



# CALIFORNIA NORTHSTATE UNIVERSITY

2020 Campus Safety and Security Policies and Disclosures

2020 Annual Security Report

This document includes information for

Elk Grove, California

Rancho Cordova, California

Released – May 2020

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## ***Campus Security Overview***

The California Northstate University (CNU) system maintains a strong interest in the safety and security of its students, personnel, and constituents through education, communication, and investigation. Ultimately, we are all responsible for the safety, security and wellbeing of our campus community and the safety net only remains effective when individuals take the time and responsibility to report and document potentially dangerous activity. As such, all students, faculty, staff, and non-university personnel are strongly encouraged to report any suspicious or criminal activity that occurs on any campus or non-campus property, or any adjacent public property. Anyone who witnesses suspicious or criminal activity should find or contact onsite security or any school official to assist you with recording the incident in the daily crime log, and if necessary, help you contact local law enforcement for additional support.

To the best of their ability, CNU Operations and Security will utilize manned patrols, reports, audio/video technology, and law enforcement communications to confirm the presence of a tangible threat, including any situations that fall under Clery Act definitions. Once a threat has been confirmed, the University will issue a communication alert for immediate disbursement amongst the campus community and proceed to contact first responders, and assist others as needed. Furthermore, if a threat manifests itself, whether it is perceived or real, university personnel are automatically authorized to engage in lock down procedures, shut off access to the building, and take the necessary steps to ensure the safety of the campus community using whatever resources are available. Finally, a list of surrounding businesses and housing communities has been prepared in the event that the university becomes aware of a significant threat and must communicate the issue to our regional neighbors.

## ***The Jeanne Clery Act***

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is a federally mandated law that requires universities, both public and private, to disclose information about violent crime that occurs in, on, and around their respective campuses. There are several components to maintaining compliance, the most prominent of which are the annual security report, the daily crime log, the timely warning and emergency notification system, and the Clery crime statistics for activities that have occurred within the institution's Clery geography over the last three consecutive years.

The Clery Act is enforced by the Department of Education and compliance is mandatory for any post-secondary educational institution that wishes to participate in federal financial aid programs. Under the Department of Education, the Clery Act Compliance Division is responsible for conducting investigations and reporting any violations they discover during the course of their inquiry. Institutions that willingly or even unintentionally violate the Clery Act requirements may face warnings, monetary penalties up to \$35,000 per citation, the limitation or suspension of federal financial assistance, or the loss of eligibility to participate in federal student aid programs. Complaints regarding these matters may be filed with [clery@ed.gov](mailto:clery@ed.gov).

## Clery Crimes Defined

The Clery Act requires post-secondary educational institutions to report crimes that reflect seven major categories, some with significant sub-categories and special conditions. The US Department of Education makes the following distinctions for violent crimes in The Handbook for Campus Safety and Security Reporting which are based on the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection [34 CFR 668.46 (c)(7)].<sup>[1,2]</sup> Please see Appendix A for Composite Crime Statistics:

### **Group A Offenses**

a) **Criminal homicide** is separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.

1. Murder and Non-negligent Manslaughter is defined as:
  - The willful (non-negligent) killing of one human being by another (or)
  - Any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.
2. Negligent Manslaughter is defined as:
  - The killing of another person through gross negligence (or)
  - Any death caused by the gross negligence of another, where gross negligence is defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another. In other words, it's something that a reasonable and prudent person would not do.

b) **Sex offenses** are separated into two categories: forcible and non-forcible.

1. Forcible Sex Offenses are defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. The four subcategories are Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling.
2. Non-forcible Sex Offenses are defined as unlawful, non-forcible sexual intercourse. The two subcategories are Incest and Statutory Rape.

c) **Robbery** is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

1. Essential elements of a Robbery:
  - Committed in the presence of a victim (usually the owner or person having custody of the property).
  - Victim is directly confronted by the perpetrator.
  - Victim is threatened with force or put in fear that force will be used.
  - Involves a theft or larceny.

d) **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

e) **Burglary** is the unlawful entry of a structure to commit a felony or a theft.

1. An incident must meet three conditions to be classified as a Burglary:
  - There must be evidence of unlawful entry (trespass). This means that the person did not have the right to be in the structure at the time the incident occurred.
  - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
  - The structure was unlawfully entered to commit a felony or a theft.

f) **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

g) **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

#### h) **Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws**

1. **Weapons.** Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, air powered devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
2. **Drug.** Defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
3. **Liquor.** Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**NOTE: Arrest** is defined as persons processed by arrest, citation or summons.

**NOTE: Referred for campus disciplinary action** is defined as the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

#### **Group B Offenses**

a) **Hate Crimes** are criminal offenses committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

In addition to all Group A Offense categories except "h", the following Group B Offense categories must be accounted for in the annual crime statistics (when bias has been determined to be the underlying reason for the offense):

1. **Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
2. **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. **Intimidation** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
4. **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
5. **Any other crime involving bodily injury** is a general category for crimes that have been reported to local police agencies or Campus Security Authorities in which the victim's physical condition became impaired during the encounter or in which the victim endured substantial pain.

## Clery Geography

In order to correctly report criminal activity that occurs in and around an institution's property lines, the administrative oversight must carefully identify their Clery geography, as it pertains to their specific location and the surrounding elements that make up their regional environment. Each campus' Clery geography is unique and must be individually assessed to ensure that all pertinent physical boundaries, vehicular routes, and foot traffic pathways are accounted for. This includes any unusual access points which, although were not initially designed or constructed to be egresses, have become so over time due to their consistent utilization to access the campus grounds. California Northstate University has adopted the rules set forth in The Handbook for Campus Safety and Security Reporting for determining our Clery geography and the subsequent reporting boundaries for our campus.<sup>[3]</sup> For the purposes of reporting and collecting information on crimes that occur in our specific Clery locality, the following geographic points apply:

- a) **Campus property** is defined as any building or property owned or controlled by CNU within the same reasonably contiguous geographic area and used by CNU in direct support of, or in a manner related to, the University's educational purposes.
- b) **Public property** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus property, or immediately adjacent to and accessible from the campus.

Our main building is currently located 9700 West Taron Dr. Elk Grove CA 95757, the Event Center is located at 9650 West Taron Drive Elk Grove, CA 95757 and the College of Psychology is located at 2525 West Taron Court, Elk Grove, CA 95757. CNU is bordered by the following public property lines: the 9650 to 9744 block of West Taron Dr. and the 2500 to 2600 block of Riparian Dr. See map of CNU's campus and public property below.



Our undergraduate campus is currently located at 2910 and 2920 Prospect Park Dr. Rancho Cordova, CA 95670 and is bordered by the following public property lines: the 10810 to 11000 block of Gold Center Dr. and the 2750 to 3030 block of Prospect Park Dr.



c) **Non-campus property** is defined as a building or property owned or controlled by a student organization that is officially recognized by CNU; or a building or property owned or controlled by CNU that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the campus property.

At this time, CNU does not possess or control any non-campus property.

### ***Campus Access, Security, and Law Enforcement Relations***

California Northstate University is currently in control of three separate properties designated for student learning efforts. At this time, there are no facilities for student housing. The main campus encompasses 108,780 square feet of space in Elk Grove, CA. and the lobby is accessible from 7:30 AM until 5:00 PM. The undergraduate campus encompasses 45,816 square feet of space in Rancho Cordova, CA. and the lobby is accessible from 7:30 AM until 5 PM.

Before and after open lobby hours, the front doors are programmed to lock, and access to each building becomes automatically restricted to authorized personnel and students. In general, students, employees, and select maintenance vendors are provided electronic identification cards which are programmed with user-specific access codes that allow them to enter the buildings and access the interior classrooms, collaboration spaces, and recreational facilities. Card entry information is logged electronically and monitored by University IT administrators. The campus building hours for students are posted at the entrances of each facility prior to each semester. Accessible hours may be extended prior to exam dates with sufficient notification to the student body.

Professional behavior dictates respect of equipment, furnishings, and building access by the campus community. Anyone not exhibiting professional behavior in regards to building access, including destroying property, allowing unauthorized guests in the building, or compromising building security, will be addressed through university judicial procedures. Please contact the Office of Student Affairs and Admissions (students) or the Human Resources Department (employee) for further details on disciplinary measures that relate to property destruction and violations of the professional code.

Securitas' specially trained personnel serve as both patrol officers and as escorts for the campus community. With respect to/For the Elk Grove complex, our uniformed officer hours are currently from 1:30PM to 10:00 PM Monday-Friday, and from 10:00 AM to 10:00 PM on weekends. The night patrol service stops by twice in the evening, once at a prescheduled time and once again at an undisclosed time. Uniformed officer hours for the Rancho Cordova location are from 5:30 PM to 9:30 PM, Monday – Friday.

The onsite security officers must be contacted if an emergent situation is discovered and they can be reached directly at the following contact numbers:

#### **Elk Grove Security**

**(916) 869-1564** between 1:30 PM- 10:00 PM Monday – Friday; 10:00 AM and 10:00 PM on weekends

#### **Rancho Cordova Security**

**(916) 738-1080** between 2:00 PM and 10:30 PM Monday- Friday

#### **After Hours Security (Securitas)**

**(916) 564-2009** – Anytime suspicious activity is occurring and standard patrol staff is unavailable.

In terms of enforcing University policy, a security officer's jurisdiction is currently limited to the campus complex and its surrounding grounds. Although they cannot directly detain or arrest an individual during an incident, the security officer always has the authority to ask questions, request identification, and/or ask anyone to leave at any time. Furthermore, our campus security provider (Securitas) compiles daily reports and maintains a direct (informal) working-relationship with local law enforcement agencies. Any criminal incidents will be referred to the appropriate authorities for assessment, investigation, archival, and any necessary response. Lastly, the Chair of the Safety Committee is linked to the Sacramento Sheriff's instant alert notification system, which distributes information about reported criminal activity via text and/or email alerts, depending on the user's communications preference. Anyone can sign up for the service and the direct link is:

<https://www.tipsoftonline.com/Push/index2.aspx?ID=1101>

Information obtained from the Sacramento Sherriff Department's digital communications network will be forwarded to the appropriate parties for processing, and if necessary, secondary distribution using the procedures outlined in the Emergency Notification and Timely Warning section of this manual.

## ***Maintenance of Campus Facilities***

As part of our safety and security efforts, California Northstate University is committed to maintaining the grounds and facilities at our campus locations, while simultaneously monitoring the properties for obstacles or environmental components that could potentially lead to injury or property damage.

To ensure a safe learning environment for everyone, the Facilities Manager does an annual walk through of the buildings and grounds at the end of the school year to locate any pertinent structural or landscaping issues, and then collaborates with the administrative leadership to address any necessary upgrades or repairs before classes resume. In addition, authorized personnel from operations, safety, and our nighttime custodial team report any emergent issues to the Facilities Management Group as needed (on a case by case basis), and at a minimum, the custodial team provides monthly inspection reports for the facilities team to review. In addition to keeping the building environment safe, the campus exterior is landscaped on a regular basis. Trees, shrubbery, and other vegetation are trimmed to prevent injurious contact with persons or property, allow line of sight for oncoming traffic, and to expose individuals with criminal intent who may use such vegetation for concealment. Where trimming is ill effective, the related vegetation is removed from campus. Again, any deficiencies in grounds-keeping are reported to the Facilities Manager.

## ***Reporting Crimes and Emergent Situations***

Students and the campus community should report any criminal activity, including violent crimes, sex offenses, and emergent situations to the Campus Security Authorities (CSAs) or other school officials for notification and processing. See “Who to Call When You Need Help to Report a Crime or Announce an Emergency” (see Pg. 11) for important contact information. To report on- or off-campus criminal conduct, including violence, sexual offenses, or other serious allegations of criminal activity in which the complainant believes that his or her safety is immediately threatened, please contact the Elk Grove Police or Sacramento Sheriff’s Department by dialing 911, preferably from a land line connection.

If at all possible, individuals should report an incident immediately, and campus security and/or administrative personnel can assist victims or witnesses in contacting the necessary authorities, even if the victim(s) is (are) incapable of reporting the crime themselves. To assist campus security, administrators, or other authorities with their investigation, victims are strongly encouraged to preserve as much physical evidence as possible to support their complaint, regardless of the nature of the crime. Promptly reporting a crime will ensure that the appropriate instant alert notifications are issued to the campus community and that the annual crime statistics are kept up to date. Anyone who wishes to report a crime may do so in complete confidence and have their identity hidden throughout the documentation process, thereby maintaining anonymity in so much as the law allows the University to do so. Moreover, if a victim(s) elects not to pursue justice through the University system or established legal channels, this information will still provide us with an accurate record regarding the number of incidents occurring in our region, and the data set will allow us to distinguish patterns of crime that reflect a particular location, method, or profile, and ultimately, help us alert the campus community to potential danger(s). A report filed anonymously is included and disclosed in the annual crimes statistics

section. Public documentation of the police report will be made available by contacting the Elk Grove Police or the Sacramento Sheriff's Department.

Additional communications about crimes that involve students may be forwarded to the Associate Dean for Student Affairs and Admissions for further assessment and/or comment. Forwarding knowledge of crimes to this department ensures that an incident is also addressed at the program level and that any necessary actions can be taken to adjust the educational environment accordingly.

To report any incidents of unprofessional student behavior, or episodes of conduct that are disruptive to the educational environment, but do not qualify as crimes per say, please contact either the Office of Student Affairs and Admissions (OSAA) or the Office of Academic Affairs (OAA) directly for assistance and investigation.

Students may also report non-emergency incidents using the University's official Student Complaint/Grievance Form located on the second floor near the library entrance or on the University's web site (<http://pharmacy.cnsu.edu/student-services/student-affairs#eight>). Once the Student Complaint/Grievance Form has been completed, please contact the OSAA to process and address the complaint. Additional resources and assistance will be provided at the time of submission.

→ **Who to Call When You Need Help to Report a Crime or Announce an Emergency**

Campus Security Authorities:

- 
- Security Officer (Nighttime– Elk Grove): Kyree Lomack, (916) 432-7615 or [klomack@cnsu.edu](mailto:klomack@cnsu.edu)  
[William.moss@cnsu.edu](mailto:William.moss@cnsu.edu)
- Security Officer (Nighttime– Rancho Cordova): Dustin Martorana, (916) 738-1080 or [dustin.martorana@yahoo.com](mailto:dustin.martorana@yahoo.com)
- Chair of the University Safety and Security Committee: Steele Snider [steele.snider@cnsu.edu](mailto:steele.snider@cnsu.edu)
- Director of University Operations: Natalie Vachalek, (916) 686-8884 or [nvachalek@cnsu.edu](mailto:nvachalek@cnsu.edu)
- Facilities Manager: Steele Snider, (916) 202-6589 or [steele.snider@cnsu.edu](mailto:steele.snider@cnsu.edu)

Local First Responders:

- Fire, Police, and Medical Emergency: 911
- Elk Grove Police Department: (916) 478-8000 [admin] or (916) 714-5115 [dispatch]  
8400 Laguna Palms Way, Elk Grove, CA 95758
- Sacramento Sheriff's Department (East Division): (916) 875-9600  
2897 Kilgore Road, Rancho Cordova, CA 95670
- Securitas, onsite security: (916) 432-7615 [cell] or (916) 686-7400 [main desk line]
- Cosumnes Community Services District Fire Department: (916) 405-7100  
10573 East Stockton Blvd, Elk Grove, CA 95624
- Poison Control: (800) 876-4766
- Cal OSHA: (916) 263-2800

When you call:

- Report all injuries first, starting with the most severe
- Try to call from a landline phone, not a cell phone
- Describe the type of emergency (is it fire, medical, utility, or public safety-related?)
- If possible, give the phone number you are calling from (including any extension that may be necessary to reach you).
- Provide the address and the room number where the emergency has transpired.

### **Who to Call When You Need Help Reporting Disruptive or Unprofessional Student Behavior (non-criminal activity)**

**[CHS]** Dean: Heather Brown, (916) 686-7650 or [heather.brown@cnsu.edu](mailto:heather.brown@cnsu.edu)

**[COP]** Assistant Dean for Student Affairs and Admissions: Tiffany-Jade Kreys, PharmD, BCPP, (916) 686-8762 or [tkreys@cnsu.edu](mailto:tkreys@cnsu.edu)

**[COM]** Associate Dean of Student Affairs, Admissions and Outreach: Xiaodong Feng, PhD, PharmD, (916) 686-7300 ext. 203 or [xfeng@cnsu.edu](mailto:xfeng@cnsu.edu)

### ***The Daily Crime Log***

Any crime reported to Campus Security Authorities (regardless of Clery Act status) will be entered into the Daily Crime Log. The crime log contains information about the nature of the crime, the date and time the offense was committed, the general location where the offense took place (if known), and disposition of the complaint (if known). Entries are generated from crimes reported directly to campus safety personnel, daily reports provided by our current security vendor, and data collected from local/state authorities. All crimes reported to the Campus Security Authorities are entered in the Daily Crime Log within two business days of receipt, unless such disclosure is directly prohibited by law or would ultimately jeopardize the confidentiality of the victim. All Campus Security Authorities are trained to update the log, which is digitally housed on our campus server, and this information is backed up daily, weekly, and monthly to preserve the database in case of a catastrophic loss, or equipment failure. The daily crime log (for the last 60 consecutive days), is always accessible to the public, and may be viewed digitally onsite at our Elk Grove campus during normal lobby hours. Any Campus Security Authority (classified as an employee) can access the portal drive to display the crime log. To request portions of the crime log 60 days or older, or to receive a printed copy of the database, a formal written request can be sent to [campus\\_safety@cnsu.edu](mailto:campus_safety@cnsu.edu). The hard copy of the database will be made available for viewing or pick up at our Elk Grove campus (9700 West Taron Dr. Elk Grove CA 95757) within two business days.

### ***Annual Security Report Disclosure***

The Annual Security Report is an open resource document for the campus community, and is compiled from information obtained quarterly via the Sacramento Sherriff's department database, requests made

annually to the California Department of Justice, the daily crime log, and institutional policies and procedures. The updated Annual Security Report is released to the campus community via the University website by October 1<sup>st</sup> of each calendar year (as described in the annual email notification of its availability to all current students and employees) by the Safety Committee Chair prior to the annual test of the instant alert notification system, and includes the most up-to-date version of our campus evacuation procedures and emergency scenario tips.

### ***Timely Warnings and Emergency Notifications***

As stated previously, California Northstate University is committed to protecting its constituents and its personal assets. The University will therefore broadcast any communications it deems necessary to alert and enlighten the campus community about progressively dangerous situations occurring on campus (as defined by Clery geography parameters) that represent an immediate threat to the health and safety of students and employees.

If an emergent threat occurs, and Campus Security Authorities or other school officials have been alerted to the situation, onsite security will be contacted and deployed to confirm the presence of the threat using any information that is available through their relationship with local law enforcement, media resources, the campus community, and any other first responder personnel or support staff deployed by Securitas. As soon as the nature of the emergency has been confirmed, onsite security will move to notify campus officials that the threat is tangible and action is required to inform the campus community. At that time, Campus Security Authorities, in conjunction with administrative leadership will apply the communication evaluation process (see Pg. 18) and the outreach decision tree (see Pg. 19) to discern whether the situation deserves timely warning or emergency status, what the content of the communication should be, who will receive the communication, and who can authorize the dissemination of the information. Once the campus administration has been updated, security is automatically authorized to contact law enforcement if the situation warrants their attention, especially in instances where detainment and subsequent arrest may be required.

California Northstate University will issue a timely warning to the campus community in a manner that is timely and will aid in the prevention of similar crimes on crimes that:

- Are identified as Clery Act Crimes (see crime definitions on pages 5-7),
- Are reported to a Campus Security Authority, and
- California Northstate University considers to present an ongoing threat to students and employees.

A timely warning will only be issued after information regarding a reported crime has been confirmed through the proper channels. CNU will follow up with supplemental information as it becomes available for distribution. Timely warnings are issued directly from the instant alert notification system, and issued to the campus community through University email accounts, various text platforms, and voice messages.

An emergency notification will be issued to the applicable segment(s) of the campus community in the wake of an event which has presented a significant emergency or dangerous situation that involves an immediate threat to the health and safety of the campus occupants (see communication evaluation process, page 18). After the event has been confirmed and the University communication series has been initiated, CNU will continue to follow up with supplemental information as it becomes available.

Emergency notifications are issued directly from the instant alert notification system, and issued to the campus community through University email accounts, various text platforms, and voice messages. In order to capture as much attention from our campus community as possible, and to reach individuals who may not have access to their phones, or failed to receive an emergency communication due to technical failure, the intercom system will be used to pass along pertinent information and instructions, and safety personnel have access to personal communication devices to help them keep in touch and coordinate safety efforts in time of crisis. In addition, supplemental safety equipment like the pull alarms for the fire monitoring system can be activated to alert the campus anytime a fire is detected, and is an important communication tool for the preservation of life and property.

In situations where issuing a timely warning or emergency notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency, CNU may exercise its discretion and elect not to initiate an alert.

To help maintain the University safety net, California Northstate University will test the instant alert notification system (IANS) at least once annually to ensure its functionality. Each test will be documented, including a description of the exercise, the date and time at which it occurred, and whether the exercise was announced or unannounced.

## ***Emergency Response and Evacuation Procedures***

In the event of an emergency, and after the appropriate communications have been issued to the campus community, campus security and safety personnel will, to the best of their ability, assist other campus occupants to take necessary action over their person and belongings as the situations allows.

### **Protocol**

As a result of the University's education efforts designed to enlighten the campus community about campus safety and security procedures, students and University personnel will be expected to accept and act upon certain instant alert notifications, automated audio/visual signals, or respond to direct communication with other campus occupants. In such instances in which an emergency response is triggered and requires an evacuation, both employees and students have expected responsibilities, which include the following:

1. *All campus constituents:*
  - Acknowledge emergency notifications and act in accordance with the information and instructions provided.

- Remain calm while exiting the building and to the best of your ability, assist others as needed, including any persons with disabilities, to exit the facility and find the rally points (located at the south and southeast parking lots) as quickly as possible without creating a panic situation.

2. *Student-specific procedural expectations:*

- Find your respective team group members and stay with them, so that you and your group can be quickly accounted for by instructors (using checklists if available) and Campus Security Authorities.
- Team group members are expected to remain together for the duration of the evacuation, and are asked not to disband until the campus receives an “all-clear” signal from CSAs, law enforcement agents, or other first responders, and students are allowed back into the facility.
- Do not reenter the building, or leave the premises, even if you have checked in with the appropriate personnel. Your absence could be accidentally misinterpreted as a missing person situation (one in which you are assumed to be located/trapped in the building and still unaccounted for).

3. *Employee-specific procedural expectations:*

- If conditions permit, assist the evacuation monitors by helping them check rooms and offices to ensure that students, visitors, and other University personnel have safely exited the building (searches may include checking common areas, restrooms, and even exterior patios to maximize coverage).
- Once evacuated, all employees are asked to gather in groups associated with their specific departments, so that their department heads can quickly account for their personnel and report back to CSAs with their respective tallies.
- Once accounted for, all employees are asked to continue to remain together until the campus receives an “all-clear” signal from CSAs, law enforcement agents, or other first responders, and people are allowed back into the facility.
- Do not reenter the building, or leave the premises, even if you have checked in with your department head. Your absence could be accidentally misinterpreted as a missing person situation (one in which you are assumed to be located/trapped in the building and still unaccounted for).

4. *Campus Security Authorities and/or Evacuation Monitor procedural and policy expectations:*

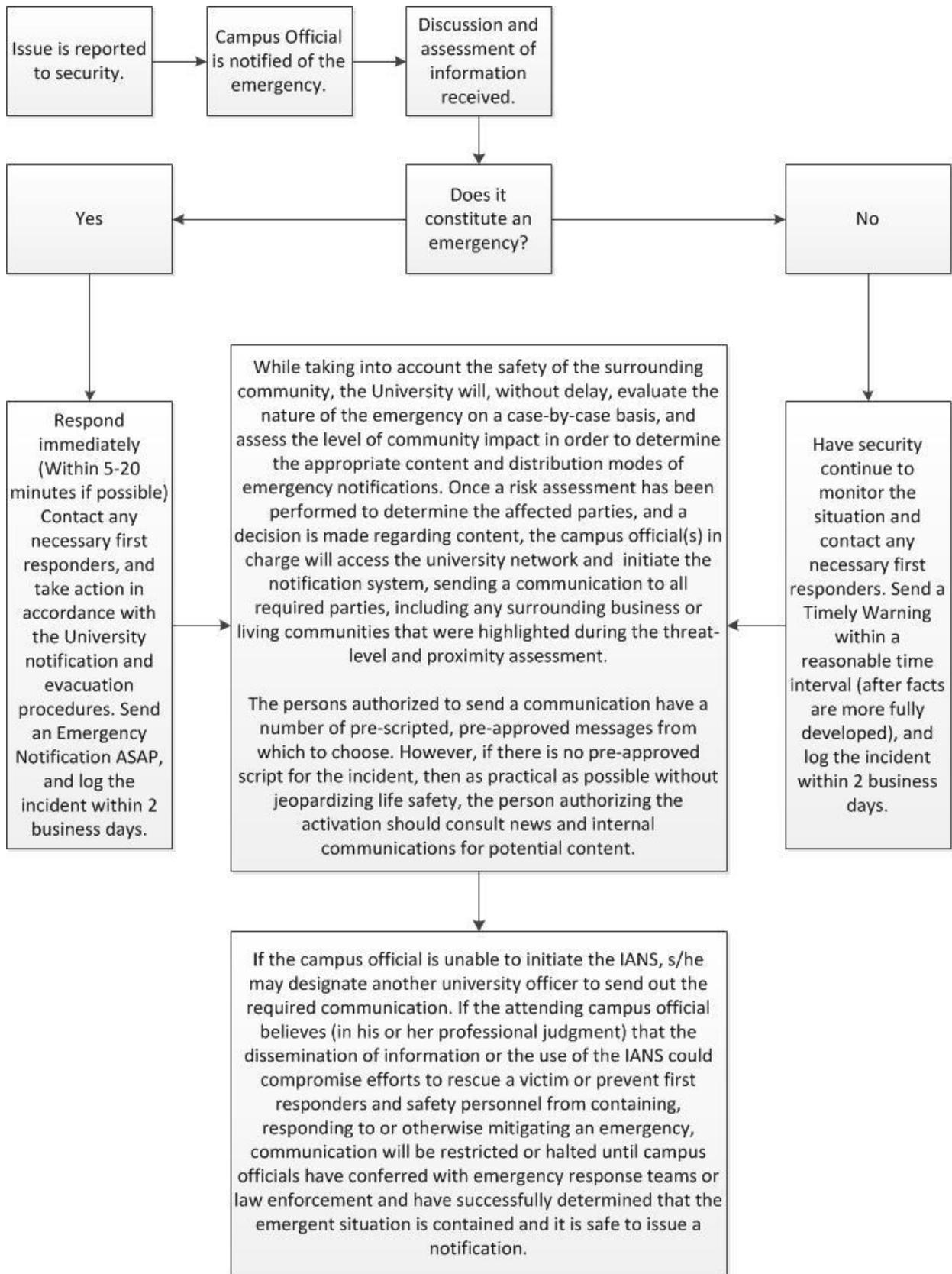
- While campus occupants exit the main building, safety and security personnel are expected to obtain previously stocked emergency equipment and deploy to implement evacuation procedures.
- Gather/recruit the necessary personnel to assist evacuation monitors in directing personnel to strategic exit locations, and help individuals who may require additional assistance moving or finding their way out (due to disability, lack of consciousness, etc.).
- Check in with department heads and instructors to see if their constituent groups have been accounted for at the rally point.
- Work directly with first responders to provide any assistance, building access, location information, and (if requested) a status update of the emergency itself, as well as the pertinent

condition of the students, personnel, and any other occupants who may have been involved in the incident.

- Keep the Safety and Security team continuously updated on the status of the evacuation and inform the team about any person or group of people who may be missing or the location of persons with disabilities/injuries who need immediate assistance. Pass on any related or learned information to first responders in order to expedite rescue efforts.
- Communicate the ability to reenter the structure after confirming that the student and employee tallies have been handled to satisfaction, and that the situation has been given an “all-clear” status update by CSA’s, law enforcement officials, or other first response professionals.
- Write up an incident report that defines the nature of the emergency and specifies the response of all responsible parties. Carefully archive the information for compliance and regulatory purposes per institutional policies.
- Assist the Safety and Security Committee and the OSAA to communicate the outcome of the emergency and the associated evacuation response, including any lessons learned from the experience, why those lessons are important for the campus community, what is being done to address the outcome, and how campus administrators are reflecting on the incident in order to prepare for future interventions.

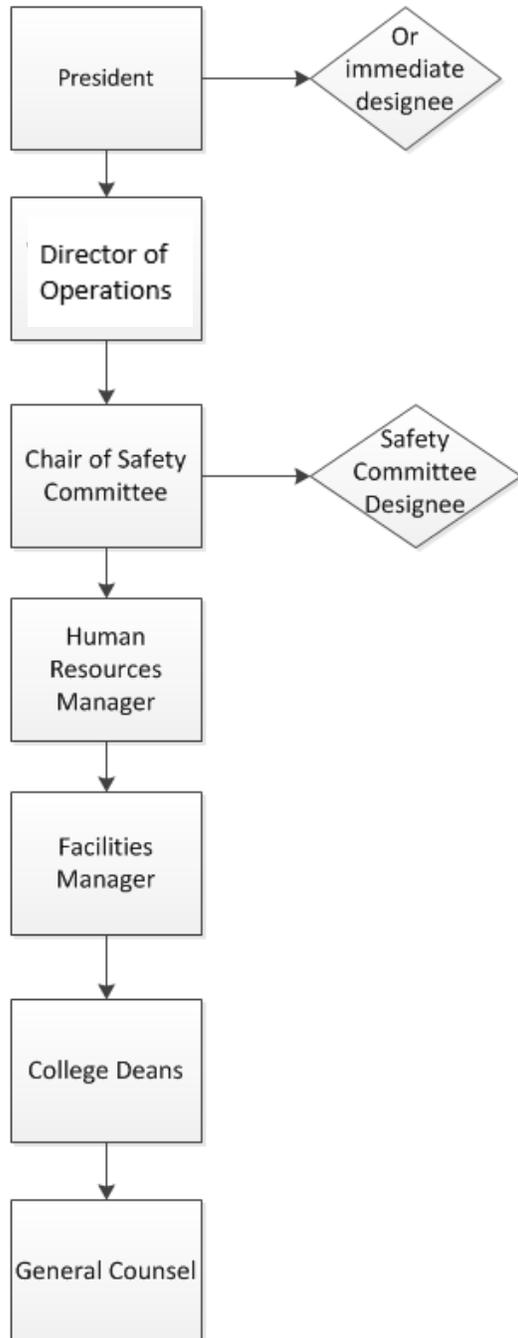
Please reference the section titled “Safety and Security Tips” for additional details on specific steps individuals can take when they encounter emergent situations.

## Communication Evaluation Process



Decision Tree/Contact Lineage to Initiate Notification and Outreach

The following individuals are authorized to launch the activation of the Instant Alert Notification System and direct the release of emergency notifications or timely warnings, depending on the intensity of the situation at hand. The chain of command, with respect to availability, is as follows:



## ***Alcohol, Substance Abuse, and Violence Policies***

### **Alcohol and Controlled Substances**

California Northstate University is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the University. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the University to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees either on University property or during the workday (including meals and rest periods). Behavior that violates University policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a University vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. California Northstate University also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, California Northstate University reserves the right to conduct searches of University property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off University property will not be tolerated because such conduct, even though off duty, reflects adversely on California Northstate University. In addition, the University must keep people who sell or possess controlled substances off University premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the University.

California Northstate University will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The University is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the University obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the University's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

For additional details on drug and alcohol policies, including resources for those who may have a drug or alcohol problem please see the Student Handbook (Pgs. 51) and the Employee Handbook (Pgs. 60-61). Please also see the section titled “Preventative Education” on page 27 of this report for details on educational programs designed to prevent alcohol and substance abuse.

## **Violence**

In line with the University’s policies on alcohol and controlled substances, CNU has adopted a zero tolerance policy for acts of violence and threats of violence to ensure a safe environment for all of its constituents. This policy prohibits actual or threatened violence against any person on University premises, at any University-sponsored event, and/or while engaging in any University-related activity, both on and off-campus. Without exception, acts and threats of violence are not permitted and will not be tolerated. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to disciplinary measures, up to and including dismissal or termination, depending on whether the individual in question was a student or an employee.

Some examples of conduct that violates this policy include:

- Threats of any kind;
- Physically aggressive or violent behavior;
- Intimidating or harassing behavior; or
- Sabotage or destruction of any University property or the property of any employee

Furthermore, the possession of non-work related weapons on University premises and at University-sponsored events shall automatically constitute a threat of violence.

For additional details on violence-related issues, please see the Student Handbook (Pg. 44-45) and the Employee Handbook (Pg. 30-31 and 77-78). Please also see the section titled “Preventative Education” on page 27 of this report for details on educational programs designed to prevent episodes of violence and sexual offense.

## ***Sexual Offense, Assault, and Harassment Policies***

The University is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, the University prohibits acts of sexual offenses, including, but not limited to domestic violence, dating violence, sexual assault (including rape, acquaintance rape, or other forcible or non-forcible sex offense), stalking, assault, harassment, or any related retaliation against or by any employee or student. This policy applies to incidents involving accused individuals as well as accused groups.

To report a sexual offense, please see the section titled “Reporting Crimes and Emergent Situations” for detailed contact and procedural information. If a sexual offense is reported to campus security authorities, the individual who receives notice of the offense will assist the victim with contacting local

law enforcement for further investigation and processing, if requested to do so by the victim, or if the victim is incapable of reporting the crime themselves. In order to assist campus security authorities, first responders, or other administrators, victims are strongly encouraged to preserve as much physical evidence as possible to support their complaint.

To obtain the most recent law enforcement agency information provided through the California Department of Justice concerning registered sex offenders, visit [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

## **Sexual Offense Language Defined**

Unless otherwise noted, the following definitions were taken from the Violence Against Women Act [see: 42 USC § 13925(a)] or from an applicable California State/regional Code.

- a) **Consent**, with respect to sexual activity, according to the California State Penal Code (Section 261.6), “shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289.” In addition, in situations “in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.”
- b) **Domestic violence** is abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to,
- sexual relations between the parties while sharing the same living quarters,
  - sharing of income or expenses,
  - joint use or ownership of property,
  - whether the parties hold themselves out as husband and wife,
  - the continuity of the relationship, and
  - the length of the relationship
- c) **Dating violence** is violence committed by a person—
- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - Length of the relationship;
    - Type of relationship; and
    - Frequency of interaction between the persons involved in the relationship.
- d) **Sexual assault** is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

- e) **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- fear for his or her safety or the safety of others; or
  - suffer substantial emotional distress.
- f) **Sexual harassment** is interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
- submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, living conditions and/or educational evaluation;
  - submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or
  - such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or educational environment.
- g) **Hostile environment sexual harassment** is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is threatening or humiliating.

## **Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Non-discrimination Policy**

The University has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBTQ students. The policies and protection acts that focus on this non-discrimination stance include:

- a) **Equal Protection Clause of the 14th Amendment:** All students have a federal constitutional right to equal protection under the law. This means that schools have a duty to protect lesbian, gay, bisexual transgender, and queer (LGBTQ) students from harassment on an equal basis with all other students.
- b) **Title IX of the Education Amendment Acts of 1972:** Prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at a LGBTQ student is prohibited by Title IX if it is sufficiently severe and pervasive. Title IX also prohibits gender-based harassment, including harassment on the basis of a student’s failure to conform to stereotyped notions of masculinity and femininity.

The Director of Student Support Services is the Title IX Coordinator for the University. Any violations of the Title IX Education Amendment Act should be reported to him/her in a timely manner.

## **1st Amendment, Equal Protection & Due Process Clauses**

A transgender/queer student's right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student's speech or expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender/queer student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

### **Sexual Offense, Harassment, and Disruptive Conduct Investigations**

The University is committed to providing a prompt and thorough investigation of all complaints of sexual harassment, sexual assault, sex offenses, harassment, or any other conduct disruptive to the University notwithstanding any external investigative and legal processes. The University's investigation thus may occur alongside, rather than in lieu of, an independent law enforcement investigation or civil action.

Depending on whether the grievance is student or employee related, either the University Title IX Officer or the Human Resources department (respectively) will initiate an investigation after an alleged offense is reported to campus security authorities. The focus of the investigation is to collect as much information as possible to substantiate the initial complaint.

For student incidents, the accuser and the accused are entitled to the same opportunities to present information, including having others present during any meeting or disciplinary hearing. The accuser and the accused will be informed of the outcome of the investigation and/or disciplinary proceeding. If the claim against the alleged perpetrator is substantiated, disciplinary action by the institution may include suspension and/or dismissal from the University's educational programs or general employment. The institution has a responsibility to report crimes to local authorities. Perpetrators are therefore subject to state and federal criminal charges and sanctions which may include fines and imprisonment. A petition to appeal the University disciplinary hearing results may be made by the accused or the victim. The petition to appeal must be made in writing to the Title IX Officer within ten working days. A committee will be appointed to consider the appeal. The Committee's response will be provided to the petitioner within twenty working days. The decision from the Appeals Committee is final. For reference, these procedural rules also apply when a student has allegedly harassed an employee of the University.

For incidents involving employees, both parties will have separate and private opportunities to present their side of the situation, and any witnesses will be interviewed individually to maintain privacy and the integrity of the investigation. The HR Manager will make every effort to process the information received and respond to the allegations within 20 working days, but they may request more time if the inquiry prompts additional need for investigation. Once the HR manager has handed down their ruling on the matter, that decision is final and there is no process or opportunity for an appeal. For reference, these procedural rules also apply when an employee has allegedly harassed a student of the University.

California Northstate University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or sexual assault, the report on the results of any disciplinary proceeding conducted by the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a

result of such crime or offense, California Northstate University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Furthermore, in the wake of a sexual offense, the University is obligated to make reasonable changes to an alleged/substantiated victim's academic or employment situation after an alleged/substantiated offense has occurred and provide options for those changes if those changes are requested by the victim, regardless of whether the victim chooses to report the crime to proper authorities or law enforcement. Examples of changes to a victim's academic situation may include team reassignment, classroom seating changes, and experiential education and/or lab location adjustments. Changes for a victim with employee status may include departmental changes, office/desk relocation, changes in committee membership or other alteration as the situation may require.

Lastly, it is a violation of University policy to engage in retaliatory acts against any employee or student who either reports an incident of alleged sexual harassment /violence or testifies, assists or participates in the proceedings, investigation or hearings related to such allegations.

## **Resources for Victims of Sexual Offenses**

Students and employees who have experienced or have become victims of sexual offenses should be aware that the University has identified available options for addressing the mental and emotional support challenges that follow in the wake of a sexual offense.

### ***Counseling/Mental Health Resources***

- WEAVE (Women Escaping A Violent Environment): Crisis 24 Hour hotline 916 920-2952
- Victim and Witness Assistance Program: 916 874-5701
- Wellspring Women's Center: 916 454-9688
- National Domestic Violence Hotline: Crisis 24 hour Hotline 1-800-799-7233 (1-800-799-SAFE)
- Talk One2One: Crisis 24 Hour Hotline 1-800-756-3124

### ***Online Resources***

- *The Women's Justice Center* has developed several guides for rape victims and for those who wish to help them. Such guides focus on information that will help victims get support, protection, and justice in the aftermath of a sexual offense. (Available in English and Spanish)
- *AdvocateWeb* is a nonprofit organization providing information and resources to promote awareness and understanding of the issues involved in the exploitation of persons by trusted helping professionals.

### ***Crisis Lines***

- Rape Abuse and Incest National Network (RAINN) 1 800 656 HOPE ☒
- Rape Crisis Centers (Massachusetts) 1 800 870 5905
- National Domestic Violence Hotline (24 hour) 1 800 799 SAFE
- Stop It Now 1-888-PREVENT
  - Deaf and Hard of Hearing (24 Hour) 1 800 759 8331 TTY PIN: 8779516528 1 800 787 3224

- National Child Abuse Hotline (24 hour) 1 800 422 4453
- Gay Men's Domestic Violence Project (24 hour) 1 800 832 1901
- Domestic Abuse Helpline for Men (24 hour) 1 877 643 1120 access code 0757 e-mail: [help@noexcuse4abuse.org](mailto:help@noexcuse4abuse.org)
- Safe Horizon 1 800 621 HOPE
- CALCASA Rape Prevention Resource Center - Sacramento, CA (916) 446-2520

## **Bystander Intervention**

What is a Bystander? A bystander, or witness, is anyone who sees a dangerous or unsafe situation. Bystanders may or may not know what to do, or may expect others to do something to help. Research shows that educating and engaging bystanders is a promising way to help prevent the widespread problem of sexual violence within communities. The following is a list of safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual:

### ***Checklist for Bystander Action:***

- Questions to ask BEFORE I take action:
  - Am I aware there is a problem or risky situation?
  - Do I recognize someone needs help?
  - Do I see others and myself as part of the solution?
- Questions to ask DURING the situation:
  - How can I keep myself safe?
  - What are my available options?
  - Are there others I may call for help?
  - What are the benefits/costs for taking action?
- Decision to take action:
  - When to act?
- How to Intervene:
  - See violence for what it is. A lot of times, we don't want to admit that violence is happening. We often choose to ignore the situation, look away, or call it something else. It is important to remember that no one has the right to be violent, even if two people are dating. Examples of violence include grabbing someone, hitting, pushing, yelling, or verbal abuse.
  - Violence doesn't stop violence — use words! If someone is being abusive, threatening or trying to fight the abusive person is only going to make the situation worse. Instead, ask questions like "Is everything okay?" while looking at both people. It's a way to interrupt the fight without causing more drama.
  - Don't silence or ignore the victim. Be sure that you don't put all the focus on the abuser. The victim's voice should be heard and respected. Ignoring victims makes it seem like their feelings and voices don't matter.

- Learn from the situation. What could have been done differently? Did you respect the victim's rights? Did you avoid violence? Talk to your peers and get their perspective on the situation.
- Remember, violence doesn't end after one action. Sometimes the violence will continue, or the individuals will continue to stay together. This can be frustrating, but it's important to remember that while you can't control what another person is going to do, you can take a stand against violence.

## ***Campus Safety and Security Education***

The University provides information to the campus community about our security procedures and practices through the annual safety and security presentations given to students during orientation and the various training opportunities and seminars we have in place for employees. Through these policies and practices, the University leverages technologies and relationships with law enforcement to prevent crimes (i.e. Daily Crime Log, Timely Warnings, etc.), how we address crimes that do occur, and how campus occupants can help the institution continue to prevent crimes from occurring/reoccurring on our campus properties. Furthermore, we strongly emphasize the responsibility we have for ourselves and the responsibility we have for each other to continue to maintain and promote an environment of safety and security. Lastly, in addition to the communication and forum discussions mentioned earlier, supplemental safety information consisting of tips, alerts, security protocols, sex offense prevention, and drug abuse awareness are delivered to students and employees via campus email distributions and special events scheduled throughout the academic year.

## **Safety and Security Training**

For California Northstate University faculty and staff, safety and compliance training will be conducted during the first week of their employment, at annual communications presented at departmental and town-hall meetings, and under the following circumstances:

- Any time employee duties change
- Whenever response methods (to emergency situations) are updated, due to resource or personnel changes
- Monthly, via safety lessons provided by a third party safety consultant
- Annually, when prescribed by either the federal or California state governments
- Annually, when prescribed by the University administration

Basic safety training and subsequent expectations for faculty and staff will generally consist of the following elements:

- Employee duties upon discovering an emergency
- Procedures to be followed upon notification of an emergency
- Be familiar with the building evacuation routes and evacuation locations (See posted maps in common areas, offices, and research spaces)

- Methods of alerting employees of an emergency
- Active participation in mandated drills and training
- Completion of monthly safety lessons and associated quizzes
- Active shooter training

For students of California Northstate University, an overview of campus security is given annually in the fall during new student orientation to all incoming classes and includes:

- Reporting and documentation procedures
- Compliance issues
- Emergency alert communications
- Response procedures
- Active shooter training

For students and employees who engage in research activities, special laboratory safety training is provided during the initial visit to one of the University's research centers in Elk Grove or Rancho Cordova. This information is currently presented, either by the Laboratory Manager or the Vice President of Research to incoming students and new faculty members for policy alignment and compliance purposes. Primary safety training documentation is available for review by submitting a formal written request to the University Laboratory Manager.

## **Safety and Security Drills**

Live drills serve as a functional test of our emergency systems, while simultaneously serving as an educational tool for the campus community. Under the direction of Campus Security Authorities, drills are developed, scheduled, initiated, and archived by the Safety and Security Committee. Campus drills are typically conducted twice a year, with a fire response drill occurring in the fall and an active shooter drill/seminar conducted in the fall or spring. The fire response exercise is unannounced and helps the safety personnel assess how efficiently campus constituents can vacate the premises in an emergency. It also helps the safety team evaluate the operation of the fire monitoring system, the audible and the visual alarms. The active shooter seminar covers shelter-in-place concepts and strategies for engaging an assailant if they discover you and threaten your personal space. The active shooter discussion also covers interactions with law enforcement, and what you can expect from them both during and after the encounter. The respective outcomes of these exercises are discussed at the next following safety committee meeting for assessment, commentary, and conceptual improvement. Problematic outcomes are noted by the safety committee and are forwarded to University administration for additional discussion, remedy, and continued monitoring.

## **Preventative Education**

In addition to specific training and drills, the University understands its role in attempting to prevent certain dangerous and/or harmful behavior. Together, the Office of Student Affairs and Admissions (OSAA) and the Office of Human Resources offer educational programs and activities with two main goals: 1) the prevention of substance abuse and sexual violence on campus (i.e. rape, acquaintance

rape, and all sexual offenses defined in the section titled *Sexual Offense Language Defined on page 20*), and 2) to provide relevant resources to those suffering from substance abuse and/or sexual violence. Maintaining these goals furthers the University's commitment to a safe and secure learning and working environment.

Educational programs and activities may include dissemination of information, interactive informational sessions



, resource referrals for students and their families, event coordination with internal and external advocacy groups, and structural intervention within (and occasionally beyond) the University. Additionally, interested students may be afforded resources necessary to become peer activists and help fulfill the University's commitment to the progressive education of its students, and maintenance of a safe learning environment. A schedule of programs and events are posted on the monitors in the main lobby of each campus well in advance of appropriate events.

## **Safety and Security Tips**

### ***General Recommendations:***

1. Avoid walking alone or appearing distracted by wearing headphones or talking on your cell phone.
2. Look assertive and be aware of your surroundings (at all times).
3. Have your keys in hand before you reach your vehicle or destination.

4. Share your class schedule with friends and family, effectively creating a buddy system. It is always a good idea to use the buddy system or travel in groups of two or more.
5. When you go out, let someone know where you are going and when you plan to be back.
6. Do not carry your passport, banking information or family details in your handbag, wallet, vehicle, cell phone or PC.
7. Avoid displaying large amounts of cash or other tempting targets such as jewelry, expensive clothing, or electronics.
8. Never leave your belongings unattended, even for a short amount of time.
9. At night, try to walk (or run) in well-lit, regularly traveled pathways. Your risk increases significantly in secluded and isolated areas, so avoid them as much as possible.
10. Report suspicious individuals, vehicles, or activities to campus security.
11. Never take drinks from other people (especially from someone you don't know) and don't leave your drink unattended.
12. Take your time in getting to know your companion or date. Don't spend time alone with someone who makes you feel awkward or uncomfortable. This means following your intuition and removing yourself from situations that you don't feel good about (trust your gut feeling and contact another friend, family member, or coworker and give them your exact location).

### ***Unique Scenario Tips:***

1. Emergency Medical Situations and Workplace Injuries
  - If you suffer a serious injury, seek immediate medical attention.
  - If necessary, dial 911, and be prepared to answer all of the dispatcher's questions.
    - Provide the exact location of where you are calling from, and include any details that could help public safety personnel find you.
    - If necessary, they will send an ambulance and notify other public safety personnel to assist you.
  - If you receive medical treatment for a workplace-related injury, do not give out your personal health insurance information. Instruct the hospital staff that you suffered a workplace injury and you are an employee of California Northstate University.
  - Do not attempt to move an injured person unless there is an immediate, life-threatening situation.
    - If you believe they may have been electrocuted, do not touch them for any reason, as residual electricity could be inadvertently transferred to you.
  - Send someone to retrieve the first aid kit and the automated external defibrillator (AED).
  - Send someone to guide first responders to the location where the individual needs assistance.
  - Notify a supervisor or someone from the administration/safety group.
  - If safe, trained, and willing, begin the steps of CPR/AED or first aid.
2. Emergency Evacuation
  - Treat every building alarm as an emergency.
  - Follow exit signs to egress points and fire rated stairwells.
  - If an exit or stairwell is blocked or filled with smoke, find a secondary egress route.

- Never use an elevator to evacuate.
- Once outside the building, do not reenter. Proceed to your designated meeting place away from the structure.
- Know your primary and secondary evacuation routes.
- Know where the closest evacuation map and fire alarm pull station are (in proximity to your usual work area).
- Know who your emergency evacuation monitor is.
- Review your department's specific emergency procedures, if applicable.
- If you have an impairment or disability that requires a specific emergency evacuation plan, contact Human Resources or your emergency evacuation monitor ahead of time to discuss.

### 3. Shooter in the Building

- If possible, report the emergency to local authorities by dialing 911. Provide as many details as possible and, if necessary, request medical assistance.
- Obstruct any pathway that could provide the shooter access to your location.
- Gather small objects that are easy to pick up and have enough weight to be thrown as an offensive weapon.
- In the shortest amount of time possible, rally colleagues, friends, mentors, and all non-personnel to commit to one task, overwhelming the target with flying objects and forcing them to the ground.
- Position personnel in a half circle around the nearest egress and have each individual hold at least one object to throw at the assailant.
- If the assailant makes his/her way into the room, immediately throw blunt objects in their direction, aiming at their face and neck, until someone from the group has an opportunity to bring the assailant to the ground.
- Using people or heavy objects incapacitate the assailant and prevent them from moving or reaching any additional weapons they might have on their person.
- Once the assailant is contained, immediately seek help and bring law enforcement agents to the area where they have been detained/incapacitated.

### 4. Shelter-in-place

- In some emergencies, it is safer to stay indoors than it would be to evacuate.
- You may need to shelter-in-place for a variety of reasons, such as severe weather, chemical spills/hazards, biological hazards, or public safety emergencies.
- If there is a hazardous condition which requires you to shelter-in-place, you may be notified through any of the following means (Note: You may not know which hazard you are sheltering from at the time of the notification):
  - Instant Alert Notification System: e-mail, text phone message/voicemail.
  - Face-to-face verbal communication.
  - Public address system of a building or emergency vehicle.
  - AM/FM radio broadcast.
  - Television broadcast.

- NPR Weather Radio Broadcast.
- NOAA or EC Weather Radio services
- If you are outdoors, immediately move to the nearest building, warning others in the area

## 5. Fire

- Stop all activities and immediately initiate an evacuation.
- Follow instructions from safety personnel and emergency responders
- Close doors behind you as you exit, if it is safe to do so.
- Activate the nearest pull station if you do not already hear the fire alarm.
- Assist visitors/guests, if it is safe to do so.
- Follow EXIT signs to the nearest fire stairwell.
- Do not use elevators.
- Leave the area by means of your primary evacuation route.
- If this exit is blocked or unsafe, use the secondary route.
- Once outside the building, report to your designated meeting area. Wait for instructions.
- Do not reenter building until Fire Department indicates that it is safe to do so.
- Environmental Fire Safety:
  - Do not store cardboard, paper or other combustibles in fire rated stairwells.
  - Do not prop open fire rated doors, unless held open by magnetic holds.
  - Maintain 18" clearance beneath sprinkler heads.
  - Do not block/obstruct emergency exits.

→ *R.A.C.E. during fire response:*

**Relocate** – remove yourself from immediate danger.

**Alarm** – activate the fire alarm.

**Confine** the fire as you leave by closing doors and windows.

**Evacuate** – exit the building.

→ *P.A.S.S. when using a fire extinguisher:*

**Pull** the safety pin on the grip handle.

**Aim** the nozzle at the base of the fire.

**Squeeze** the handles all the way together.

**Sweep** the extinguisher from side to side.

## 6. Flooding/Water Leak

- Notify the University Facilities Manager, the University Operations Chief (VP), or the Safety Committee Chair, for any flood, back-up or leaking water.
- Do not enter standing water
  - Water can carry extremely dangerous electric currents with no noticeable signs
  - Assume the water is dangerous until a qualified assessment is complete.
  - Some flooding may contain hazardous materials or sewage.
  - Do not use elevators during a flood.
- Do not risk exposure to save property.

- If safe to do so:
  - Turn off electrical devices.
  - If there are hazardous materials involved (chemicals, asbestos, sewage, etc.), refer to the Hazardous Materials Procedure.
  - If storm water is entering from the roof, relocate to a safer area of the building or an alternate location. Leaking from the roof following a storm may indicate structural instability or an otherwise unsafe condition and needs to be inspected.
  - Move property that may become wet or damaged to an elevated area.
  - Use absorbent materials or barriers to contain the affected area.
  - Isolate the affected area.
- Reporting a problem:
  - What is the source of the water (pipe, seepage, roofing, etc.)?
  - How much water is present?
  - How fast is the water entering the area?
  - Is there any sewerage or hazardous materials involved?
  - Has anything been damaged or in danger of being damaged? Specify if CNSU-owned property, such as books, collections, equipment, or infrastructure have been damaged.
  - Are any other utilities involved?

#### 7. Utility Disruption

- Notify the University Facilities Manager, the University Operations Chief (VP), or the Safety Committee Chair, for all local, non-emergency utility issues.
  - Heating/Cooling
  - Water (including pressure)
  - Electricity
  - Fire Alarm Systems
  - Building Automation
  - Other unsafe conditions
- After reporting the disruption, inform others in the area that “the University has been notified of the disruption and is working to correct the problem as soon as possible.”
- The University IT group can be reached at (916) 686-7400 ext. 224 for computer, network, and telecommunications issues.
- Do not burn candles.
- Do not use the elevators.
- If you are using only emergency lighting, leave the area or find supplemental lighting. The emergency lighting will typically last for approximately 90 minutes.
- Follow department-specific instructions to recover business operations.

#### 8. Severe Weather

- To determine if a work day is interrupted or cancelled due to severe weather please contact the main campus line at (916) 686-7400 [main desk line] or check your email and cell phone for

emergency notifications. You can also check the National Weather Service website for (CA) information at:

<http://www.nws.noaa.gov/view/prodsByState.php?state=CA&prodtype=warnings>

- Severe weather emergencies may include: thunderstorms, snow storms, ice storms, tornadoes, and hurricanes. You can also check the national weather service for additional information.
- If you are outside get into a building immediately. If inside, stay inside.
- Stay away from windows, as they can break under powerful winds or pressure differentials and create a sharps hazard.
- Major weather emergencies will be communicated through The University's Instant Alert Notification System.
- Automobile safety during severe weather:
  - Check with local news stations to see if inclement weather has affected your region/commute.
  - Plan ahead. Leave early to accommodate for slow conditions.
  - Adjust your speed and safe following distance.
  - Ensure you have plenty of windshield washer fluid.
  - Keep your car's fuel tank as full as possible.

#### 9. Hazardous Materials

- If you discover a chemical spill and the area is unsafe:
  - Report any spill or loss of containment to the Facilities Manager, University Operations, laboratory personnel, the Safety Committee Team, or a night time supervisor (if no one else is available).
  - Isolate the area and await assistance.
  - DO NOT try to clean-up the spill.
  - Evacuate immediately.
  - Request exposed individuals to remain nearby until emergency responders arrive.
  - If exposed to a chemical, use an eyewash station or emergency shower. Immerse yourself or your eyes for 15 minutes. Then seek medical attention if needed.
- If you are trained and can do so safely:
  - TURN OFF any sources of ignition.
  - Prevent further release, but do not risk exposing yourself.
  - Try to prevent the spill from entering drains or the environment by using any absorbent buffer which is available.
  - If individuals have been exposed, brush off any dry chemicals and rinse the area thoroughly for 15 minutes or until medical assistance arrives.
  - Provide assistance to the ill or injured (see Injury/Illness Procedure).
  - Locate the Safety Data Sheet (SDS) for the material of concern and provide it to responders.
- Tips for reporting a spill:
  - Has anyone been exposed?
  - What has been released (gas, liquid, solid)?

- Do you know what the material name is?
- How much has been released?
- Is it actively being released, or has it slowed/stopped?
- Is the release contained, or is it entering the environment (sewer, soil, vents, etc.)?
- Are there sources of ignition nearby?

#### 10. Suspicious Package

- If you are holding a suspicious package / object:
  - Gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set the item down in a container like a trash can or bucket.
  - Evacuate others from the immediate area.
  - Leave the immediate area.
- If you locate a suspicious package / object:
  - DO NOT touch or move the object.
  - DO NOT activate the fire alarm system.
  - Notify a supervisor or Campus Security Authority immediately
  - Contact the Elk Grove Police Department at (916) 478-8000 or the Sacramento Sheriff's Department at (916) 875-9600.
  - Evacuate only the immediate area.
  - Isolate the area and do not allow anyone to enter until law enforcement or campus authorities have specifically stated that the area is safe.
  - Request other witnesses to remain nearby to speak with first responders.
  - Remain available to assist responders.

#### 11. Threats and Terrorism

- Threats and terrorism include bomb threats, cyber threats, or threats of violence against the University, its property, or its interests.
- If you receive a threat:
  - Inform your supervisor or a Campus Security Authority.
  - Refer all threats to the Elk Grove Police Department (EGPD).
  - If you receive the threat on the phone, and if you can, ask the caller to hold and transfer the call to the Elk Grove Police Department (EGPD).
  - If you are unable to transfer the call, ask the caller to contact the EGPD directly.
  - Obtain as much information as possible from the caller, and then contact the EGPD with the information you collected.
  - Answer any questions the police department has for you.
  - Remain available to further assist law enforcement officials.
  - DO NOT activate the fire alarm system unless instructed to do so by the police.
- Tips for receiving and reporting a general threat (see also Appendix B for a specific Bomb Threat Checklist):
  - Try to record the threat exactly as it is said.
  - Note the time the threat was made.

- Be clear about the type of threat.
- If possible, record details about the threat:
- What will happen?
- Where will it happen?
- When will it happen?
- How can it be stopped?
- What is your general impression?
- Angry, confused, scared, etc.
- Did you notice any background noises?
- Ask for the individual's name.

## 12. Personal Preparedness

- Be familiar with how to obtain information from reliable sources during an emergency.
- Know whom to contact for different types of emergencies, both to obtain assistance and report problems within your department.
- Be vigilant in your areas and report situations that seem dangerous or suspicious.
- Take personal responsibility for your own preparedness by taking steps to educate and equip yourself for an emergency.
- Review other safety resources such as the Chemical Hygiene and Safety Plan, guidance from your local HR department or supervisor, [www.ready.gov](http://www.ready.gov) and [www.arcbcr.org](http://www.arcbcr.org) for helpful tips and advice.
- Know the evacuation routes and meeting sites for your office and places you visit during the business day.
- Know your school or department policies regarding emergencies.
- Know how you will get information from your school/department during an emergency.

## 13. Earthquake

- If you are indoors when shaking starts:
  - DROP, COVER AND HOLD ON. If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
  - DO NOT use the elevators.
  - Avoid windows, hanging objects, mirrors, tall furniture (filing cabinets and bookshelves), large appliances and cabinets filled with heavy objects.
  - Do not try to run out of your building during strong shaking—you can be killed or injured by falling debris (glass, roof tiles, concrete, etc.).
  - If you are on campus, it is safer to remain inside a building after an earthquake unless there is a fire or gas leak. Glass from high-rise buildings does not always fall straight down; it can catch a wind current and travel great distances.
  - If you use a wheelchair, lock the wheels and cover your head.
- If you are outdoors when shaking starts:
  - Move to a clear area if you can safely walk. There are no overhead power lines on either campus, but you should avoid buildings and trees.

- If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards or near buildings.
  - Once the earthquake shaking stops:
    - Be prepared for aftershocks—they may be frequent and could exceed the first quake.
    - Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger of a gas leak, hazardous material spill, fire or falling debris.
    - Check around you for dangerous conditions such as fires, downed power lines and structure damage.
    - If you have fire extinguishers and are trained to use them, put out small fires immediately.
    - Check your phones to be sure they have not shaken off the hook and are tying up a line.
    - Inspect your residence and work areas for damage.
  - If you are trapped in debris:
    - Move as little as possible so that you don't kick up dust. If possible, cover your nose and mouth with a handkerchief or clothing.
    - Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort. Keep a whistle in your emergency kit.
- *If you feel an earthquake, you can visit the Northern California Earthquake Data Center page (<http://www.quake.geo.berkeley.edu/>) or the USGS Earthquake Hazards Program page (<http://earthquake.usgs.gov/>) to report a quake, look for earthquake information, and search other data.*

#### 14. Wild Animals or Suspected Rabid Animal

- If necessary, direct students and staff to quietly enter the building and stay in their respective classrooms or office spaces.
  - Close all doors and lock down the entrances if necessary.
  - Notify other employees and students in the vicinity.
- Notify the security team, a Campus Security Authority, or an administrative representative of the situation, as well as the animal's location, and needs of the campus.
  - A Campus Security Authority will contact the Animal Control Services team at (916) 687-3042 (Mon-Fri 8:00 AM - 5:00 PM), or the Elk Grove Police Department for after-hours animal services at (916) 714-5115.
- If the animal is believed to be "healthy" and unthreatening, we must attempt to trap it prior to having Animal Control come out to collect the captured animal. If the animal is suspected to be rabid, call Animal Control first, explain the situation, and wait for their arrival to assist you with the capture.
  - If the animal is suspected to be rabid, please remain in building until an "all clear" announcement has been made.
- Refer all injured/affected students and employees to their respective healthcare facilities or to emergency responding personnel if the case warrants.

## ***Special Monitoring Declarations***

### **Automated External Defibrillator Declaration**

To augment our internal safety net, the university has installed two Automated External Defibrillators (AEDs) which are electronic systems designed to help revive someone who has suffered from a sudden cardiac arrest (an electrical failure of the heart). The precise locations of these life-saving devices are communicated annually to the campus community and to our local EMS providers every time a new unit is installed. Currently, the first unit is located behind the receptionist desk on the first floor, and the duplicate system is located on the second floor, at the end of the landing, where the stairs and the elevators intersect with the main pathway. Brochures outlining the general details of the device are posted next to each unit for quick reference. To supplement the presence of the AED's, we have an average of 4 trained staff per unit deployed. These individuals are trained and certified under an accredited American Heart Association AED/CPR education program. To ensure that these devices are ready at any time, our AEDs are inspected monthly (by law), for power status and the availability of supplemental contact pads and power packs. The documentation to prove the visual inspection is stored in the wall cabinet with each, independent unit. In addition, the leasing agent does a mandatory 6 month inspection to make sure that the unit remains viable and performs any necessary software upgrades or swap outs for outdated components. Lastly, these units are protected from any potential tampering or theft, twenty-four/seven, via an audible alarm system, onsite patrol, and networked video surveillance.

An AED may be used any time a recognizable cardiac episode occurs or when someone is discovered lying down and/or appears unresponsive. If an AED is deployed, the Samaritan should request immediate assistance from individuals in the vicinity, and have them contact 911/Emergency Medical Services at their first opportunity. Prior to the arrival of EMS personnel, any available, trained employee may provide assistance to the victim within the scope of their training (CPR, initiate the AED sequence, first aid, etc.). To ensure that the incident is managed and archived properly, any scenario involving the deployment of an AED requires an automatic entry into the incident log for immediate follow up. Finally, if the first responding team determines that the situation is far more serious or wide spread, and calls for a disseminated message, the emergency notification system will be engaged to warn others of any potential threat.

### **Missing Student Declaration**

At this time, California Northstate University does not have or provide on-campus housing for students; therefore, the University does not participate in missing student notification procedures.

### **Fire Safety Report Declaration**

At this time, California Northstate University does not provide on-campus student housing facilities; therefore, the University does not currently maintain a fire-specific incident log or collect fire-related statistical information for the purposes of generating an annual fire safety report.

### **Monitoring for Criminal Activity at Off-Site Locations Affiliated with Student Organizations Declaration**

At this time, California Northstate University's institutionally recognized fraternal and student-run clubs do not control or possess any off-campus facilities (including meeting spaces or housing). Since there are no affiliated student organizations currently residing at off-campus sites, CNU does not engage in selective activities to monitor or record information from local law enforcement archives that would reflect student criminal activities connected to off-campus sites controlled by recognized student organizations.

### ***Requesting a Hard Copy of this Report***

To obtain a hard copy of this report, please submit a formal written request to [campus\\_safety@cnsu.edu](mailto:campus_safety@cnsu.edu), and a printed copy will be made available for pick up at our Elk Grove campus (9700 West Taron Dr. Elk Grove, CA 95757) within two business days.

### ***Appendices***

A, B, C, and D

# Appendix A

## Composite Crime Statistics

The following crime categories are based on the Federal Bureau of Investigation’s Uniform Crime Reporting (UCR) Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection [34 CFR 668.46 (c)(7)]. [2]

California Northstate University						
Composite Clery Act Statistics 2017 - 2019						
Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Non-forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Motor Vehicle Theft	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Liquor Law Arrests	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Liquor Law Disciplinary Action	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Drug Law Arrests	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Drug Law Disciplinary Action	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Arrests	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Disciplinary Action	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

# California Northstate University

## Composite Hate Crime Statistics 2017 - 2019 (Race)

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Non- forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Larceny	2017	0	0	0	0	0

	2018	0	0	0	0	0
	2019	0	0	0	0	0
(Simple) Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Intimidation	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Vandalism	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
* Hate crime statistics reflect a "null-response" from the CA Attorney General's Office for the requested information (as of August 2019).						

# California Northstate University

## Composite Hate Crime Statistics 2017 - 2019 (Gender ID)

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Non- forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Larceny	2017	0	0	0	0	0

	2018	0	0	0	0	0
	2019	0	0	0	0	0
(Simple) Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Intimidation	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Vandalism	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<p>* Hate crime statistics reflect a "null-response" from the CA Attorney General's Office for the requested information (as of August 2019).</p>						

# California Northstate University

## Composite Hate Crime Statistics 2017 - 2019 (Religion)

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Non- forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Larceny	2017	0	0	0	0	0

	2018	0	0	0	0	0
	2019	0	0	0	0	0
(Simple) Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Intimidation	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Vandalism	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
* Hate crime statistics reflect a "null-response" from the CA Attorney General's Office for the requested information (as of August 2019).						

# California Northstate University

## Composite Hate Crime Statistics 2017 - 2019 (Sexual Orientation)

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Non- forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0

	2018	0	0	0	0	0
	2019	0	0	0	0	0
Larceny	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
(Simple) Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Intimidation	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Vandalism	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
* Hate crime statistics reflect a "null-response" from the CA Attorney General's Office for the requested information (as of August 2019).						

# California Northstate University

## Composite Hate Crime Statistics 2017 - 2019 (Ethnicity/Ntl. Origin)

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Non- forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Larceny	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
(Simple) Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Intimidation	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Vandalism	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
* Hate crime statistics reflect a "null-response" from the CA Attorney General's Office for the requested information (as of August 2019).						

# California Northstate University

## Composite Hate Crime Statistics 2017 - 2019 (Disability)

Offense Category	Year	Elk Grove On-Campus Property	Elk Grove Public Property	Rancho Cordova On-Campus Property	Rancho Cordova Public Property	Total
Murder and Non-negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Sex Offenses (Non- forcible)	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Larceny	2017	0	0	0	0	0

	2018	0	0	0	0	0
	2019	0	0	0	0	0
(Simple) Assault	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Intimidation	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Vandalism	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Any Other Crime Involving Bodily Injury	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
<p>* Hate crime statistics reflect a "null-response" from the CA Attorney General's Office for the requested information (as of August 2019).</p>						

# California Northstate University

## Composite Clery Act VAWA (Special) Statistics 2019 - 2019

Offense Category	Year	Elk Grove	Elk Grove	Rancho	Rancho	Total
		On-Campus Property	Public Property	On-Campus Property	Public Property	
Domestic Violence	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Dating Violence	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0
Stalking	2017	0	0	0	0	0
	2018	0	0	0	0	0
	2019	0	0	0	0	0

Appendix B  
Bomb Threat Checklist

**Bomb Threat Checklist:**

Exact time of call \_\_\_\_\_

Exact words of caller

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**Questions to Ask**

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
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? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

**Callers Voice (circle all that apply)**

Calm    Disguised    Nasal    Angry    Broken    Stutter    Slow    Sincere    Lisp    Rapid  
Giggling    Deep    Crying    Squeaky    Excited    Stressed    Accent  
Loud    Slurred    Normal    Male    Female

If voice is familiar, whom did it sound like? \_\_\_\_\_

Where there any background noises? \_\_\_\_\_

Person who received call: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone number the call was received at: \_\_\_\_\_

For additional resources, see: <https://www.youtube.com/watch?v=pg7yVTBciWg>

# Appendix C

## Evacuation Maps, Safe Point Locations, and Parking Maps



CALIFORNIA NORTHSTATE UNIVERSITY EVACUATION MAP - 1ST FLOOR



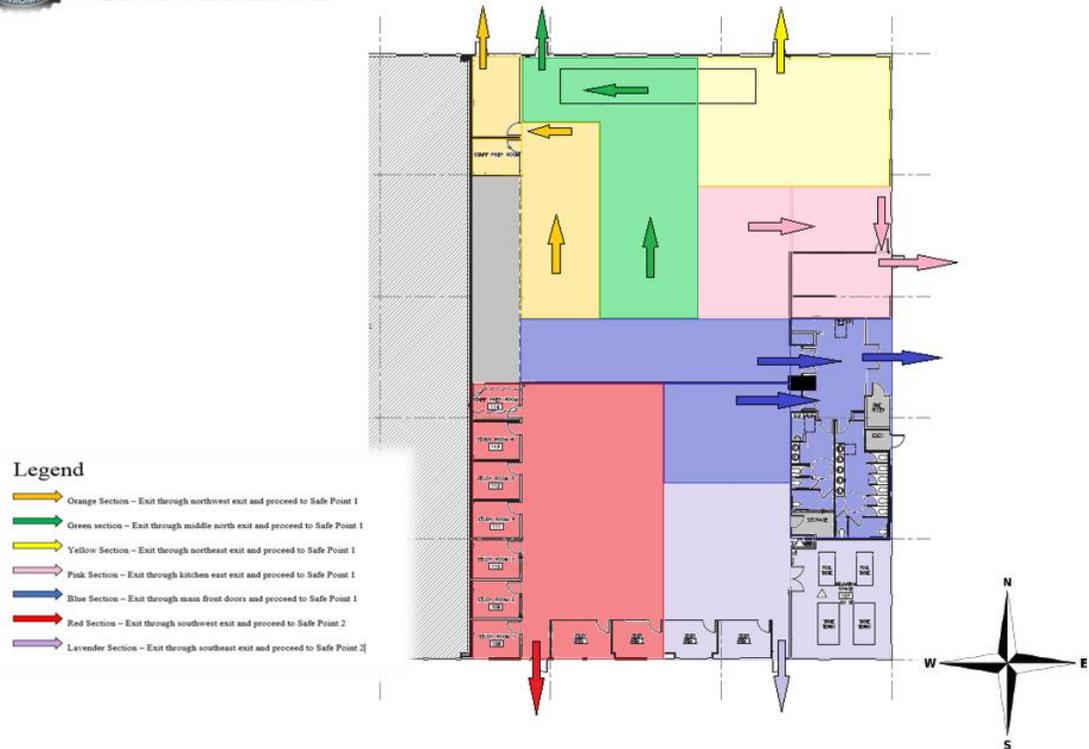
CALIFORNIA NORTHSTATE UNIVERSITY EVACUATION MAP - 2ND FLOOR





CALIFORNIA  
NORTHSTATE  
UNIVERSITY

## Event Center – Evacuation Routes





LEGEND	
	Green Section - Exit through the classroom back door and proceed to Safe Point 1
	Purple Section - Exit through classroom back door and proceed to Safe Point 1
	Red Section - Exit out the South entrance to Safe Point 1
	Blue Section - Exit out the main entry to Safe Point 2
	Orange Section - Exit out the North entrance to Safe Point 2
	Yellow Section - Exit out the South receiving door entrance to Safe Point 1
	Light Blue Section - Exit out the North student lounge entrance to Safe Point 2





### CNSU Event Center: EVACUATION MAP SAFE POINTS



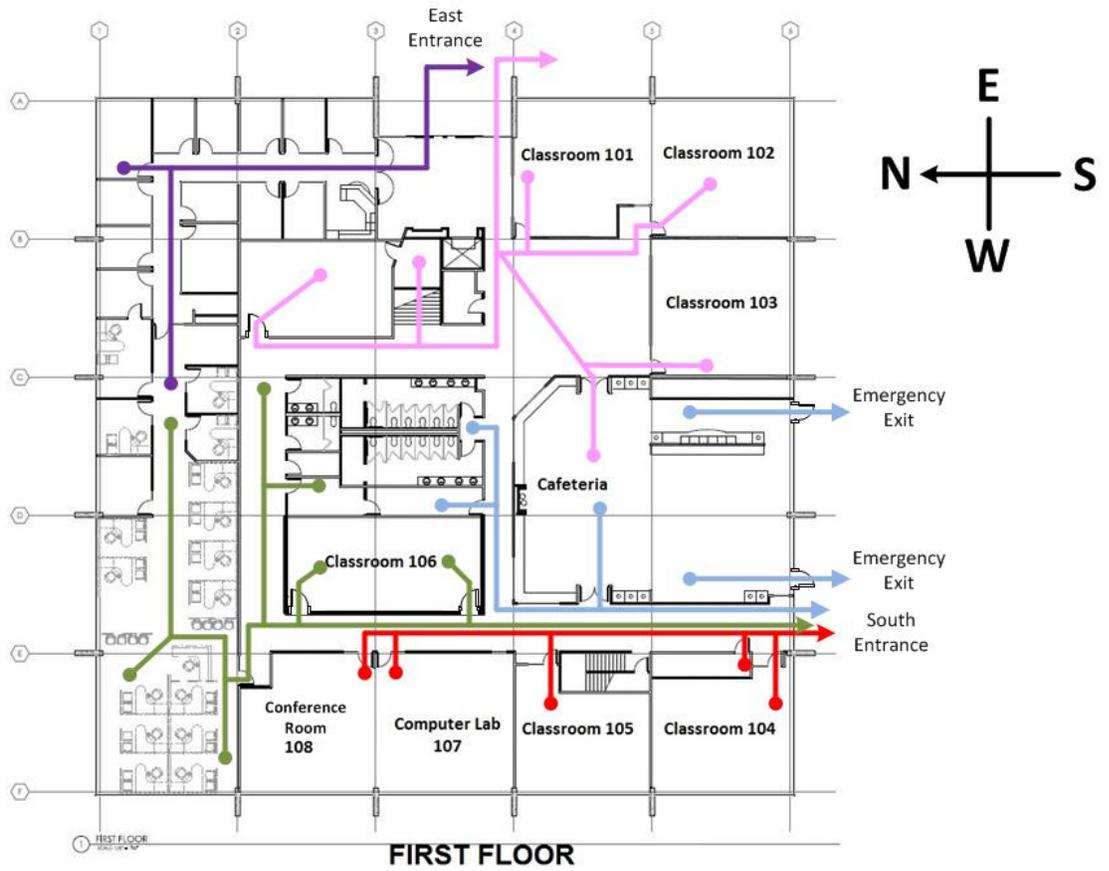
#### Legend

- Orange Section – Exit through northwest exit and proceed to Safe Point 1
- Green section – Exit through middle north exit and proceed to Safe Point 1
- Yellow Section – Exit through northeast exit and proceed to Safe Point 1
- Pink Section – Exit through kitchen east exit and proceed to Safe Point 1
- Blue Section – Exit through main front doors and proceed to Safe Point 1
- Red Section – Exit through southwest exit and proceed to Safe Point 2
- Lavender Section – Exit through southeast exit and proceed to Safe Point 2



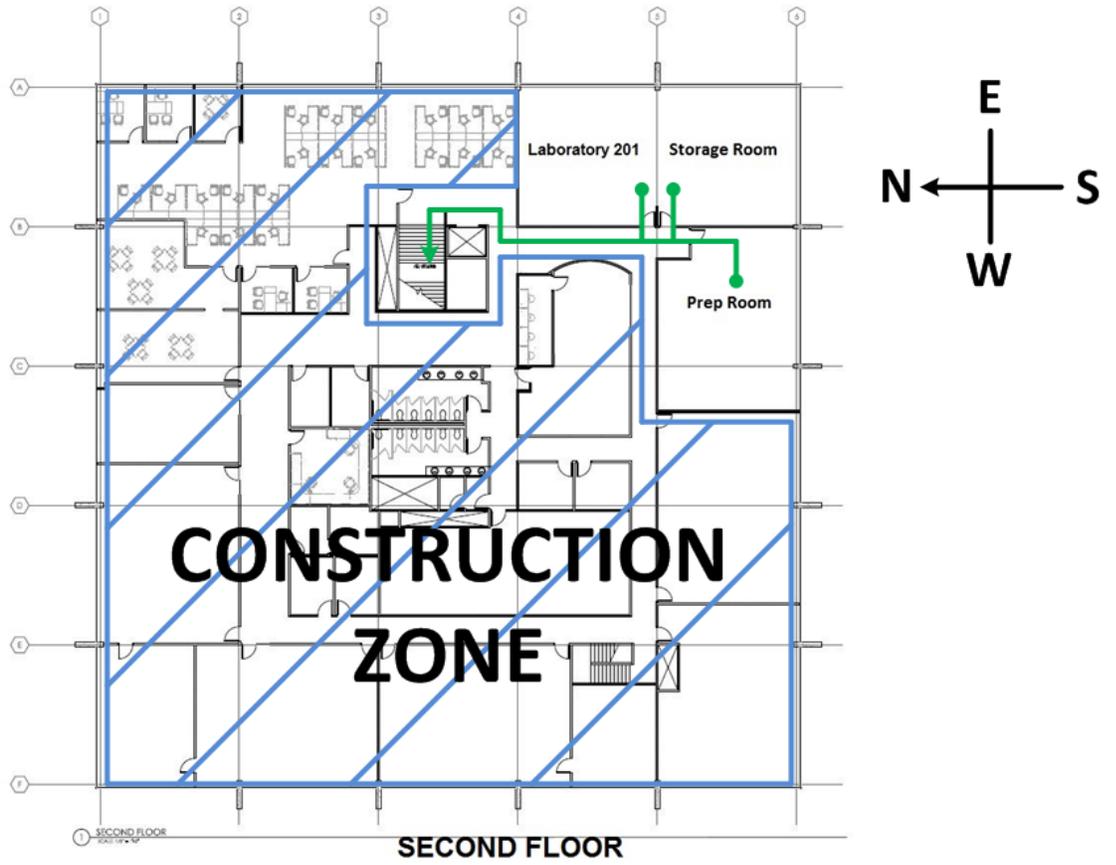


# CHS Campus - Evacuation Routes for the First Floor



Revision Date:  
10/27/16

# CHS Campus - Evacuation Routes for the Second Floor



Revision Date:  
10/27/16



# Exterior Evacuation Routes and Safe Point Map



**Green Arrow** – South-west route  
**White Arrow** – East route



## Appendix D

# Teaching Anatomy Laboratory Access and Visitation Policy

## **I. POLICY STATEMENT**

Teaching Anatomy Laboratory Access and Visitation Policy

## **II. PURPOSE**

All teaching laboratories at California Northstate University (CNU) are designated as Restricted Areas; authorized presence only. The Student Anatomy Laboratory is a particularly sensitive space, and special conditions must be met in order to gain access to its facilities; unauthorized presence will not be tolerated. To ensure the continued privacy and dignity of the Donor group, CNU employs a series of professional and electronic measures to maintain the overall protection and appropriate level of respect for the cadaver specimens. With respect to access and visitation of the cadaver lab facilities, entrance into the space by any authorized individual is to be considered and treated as a privilege, and all persons granted admission are required to uphold and respect the highest standards of conduct and professional ethics.

## **III. SCOPE/COVERAGE**

This policy covers the cadaver laboratory and all of its peripheral spaces, including the storage area/tissue lab, the Laboratory Coordinator's office, the chemical storage area, and the dressing rooms.

## **IV. POLICY OF AUTHORIZED ACCESS**

Summary:

### **A) Authorized Automatic Access**

- Students currently registered in a curriculum component with anatomy lab requirements
- Faculty teaching anatomical curriculum components
- Authorized laboratory support personnel
- Emergency response personnel

### **B) Authorized Extended Considerations for Access**

- Authorized site maintenance
- Authorized College, University, and faculty administrative personnel
- Authorized vendors/distributors
- Authorized guest lecturers and visiting faculty

### **C) Authorized Special Considerations for Access**

- Individuals or dignitaries authorized by the Office of the President or the University Laboratory Manager

### **D) Exclusions for Access**

- Random visitors
- Campus community members who have lost academic privileges
- Campus staff or vendor parties who have lost laboratory access due to improprieties

Detail:

#### *Access Control and Surveillance*

In terms of physical control measures, the main hallway doors and the student entrances of the facility are badge-key entry only, while standard key locks access the storage area/tissue lab and the Lab Coordinator's office (only). The south corridor of the complex where the lab is physically located, and the peripheral spaces of the lab, are monitored by onsite security guards periodically throughout the day. Moreover, the same exterior entrances and the main interior space of the lab are also monitored by video surveillance twenty-four hours a day, and the interior security footage is reviewed at the end of every seven day period. The digital video recorder (DVR) is then reset for another week-long timeframe and the process is continually repeated throughout the calendar year. If captured footage and/or commentary from the security team reveal personal indiscretions or transgressions made against a member (or members) of the Donor group, the incident will be brought to the attention of the Anatomy team, the University Security group, and the Donor Program moderators. Violations will also be forwarded to the appropriate student affairs, HR, or governmental personnel for investigation and any required disciplinary measures. Any other image capture, other than that performed by the supervisory anatomy team for the strict purposes of education and research publications, is expressly forbidden, including any marketing or social media applications.

#### *A) Authorized Automatic Access*

Factoring in the controls above, automatic access is granted to the following individuals: University students actively registered for course work in the anatomy lab, the Anatomy Lab Coordinator, the University Laboratory Manager, and any faculty authorized to teach anatomical curriculum components. In addition, emergency response personnel must be granted all expected courtesies and privileges with respect to their discovery and investigative efforts as performed during the course of their duties. No individual (authorized or unauthorized) will interfere with the relief efforts or ongoing investigation of any health and safety, law enforcement, or fire protection personnel.

### *B) Authorized Extended Considerations for Access*

On occasion, key vendors must visit the lab in order to service the various infrastructure components that allow for its uninterrupted operation. In addition, authorized maintenance personnel and guests of the University will be visiting the lab to perform various functions inside the collective of the educational program. No vendor or attendee will enter the space without an authorized University escort and only after the Laboratory Coordinator (if available) or other authorized personnel has personally previewed the dissection space and confirmed that the donor specimens are unexposed, as to prevent any intentional/unintentional viewing by attending parties.

Vendors and attendees must be made aware of the basic access and privacy rules. In addition to the acknowledgement of the notification, responsible vendor parties must ensure that the policies are both understood and upheld by their representatives and team members at all times. Changes in vendor personnel require notification to the Anatomy team or laboratory oversight, and any necessary training is to be provided by the vendor's supervisory group and/or authorized University personnel to ensure no lapses of protocol occur at the expense of the Donors and/or the University. Vendors must also report any lost keys or access badges that were provided to them in order to facilitate access to the lab spaces. Authorized vendors may include, but are not limited to, Donor program agents, environmental waste haulers, uniform suppliers, construction/environmental control technicians, pest control technicians, janitorial service team members, and campus security agents. Additional considerations will be given to new vendors when the expanding needs of the University or unforeseen circumstances require the administrative team to engage the services of a unique or alternative source provider.

Authorized, special guests to the lab, such as lecturers and prospective personnel will occasionally be in attendance, and they too must be made aware of the privacy rules in place to ensure no lapses of protocol occur during these qualified events. Considerations must also be made for expanding programs, and access for the post-baccalaureate and any future program participants to the anatomy lab must be coordinated with authorized anatomy lab personnel, the campus security group, and IT (for badge access). Time for active programs outside the College of Medicine (COM) umbrella, must be scheduled in advance, reviewed, authorized, and then placed in the academic calendar to prevent unintentional overlaps with COM curriculum components. As future representatives of the University, all incoming campus community members will be expected to uphold University policies and ideals to the fullest extent of their enrollment agreements or employment.

### *C) Authorized Special Considerations for Access*

Special requests for access may be made to the Office of the President for consideration purposes, but no guarantee is ever granted to the requesting party. Access is only granted to individuals whose efforts generate serious merit and only after careful evaluation and discussion with essential personnel. A valid example would be a special dignitary visiting the campus on behalf of an accrediting body. Ultimately, only authorized persons or individuals who have been granted specific permission are allowed admission to the Student Anatomy Laboratory.

*D) Exclusions for Access*

Finally, the following list of entities is automatically excluded from access to the University labs (in general): random visitors (friends, family, or other unauthorized guests), any student or faculty member who has lost academic privileges, or any individual employed by the University or our supply/service vendors that has been relieved of their duties due to improprieties, is subject to the immediate suspension/retraction of all laboratory access (University wide). Access may be restored on a case by case basis, but only after a warranted discussion and discovery period that illustrates substantive merit. Any and all persons not authorized as set forth above are automatically excluded.

DRAFT 6/6/16.

This Policy was approved by the Office of the President on 6/6/16.

This Policy will be reviewed once every year or more often, as needed, by the Office of the President, and changes may be implemented as deemed necessary.

This Policy was derived from an intensive review of California State law and numerous communications to various State-level organizations as well as the moderators of the Body Donation Program at U.C. Davis.

# References

[1] U.S. Department of Education, Office of Postsecondary Education, pgs. 35 - 70 (2011). *The Handbook for Campus Safety and Security Reporting*, Washington, D.C.

[2] U.S. National Archives and Records Administration. *Code of Federal Regulations*. Title 34. Student Assistance General Provisions. 2009.

[3] U.S. Department of Education, Office of Postsecondary Education, pgs. 12 - 32 (2011). *The Handbook for Campus Safety and Security Reporting*, Washington, D.C.