



CALIFORNIA NORTHSTATE UNIVERSITY

2015-2016 Campus Safety and Security Policies and Disclosures

2015-2016 Annual Security Report

This document includes information for
Elk Grove, California

December 2015

Table of Contents

Campus Security Overview.....	Pg. 4
The Jeanne Clery Act.....	Pg. 4
Clery Crimes Defined.....	Pg. 5
Clery Geography.....	Pg. 7
Campus Access, Security, and Law Enforcement Relations.....	Pg. 9
Maintenance of Campus Facilities.....	Pg. 10
Reporting Crimes and Emergent Situations.....	Pg. 10
The Daily Crime Log.....	Pg. 12
Annual Security Report Disclosure.....	Pg. 13
Timely Warnings and Emergency Notifications.....	Pg. 13
Emergency Response and Evacuation Procedures.....	Pg. 14
Protocol.....	Pg. 14
Communication Evaluation Process.....	Pg. 17
Contact Lineage to Initiate Notification and Outreach.....	Pg. 18
Alcohol, Substance Abuse, and Violence Policies.....	Pg. 19
Alcohol and Controlled Substances.....	Pg. 19
Violence.....	Pg. 19
Sexual Offense, Assault, and Harassment Policies.....	Pg. 20
Sexual Offense Language Defined.....	Pg. 20
Lesbian, Gay, Bisexual, and Transsexual (LGBT) Non-discrimination Policy.....	Pg. 21
1 st Amendment, Equal Protection and Due Process Clauses.....	Pg. 22
Sexual Offense, Harassment, and Disruptive Conduct Investigations.....	Pg. 22
Resources for Victims of Sexual Offenses.....	Pg. 23
Bystander Intervention.....	Pg. 24
Campus Safety and Security Education.....	Pg. 25
Safety and Security Training.....	Pg. 25
Safety and Security Drills.....	Pg. 26
Preventative Education.....	Pg. 27
Safety and Security Tips.....	Pg. 27
Special Monitoring Declarations.....	Pg. 35
Requesting a Hard Copy of this Report.....	Pg. 36

Appendices

(A) Composite Crime Statistics..... Pg. 38
(B) Bomb Threat Checklist..... Pg. 54
(C) Evacuation Maps and Safe Point Locations Pg. 56

References..... Pg. 59

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.

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)].^[1,2] 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 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.^[3] 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 campus is currently located at 9700 West Taron Dr. Elk Grove CA 95757 and is bordered by the following public property lines: the 9650 to 9744 block of West Taron and the 2500 to 2600 block of Riparian Dr. See map of CNU's campus and public property below.



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.

Our satellite research facility is currently located at 3235 Sunrise Boulevard Suite 2 Rancho Cordova, CA 95742 and is bordered by the following public property lines: the 3200 block of Sunrise Boulevard and the 11200 block of Sanders Drive. See a map of CNU's non-campus property below.



Campus Access, Security, and Law Enforcement Relations

California Northstate University is currently in control of two 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. The main lobby of the campus is accessible from approximately 8:30 AM until 4:30 PM. Before 8:30 AM and after 4:30 PM, the front doors are programmed to lock, and access to the building becomes automatically restricted to authorized personnel and students studying after hours at the campus. 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 building, and access some of the interior classrooms and collaboration spaces that have been designated for student and/or employee use. Card entry information is logged electronically and monitored by University IT administrators. The campus building hours for students are posted at the east and south entrances of the 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. Our uniformed officer hours are currently 8:30 AM to 10:00 PM Monday-Thursday, and 8:30 AM to 5:00 PM on Fridays. The night patrol service stops by twice in the evening, once at a prescheduled time and once again at an undisclosed time. The onsite security officers must be contacted if an emergent situation is discovered and they can be reached directly at (916) 432-7615 between 8:30 AM and 5:00 PM Monday-Friday and at (916) 420-0169 between 5:00 PM and 10:00 PM Monday-Thursday. After hours, the security team at Securitas can be contacted at 916-564-2009. In terms of enforcing University policy, the security officer's jurisdiction is currently limited to the campus building 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 location, while simultaneously monitoring the property 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 again in the fall. 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, 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. Our current vendor for facilities management is Avison Young and our regional representative is Bryce McEfee.

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 (Daytime): Kyree Lomack: (916) 432-7615 or klomack@cnsu.edu
- Security Officer (Nighttime): William Moss: (916) 420-0169 or William.moss@cnsu.edu
- Chair of the University Safety and Security Committee: Brandon M. Dunmore, (916) 390-1069 or BDunmore@cnsu.edu
- Vice President, Operations: Norman Fong, (916) 206-5675 or NFong@cnsu.edu
- Facilities Manager: Bryce McEfee (Avison Young property management): (916) 426-3584 or bryce.mcefee@avisonyoung.com
- Associate Dean for Student Affairs and Admissions: Cyndi Porter-Fraser, (916) 686-7400 ext. 218 or CPorter@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)**

- Associate Dean for Student Affairs and Admissions: Cyndi Porter-Fraser, (916) 686-7400 ext. 218 or CPorter@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. 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 1st 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. 17) and the outreach decision tree (see Pg. 18) 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 be issued only after appropriate confirmation and processing of the reported crime has occurred through the proper channels. Additionally, CNU will follow up with supplemental information as it becomes readily available. Timely warnings are issued directly from the instant alert notification system, and issued to the campus community through University email accounts, and text and voice messages to personal communication devices.

An emergency notification will be issued to the applicable segment(s) of the campus community only after appropriate confirmation and processing of an event which presents a significant emergency or dangerous situation involving immediate threat to the health and safety of students and employees occurring on campus (see Communication Evaluation Process, page 17). Additionally, CNU will follow up with supplemental information as it becomes readily available. Emergency notifications are issued directly from the instant alert notification system, and issued to the campus community through University email accounts, and text and voice messages to personal communication devices. 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

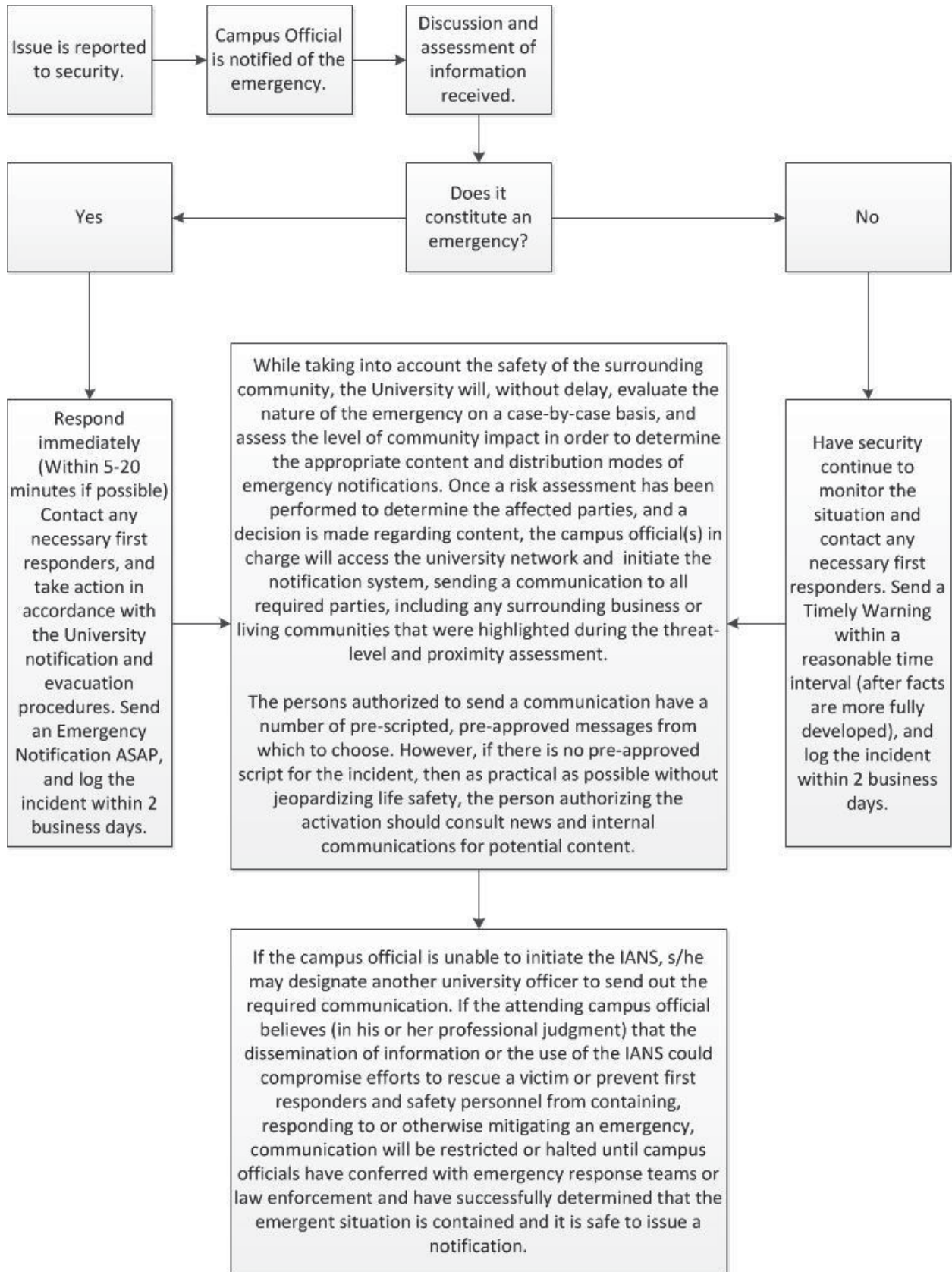
As a result of the University's education efforts designed to enlighten the campus community about campus safety and security procedures, students and University personnel will be expected to accept and act upon certain instant alert notifications, automated audio/visual signals, or respond to direct 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 using the checklists distributed by instructors 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 and signed off on the roster sheet. Your absence can 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 can 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 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.).
 - Using a strategically accessible roster (P:\IT Systems and Docs\IT Dept Use) that reflects the students, faculty, and staff, take roll and confirm the presence of these three constituent groups 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 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.

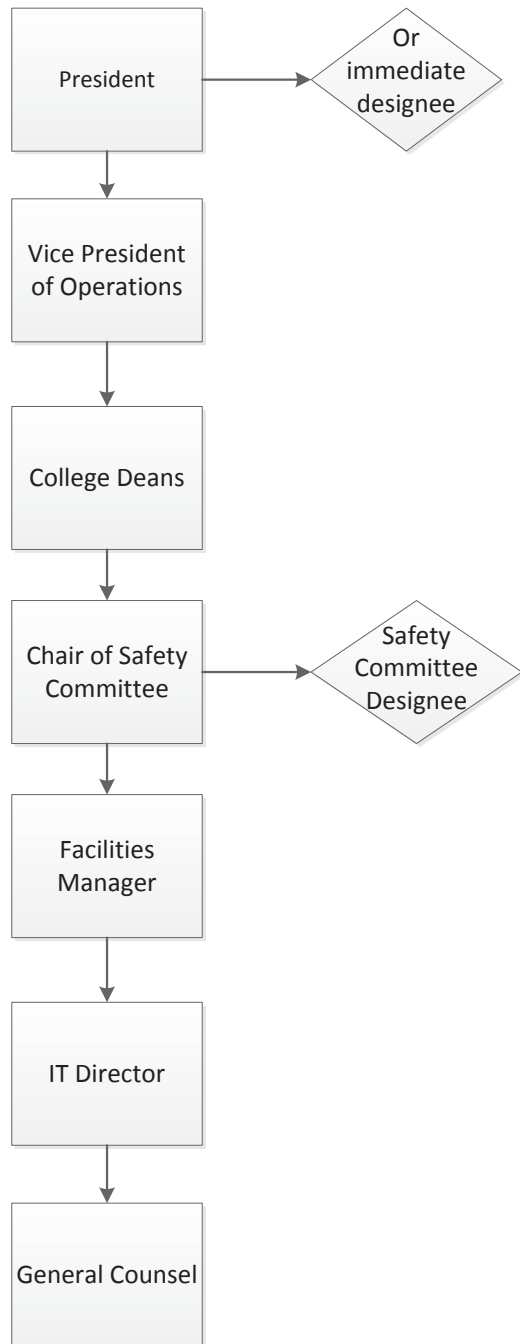
Please reference the section titled “Safety and Security Tips” for additional details on specific steps individuals can take when they encounter emergent situations.

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 an alcohol and drug-free academic environment that maintains strict compliance with all mandated federal and California state laws and is committed to upholding and enforcing any (working) production, possession, or consumption laws in relation to controlled substances, including, but not limited to, California state underage drinking laws. Ultimately, the possession, use, consumption, manufacturing or distribution (sale) of any form of alcohol or controlled substances is prohibited on the CNU campus as well as any off-site location the University holds affiliation with. Any person or organization within the CNU community may be disciplined for violations of these policies and tested for suspected use of controlled substances.

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. 30-33 and 57-59) and the Employee Handbook (Pgs. 70-71). 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. 84). 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.

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**, according to the California State Penal Code (Section 261.6), the term consent, with respect to sexual activity, “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 (LGBT) Non- Discrimination Policy

The University has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBT 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, and transgender (LGBT) 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 LGBT 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 Associate Dean of Student Affairs and Admissions is the Title IX Coordinator for the University. Any violations of the Title IX Education Amendment Act should be reported to the Associate Dean of Student Affairs in a timely manner.

1st Amendment, Equal Protection & Due Process Clauses

A transgender 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 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.

The University Title IX Officer 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. 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. 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 Committee's petition decision is final.

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 a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student 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 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 an alleged/substantiated victim's academic situation include team reassignment, classroom seating changes, and experiential education and/or lab location adjustments.

Lastly, it is a violation of University policy to engage in retaliatory acts against any employee or student who reports an incident of alleged sexual harassment or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

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
- Safe Horizon 1 800 621 HOPE
 - State Coalition (some of which do national activism)
- 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 voice doesn't matter.
- Learn from the situation. What could have been different? 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 annual Safety and Security presentations given to students during orientation and through the various outlets the University has in place for its employees, provide information to the campus community about our campus security procedures and practices, how the University is leveraging technology and relationships with law enforcement to prevent crimes (i.e. Daily Crime Log, Timely Warnings, etc.), and how campus occupants can help the institution continue to prevent crimes from occurring/reoccurring on our Clery grounds. 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 through campus email distributions and during 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

For students of California Northstate University, an overview of campus security is given annually in the fall during new student orientation to the incoming (Level 1) class and includes:

- reporting and documentation procedures
- compliance issues
- emergency alert communications
- response procedures

For students and employees who engage in research project activities, special laboratory safety training is provided upon the initial visit to the University's research center in Rancho Cordova. This information is currently presented by the University 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 spring time. 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, and how well the audible and visual alarms work inside the building. The active shooter seminar covers shelter-in-place concepts and how to engage 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 drug and alcohol abuse and sexual violence on campus (i.e. rape,

acquaintance rape, and all sex offenses defined in section titled *Sexual Offense Language Defined on page 20*), and 2) to provide relevant resources to those suffering from drug and alcohol 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 (i.e. MyStudentBody®), 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 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 if just for a few minutes.
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 at (916) 519-4905.
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 AED (if available).
- 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. Go 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 is (in proximity to your usual 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 request medical assistance (if necessary).
- 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, 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.
- Note that you may not know which hazard you are sheltering from at the time the notification is issued.
- If there is a hazardous condition which requires you to shelter-in-place, you may be notified through any of the following means:
 - 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.
- If you are outdoors, immediately move to the nearest building, alerting others in the area to the warning.

5. Fire

- Stop all activities and immediately initiate an evacuation.
- 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.
- If you encounter visitors/guests, assist as necessary.
- 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 not safe for travel, use the secondary route.
- Once outside the building, report to your designated meeting area. Wait for instructions.
- Do not re-enter 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 an electric current without any noticeable signs, and this can be extremely dangerous.
 - 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 the water is entering from the roof and it is related to a storm, 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 involved?
 - Are there hazardous materials involved?
 - Has anything been damaged? Specify if CNSU-owned property, such as books, collections, equipment, or infrastructure have been damaged.
 - Is anything in danger of being 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, hurricanes. You can also check the national weather service.
- If you are outside get into a building immediately, if inside, stay inside.
- Stay away from windows, as they can break under powerful winds and create a 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:
 - DO NOT try to clean-up the spill.

- Evacuate immediately.
- Report any spill or loss of containment to the Facilities Manager, University Operations, the Safety Committee Team, or a night time supervisor (if no one else is available).
- Request exposed individuals to remain nearby until emergency responders arrive.
- Isolate the area and await assistance.
- 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:
 - Locate the Safety Data Sheet (SDS) for the material of concern and provide it to responders.
 - TURN OFF any sources of ignition.
 - Provide assistance to the ill or injured (see Injury/Illness Procedure).
 - If individuals have been exposed, brush off any dry chemicals and rinse the area thoroughly for 15 minutes or until medical assistance arrives.
 - 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.
- 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.
 - 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.
 - Notify a supervisor or Local Emergency Management Team representative.
 - 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:
 - 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.
 - Inform your supervisor or a member of your Local Emergency Management Team.
 - 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 which seem dangerous or suspicious.
- Review other safety resources such as the Chemical Hygiene and Safety Plan, guidance from your local HR department or supervisor, www.ready.gov and www.arcbrcr.org for helpful tips and advice.
- Take personal responsibility for your own preparedness by taking steps to educate and equip yourself for an emergency.

- 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.
 - 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 are in bed, stay there and cover your head with a pillow.
 - Do Not use the elevators.
 - 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. 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.

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, 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, and C

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 2012 - 2014

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Non-forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	1	0	0	1
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Liquor Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Liquor Law Disciplinary Action	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Drug Law Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Drug Law Disciplinary Action	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Weapons Arrests	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Weapons Disciplinary Action	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

California Northstate University

Composite Hate Crime Statistics 2012 - 2014 (Race)

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Non- forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Larceny	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

(Simple) Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Intimidation	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Vandalism	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Any Other Crime Involving Bodily Injury	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

* Hate crime statistics reflect a "zero-response" from the CA Attorney General's Office for the requested information, as of October 2015.

California Northstate University

Composite Hate Crime Statistics 2012 - 2014 (Gender Identity)

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Non- forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Larceny	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

(Simple) Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Intimidation	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Vandalism	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Any Other Crime Involving Bodily Injury	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

* Hate crime statistics reflect a "zero-response" from the CA Attorney General's Office for the requested information, as of October 2015.

California Northstate University

Composite Hate Crime Statistics 2012 - 2014 (Religion)

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Non- forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Larceny	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

(Simple) Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Intimidation	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Vandalism	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Any Other Crime Involving Bodily Injury	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

* Hate crime statistics reflect a "zero-response" from the CA Attorney General's Office for the requested information, as of October 2015.

California Northstate University

Composite Hate Crime Statistics 2012 - 2014 (Sexual Orientation)

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Non- forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Larceny	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

(Simple) Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Intimidation	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Vandalism	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Any Other Crime Involving Bodily Injury	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

* Hate crime statistics reflect a "zero-response" from the CA Attorney General's Office for the requested information, as of October 2015.

California Northstate University

Composite Hate Crime Statistics 2012 - 2014 (Ethnicity/Ntl. Origin)

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Non- forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Larceny	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

(Simple) Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Intimidation	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Vandalism	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Any Other Crime Involving Bodily Injury	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

* Hate crime statistics reflect a "zero-response" from the CA Attorney General's Office for the requested information, as of October 2015.

California Northstate University

Composite Hate Crime Statistics 2012 - 2014 (Disability)

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Murder and Non-negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Negligent Manslaughter	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Sex Offenses (Non- forcible)	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Robbery	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Aggravated Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Burglary	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Motor Vehicle Theft	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Arson	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Larceny	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

(Simple) Assault	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Intimidation	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Vandalism	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Any Other Crime Involving Bodily Injury	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

* Hate crime statistics reflect a "zero-response" from the CA Attorney General's Office for the requested information, as of October 2015.

California Northstate University

Composite Clery Act VAWA (Special) Statistics 2012 - 2014

Offense Category	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Domestic Violence	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Dating Violence	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0
Stalking	2012	0	0	0	0
	2013	0	0	0	0
	2014	0	0	0	0

Appendix B

Bomb Threat Checklist

Bomb Threat Checklist:

Exact time of call _____

Exact words of caller

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: _____

Appendix C

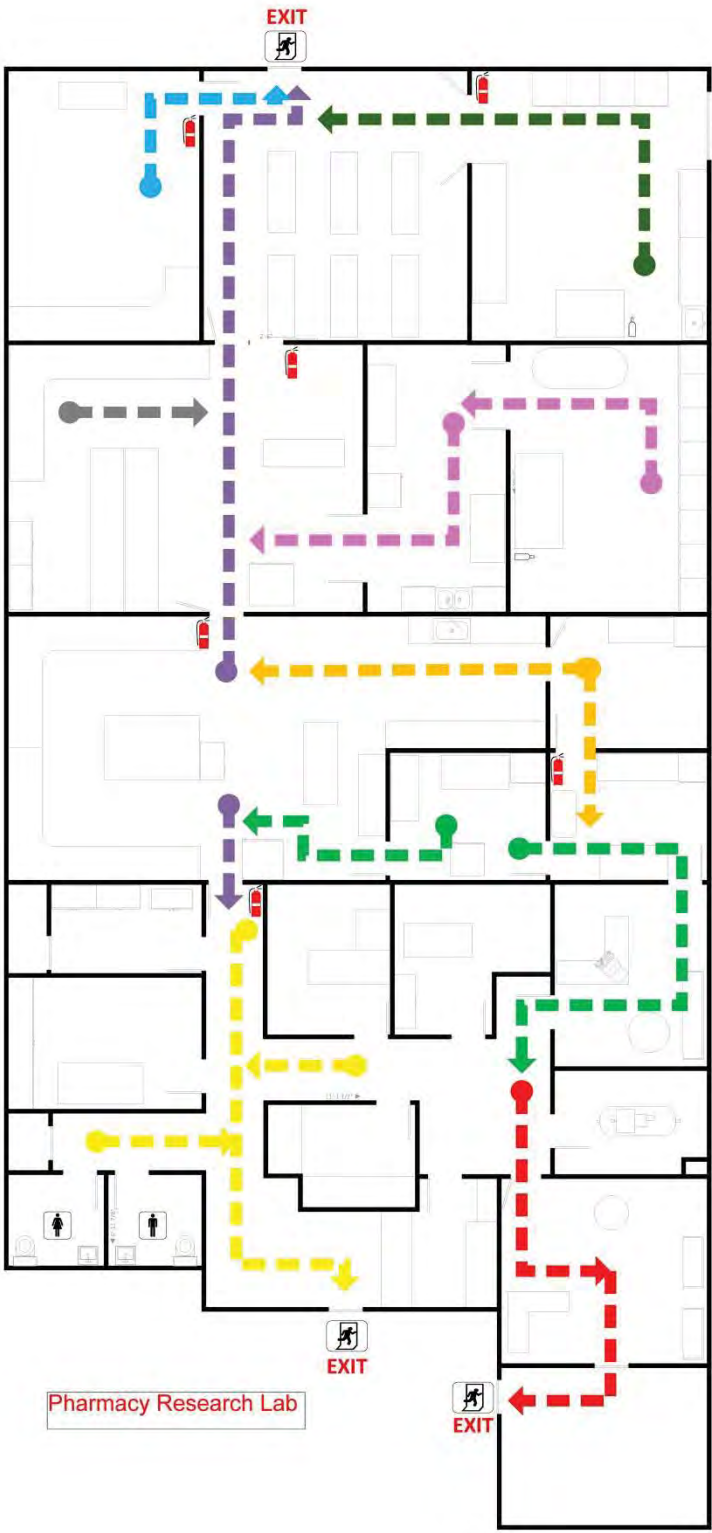
Evacuation Maps and Safe Point Locations





- 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





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.