aware of such events to preserve quality of life with our campus community during the event.

\*The above information can be referenced in the MBKU University Student Handbook **page II-8**.

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.

\*The above information can be referenced in the MBKU University Student Handbook **page II-9**.

Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

\*The above information can be referenced in the MBKU University Student Handbook **page II-9**.

### **POSSESSION OR UNDER THE INFLUENCE OF NARCOTICS**

Marshall B. Ketchum University 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 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.

\*The above information can be referenced in the MBKU University Student Handbook **page II-8**.

### **INFORMATION ON REGISTERED SEX OFFENDERS**

Information on registered sex offenders can be found in the California Department of Justice's official website **[meganslaw.ca.gov](http://meganslaw.ca.gov)** or by calling the Fullerton Police Department at **714.738.6800**.



# 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 Communications and Marketing 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](http://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 his 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 Marshall B. Ketchum University campus, the Department of Campus Safety shall notify the Fullerton Police Department.

## BUILDING EVACUATION

### Fire Evacuation

In the event of a fire, alert others and **get out**. Move everyone away from area of fire; close (*but do not lock*) all doors behind them as they leave in order to slow down spread of fire.

- Remain calm.
- **Walk, do not run.** Keep noise to a minimum.
- Walk carefully to avoid tripping.
- Do not use elevator.
- On stairways, use handrails and keep to right.
- Check all doors for heat (*top and bottom*) with back of hand. If hot, do not open.
- Assist people with disabilities (*refer to section on persons with disabilities*).
- If one is caught in smoke, he/she should drop to their hands and knees and crawl; breathe shallowly through nose and use blouse, shirt or jacket as filter.
- Assist those leaving the building to move to safe areas away from falling debris.
- Evacuate to a safe distance - 100-200 ft from this building.
- If someone has relocated away from the building, they should not return until they are notified that it is safe to do so.
- If someone's clothing catches fire, they should **not run**. They should **stop, drop, and 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*).
- Call **911** or extension **7892** or **714.992.7892** via cell.

### 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.

## **TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

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 building, 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 the Department of Campus Safety.

# Sexual Assault

Sexual assault is a criminal act that violates the standards of our community and is unacceptable at the University. Sexual assault can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, and larger community as well. This policy pertains to incidents of sexual assault between students as well as sexual assaults against students by non-student perpetrators. To report a violation of this policy, follow the procedures outlined below. For reference, sexual harassment is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. In some cases, sexual assault may also constitute sexual harassment. For information regarding reporting issues of sexual harassment, as opposed to sexual assault, see the University's Sexual Harassment policy (*Student Handbook* page IV-15).

## DEFINITION

Sexual Assault (*Category I*) is defined as engaging in sexual intercourse with any person without that person's consent. Sexual intercourse is the penetration, however slight, of the vagina or anus with any object or body part and of the mouth with a sexual body part or sexual object.

Sexual Assault (*Category II*) is defined as the act of making sexual contact with the intimate body part of another person without that person's consent. Intimate body parts include the sexual organs, the anus, the groin or buttocks of any person, or the breasts of a female. Sexual contact can occur over clothing.

Consent is defined as an unambiguous and willful participation or cooperation in an act or as an attitude that is commonly understood to be consistent with the exercise of free will. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate in a specific sexual activity, are positive and clear in their desires, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language or attitude. A prior sexual history between the complainant and respondent does not constitute consent. Consent is not freely given if one of the following applies:

- The individual is unable to make an informed decision as a result of alcohol or other drugs (*including but not limited to predatory drugs or prescribed medications*); or
- The individual is unconscious, asleep, or suffering from shock; or
- The individual is under the age of eighteen and therefore legally unable to give consent; or
- The individual has a known mental disorder or developmental or physical disability, and therefore legally unable to give consent

It is important to note that in the University process, use of alcohol does not diminish personal responsibility or act as a mitigating factor in disciplinary sanctions should a violation be found to have occurred.

## UNIVERSITY AND COMMUNITY RESOURCES

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The University offers external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find 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 that an individual is ready to come forward, Marshall B. Ketchum University is prepared to help her or him.

The University offers educational resources to the campus community through Campus Safety Department (*Rape and Aggression Defense system*).

## SEXUAL ASSAULT CRISIS RESPONSE TEAM

The University is contracted with St. Jude Medical Center Sexual Assault Response Team and is available for referral and support services. Members of the team are trained to assist victims by providing information and discussing available resources and options (*medical, legal, emotional, and academic*), by making referrals and providing access to appropriate University and community services as needed, and providing on-going follow-up to the victim.

### The MBKU contact members are:

<b>Student Affairs</b>	714.449.7445
<b>Human Resources</b>	714.449.7459 / 714.992.7815

Students who believe they have experienced a violation of the Sexual Assault Policy are encouraged to contact the Sexual Assault Crisis Response Team for assistance.

### Sexual Assault/Title IX Resources

<b>MBKU Campus Safety Department</b>	7892 emergency response
<b>MBKU external emergency line</b>	714.992.7892
<b>National Sexual Assault Hotline</b>	800.656.Hope
<b>Sexual Assault Crisis Hotline 24 hour</b>	714.957.2737

### Local hospital that has a SART (*Sexual Assault Response Team*):

<b>Anaheim Regional Medical Center</b>	
<b>Address</b>	1111 W. La Palma Ave., Anaheim, CA 92801
<b>Phone</b>	714.774.1450

## REPORTING

Individuals are strongly encouraged to report alleged incidents of sexual assault 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.

The University will evaluate allegations of sexual assault and, when appropriate, will take disciplinary action in accordance with the sexual assault hearing process set forth in this policy. Reports can be made directly to the Student Affairs office. If the alleged perpetrator is a University employee, reports should be made directly to the VP for Human Resources and further investigation with Student Affairs according to applicable faculty and/or staff personnel policies.

## THE PROCESS

The process described below applies to alleged sexual assault perpetrated against a student (*"complainant"*) by another student (*"respondent"*) (*for all other alleged violations of the MBKU Community Standards or other University policy, one should refer to the general policies and procedures section of the Student Handbook*). Upon receipt of a report or complaint, whether oral or written, of an alleged violation, the VP for Student Affairs (*which, for all purposes described in this section, includes his or her designee*) as well as the Chief of Campus Safety will begin a preliminary investigation of the incident. The VP for Student Affairs in conjunction with the Chief of Campus Safety will meet with the complainant and the respondent separately to explain the process and obtain from each a written statement and list of witnesses, if any, who have information pertinent to the incident.

A preliminary investigation by the Chief of Campus Safety will be conducted. The information associated with the investigation will be forwarded to the VP for Student Affairs who will determine whether "interim sanctions" should be invoked. This process seeks to assess the need to remove any person from campus deemed an immediate threat or danger to any member of the campus community or to take other temporary actions to protect the safety of the complainant.

Upon receipt of the investigation, and allegations, a determination will be made by the VP for Student Affairs as to whether or not there is a sufficient basis to conduct a sexual assault hearing. Insufficient basis to conduct a hearing does not necessarily dispute the accuracy of the charges, but instead reflects the strength of the evidence available and does not imply that there is not a victim or there was no sexual assault.

If the VP for Student Affairs determines that a sufficient basis exists to conduct a hearing, he or she will gather all relevant information and prepare the matter to be heard by the Sexual Assault Hearing Committee (SAHC). The complainant and respondent will generally be given at least twenty-four (24) hour advance notice of the scheduled meeting time for the SAHC Hearing.

Students are expected to participate in the hearing process when they are called as a complainant, respondent, or witness to a hearing. Should a student fail to appear for a hearing or fail to provide a written statement when proper notification has been given, the hearing will proceed without benefit of that student's input.

All individuals participating in the sexual assault hearing process are expected to tell the full and complete truth. In order to ensure this outcome, individuals participating in said hearings should expect the committee to exercise discernment and discretion regarding how to appropriately respond to other violations of the MBKU Community Standards or University policy that may arise in the hearing process. Victims of sexual assault should not let fear of "getting in trouble" because of alcohol use keep them from reporting a sexual assault.

## **RIGHTS OF THE INDIVIDUAL ALLEGING THE VIOLATION (COMPLAINANT)**

### **The Complainant has the following rights:**

- To make a complaint that will initiate the hearing process.
- To a timely hearing after filing a complaint (*cases reported just prior to the end of a quarter may be delayed by the semester break period*).
- To an advisor (*defined later in this policy*) of her or him.
- Or his/her choice, in consultation with the VP for Student Affairs (*or the VP's designee*) who will assist the individual through the student discipline process.
- To confront opposing evidence.
- To provide witnesses and evidence pertaining to the case.
- To be informed as soon as possible of the outcome of the hearing.
- To confidentiality of the student hearing process to the extent possible.
- To request academic schedule adjustments or other academic assistance for missed classes or exams, or help with rearranging coursework.
- To request a change of off-campus housing if both the complainant and the accused live off campus, or the complainant may request that the accused be moved pending a sexual assault hearing.
- To request an 'off-campus, no contact order' for the respondent as an interim measure.
- To on-campus emergency counseling sessions with a member of a victim's advocacy group.
- To seek off-campus medical and counseling services.
- To seek assistance from a Sexual Assault Crisis Response Team member or a member of the victim's choosing from the MBKU staff roster with whom the victim has developed a special relationship with.
- To file a police report and/or take legal civil action separate from and/or in addition to student discipline action.



## RIGHTS OF THE INDIVIDUAL ACCUSED OF SEXUAL ASSAULT (RESPONDENT)

### The Respondent has the following rights:

- To receive written notice of the charges.
- To a timely hearing after being notified of the complaint (*cases reported just prior to the end of a quarter may be delayed by the quarter break period*).
- To an advisor of her or his choice, in consultation with the VP for Student Affairs (*or the VP's designee*) who will assist the individual through the student hearing process.
- To pursue his or her educational experience while the hearing process is still pending free from harassment by the complainant or individuals connected to the complainant. Anyone who feels the complainant has inappropriately contacted them or individuals connected to the complainant should immediately contact Campus Safety.
- To not be required to give incriminating evidence (*the University may make negative inferences from the accused student's decision to not give testimony*).
- To confront opposing evidence.
- To provide witnesses and evidence pertaining to the case.
- To be informed as soon as possible of the outcome of the hearing.
- To confidentiality of the hearing process to the extent possible.
- To on-campus emergency counseling sessions with a member of a support group of his or her choosing.
- To seek confidential assistance from a member of the MBKU staff roster with whom the respondent has developed a special relationship with.
- To seek outside counseling support. In the event the respondent chooses to have outside legal representation the California State Bar member will be an observer only.

## ADVISORS

Both the complainant and the respondent involved in the hearing process have the option of choosing — in consultation with the VP for Student Affairs — a faculty or staff member as an advisor to accompany them through the process. The advisor may not be a student, parent, relative, an attorney, or representative of an attorney. Members of the SAHC or individuals who will be serving as a witness in the case may not serve as an advisor. The advisor is not an advocate for the student in the proceedings and may not address the SAHC or speak on behalf of the student. The advisor may speak with the student privately and in a manner that is not disruptive to the hearing process. The respective student's advisor may be present at any time at which the student they are advising is meeting with the SAHC or other member of the University staff regarding the hearing process and at which the student wishes for them to be present.

The advisor is obligated to maintain the confidentiality of the nature of the allegation(s), the content of the hearing process, and the privacy of the complainant, respondent, and any witnesses known to the advisor.

## SEXUAL ASSAULT HEARING COMMITTEE

The sexual assault hearing committee for students is comprised of the VP for Student Affairs (Chair), VP for Clinical Affairs, VP for Human Resources, Associate Dean for Academic Affairs, the Director of Clinical Education, the Chief of Campus Safety and one faculty member. At least four members must be present to convene the committee. The VP for Student Affairs (*or designee*) serves as the discipline process facilitator for all sexual assault cases involving students and must be present during the hearing. The facilitator's role is to assist the Chair and to ensure compliance with the process and procedures outlined below.

It is expected that SAHC members will exhibit the highest ethical standards and disqualify themselves if they believe they cannot be impartial or fulfill their obligation to maintain the confidentiality of the process and the dignity and privacy of the respondent, the complainant, and any witnesses before, during, and/or after the hearing. Both the respondent and complainant may raise issues of concern about the impartiality of a member of the SAHC convened for a particular case. The VP for Student Affairs has the sole discretion to decide whether a SAHC member can be impartial and will remove anyone whom he/she determines is unable to be impartial and/or respectful of the confidentiality of the process and privacy of the individuals involved.

## OUTLINE OF HEARING

1. SAHC proceedings are closed to all parties except the individual student(s), the SAHC members, the VP for Student Affairs or designee, witnesses, and the respective student's advisor. The complainant and respondent will be absent from the room while the other party and any witnesses appear before the SAHC.
2. The Chair will convene the SAHC.
3. The Chair will introduce the SAHC members to the complainant and explain the process.
4. The complainant will be asked to make a statement and respond to questions from the SAHC members. The complainant will be excused until recalled for further questions and/or a final statement.
5. The Chair will invite the respondent into the hearing and will introduce the SAHC members to the respondent and explain the process.
6. The respondent will be asked to make a statement and answer questions from the SAHC members. The respondent will be excused until recalled for further questions and/or a final statement.
7. Any witnesses will individually be asked to make a statement and respond to questions from the SAHC.
8. All participants must be available for recall by the SAHC for additional questioning until the chair excuses them.
9. The Chair will give members of the committee the opportunity to ask the respondent any follow-up questions, and will give the respondent an opportunity to make a final statement to the SAHC. The respondent is then excused from the proceedings.
10. The Chair will give members of the committee the opportunity to ask the complainant any follow-up questions, and will give the complainant an opportunity to make a final statement to the SAHC. The complainant is then excused from the proceedings.
11. The SAHC will deliberate in private and weighing all of the evidence, the SAHC must determine whether it is more likely than not that a sexual assault occurred. This level of proof is commonly referred to as a "preponderance of the evidence." This level is a lesser level than that in the criminal justice system, which requires that a case be established "beyond a reasonable doubt." The SAHC will determine one of the following appropriate findings by majority vote:
  - a. It is more likely than not that the alleged violation occurred and the respondent is responsible and impose sanctions, as appropriate; or
  - b. It is more likely than not that the alleged violation did not occur and the respondent is not responsible; or
  - c. There is not sufficient information available to make a determination.

Note: In the event of a finding of (b) or (c) is reached by the team, the finding is not necessarily based on the accuracy of the charges, but rather on the strength of the evidence available. The Chair of the SAHC will communicate the finding of the SAHC to the respondent and the complainant in writing and/or in person generally within seven (7) business days. Unavoidable delay in providing notice of outcome is not grounds for an appeal.

## SANCTIONS

Students found responsible for having committed a sexual assault (*both category I and II*) will be suspended for a minimum of one (1) quarter and may be subject to other sanctions up to and including expulsion from the University.

## CONFIDENTIALITY

The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles. They include counselors, medical clinicians, clergy and sexual assault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual assault are required to report to law enforcement. Also, physicians, nurses, psychologists, psychiatrists and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed. For example, the VP for Student Affairs may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements.

The University may issue a safety awareness alert, which is a brief description including time and location, to notify the campus community about the occurrence of a serious crime or pattern of crimes that might put the public at risk. As required by law, all disclosures to any University employee of an on-campus sexual assault must be reported for statistical purposes only (*without personal identifiers*) to the Campus Safety Department which has the responsibility for annually tabulating and publishing sexual assault and other crime statistics.

The confidentiality of disciplinary proceedings deserves special mention. Honoring the confidentiality of sexual assault proceedings and their outcomes is the responsibility of the accused, the victim, the institution, and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcome may result in disciplinary consequences within the University.

Because sexual assault is a serious crime that may threaten the community as a whole, the University may be obliged to pursue an alleged sexual assault through internal disciplinary procedures without the cooperation of the victim. In such instances, the University will inform the victim of its obligation to address a community safety issue.

## **APPEAL PROCESS**

This process applies to an appeal of a decision made by the SAHC. The complainant and/or respondent may submit an appeal of a SAHC decision.

Appeals must be in writing and submitted to Director of Student Advising's office (*or his or her designee*) within five (5) business days of when the decision is communicated to the parties. An appeal must be in writing and consist of a statement outlining and supporting the specific grounds on which the student is appealing.

An appeal must be based on one or more of the following grounds:

1. A process or procedural error was made that was significantly prejudicial to the outcome of the hearing as it affects the student appealing.
2. New information that was not available or known to the student appealing at the time of the hearing has arisen which, when considered, may materially alter the outcome.

Note: Information that the appealing student chose not to present at the time of the hearing is not considered new information.

If an appeal is received from either the complainant or the respondent, the Director of Student Advising will notify, in writing, the non-appealing student within five (5) business days of receipt of the appeal that an appeal has been filed and the ground(s) upon which the appeal has been made. Within five (5) business days of such notification, the non-appealing student may submit a written statement to the Director of Student Advising that he/ she wishes to be considered.

During the consideration of an appeal, the Director of Student Advising will determine if sanctions imposed by the SAHC will be temporarily suspended or modified.

The Director of Student Advising will consider the merits of an appeal on the basis of the information provided in the student's written statement, all the material or testimony previously presented, or a written summary of the previous proceedings. The Director of Student Advising will review appeals to determine whether the original decision is supported by substantial evidence. The Director of Student Advising will communicate his or her decision on the student's appeal in writing no later than seven (7) days following receipt of the appeal. The Director of Student Advising's decision on the appeal is final and no other office will accept or review appeals.

## **GRADUATE STUDENT SEXUAL ASSAULT POLICY**

For the sexual assault policy as it pertains to graduate students, please refer to the Office of the Provost.

## **STAFF AND FACULTY SEXUAL ASSAULT POLICY**

For the sexual assault policy as it pertains to staff and faculty, employees should review the Harassment Prevention Policy in the Employee Handbook for Administrators and Staff or the Faculty Handbook, as appropriate.

# Missing Student Policy

The purpose of this policy is to establish procedures for Marshall B. Ketchum University'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 campus housing, including off-campus apartment buildings and houses designated as student housing.

For purposes of this policy, a student may be considered to be a "missing student" if the student's absence is contrary to his/her 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](http://my.ketchum.edu) "Departmental Links Information Update for Notification System" 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 RESIDENTIAL STUDENTS

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

Note: When a non-resident and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Department of Campus Safety will assist external authorities with these investigations as requested.

The Department of Campus Safety will gather all essential information about the residential 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 Department of Campus Safety determines that a residential student is missing:

1. The Chief of Campus Safety or his 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 Dean of Students or his designee shall work in conjunction with the Chief of Campus Safety or his 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.

## **CAMPUS COMMUNICATIONS ABOUT MISSING STUDENTS**

All communications with outside media regarding missing students will be handled by Marshall B. Ketchum University's Media Relations Department in consultation with the Chief of Campus Safety and the VP for Student Affairs or their designees.

All information provided to any individual or department at the University about a missing student shall be referred to the Department of Campus Safety without delay. The Department of Campus Safety shall gather all the necessary information and refer such information to the appropriate law enforcement authorities.

# Emergency Procedures

## ARE YOU PREPARED?

This section of the security report is intended to help employees and students of 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 of 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 ext. **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. See **page 45** for list of emergency telephone numbers.

## MEDICAL EMERGENCY

All campus medical emergencies should be reported immediately to Campus Safety at ext. **7892**. Reporting the nature of the medical problem, the location of the victim, and callers' name. 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 ext. **7892** by giving them his/her location, the nature of the crime, his/her 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 and 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 ext. **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 at **911** or Campus Safety at ext. **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 ext. **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, he/she should ask the caller these questions:**

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your name?

- Gender
- Age
- Speech Pattern / Accent
- Background Noises
- Number at which call was received
- Date
- Time

**CHEMICAL SPILL**

Any chemical spill should be reported to Campus Safety at **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 **714.449.7456**.

In the event of a chemical spill, be prepared to evacuate the building. Following evacuation, stay up wind 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 ext. **7892** or **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.

Halogen lamps are prohibited on campus.

### Fire Extinguisher Instruction

<b>P</b>	<b>PULL</b> safety pin from handle
<b>A</b>	<b>AIM</b> nozzle at base of fire
<b>S</b>	<b>SQUEEZE</b> the trigger handle
<b>S</b>	<b>SWEEP</b> 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 ext. **7892** or **714.992.7892** and then to Campus Operations at **714.449.7456**. Personnel specifically trained in gas shut-off procedures will respond immediately. Nobody should light matches or turn on lights, everyone should evacuate the building.
- 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 **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 individuals 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 special 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.

### **Wheelchair Users**

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.

### **Visually Impaired Persons**

In the event of an emergency, tell a visually impaired person the nature of the emergency and offer to guide him/her. As he/she walks, tell the person where he/she are and advise of any obstacles. When he/she reaches safety, orient the person as to his or her location and ask if any further assistance is needed. Remain with the individual as long as one is needed.

### **Hearing Impaired Persons**

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 ext. **7892**, or **714.992.7892**

# Emergency Numbers

## GENERAL SECURITY / SAFETY PROBLEMS

### Fullerton

Campus Safety Emergency Line.....	714.992.7892
On-Campus Extension.....	ext. 7892

### Ketchum Health

Campus Safety Emergency Line.....	714.463.7509
On-Campus Extension.....	ext. 7509

### Los Angeles

Campus Safety Emergency Line.....	323.234.1356
On-Campus Extension.....	ext. 1356

Campus Safety Administrative Office.....	714.992.7858
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## DISABILITIES SERVICES

Student Affairs.....	714.449.7445
Human Resources.....	714.449.7459

## TITLE IX COORDINATOR FOR DISCRIMINATION

Student Affairs.....	714.449.7445
Human Resources.....	714.449.7459

## FACILITIES PROBLEMS/ISSUES

Campus Operations.....	714.449.7456
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## ALCOHOL / DRUG PROBLEMS

Student Affairs.....	714.449.7445
Human Resources.....	714.449.7459