

# **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report for 2020**

## **Campus Security Policy**

Westcliff University (WU) is committed to preventing workplace violence and to maintaining safe working and learning environments for all students and staff on campus. All employees, including supervisors and temporary employees, are to be treated with courtesy and respect at all times. Conduct that threatens, intimidates, or coerces another employee, student, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local laws.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to an immediate supervisor, WU Security or any other member of the administration. If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, Security can file a report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, WU can keep an accurate record of the number of incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

WU encourages everyone to report any crime, even if you have no intention of pursuing legal action. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public.

WU encourages everyone in the campus community to be aware of your surroundings and be vigilant at all times. All suspicious individuals or activities should be reported as soon as possible to a supervisor and WU Security. WU will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment and reporting to local law enforcement authorities. WU will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, WU will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.



WU Security collects crime data from the Security Authorities, Daily Crime Log and local police and prepares the Annual Security Report. The university publishes and distributes the Annual Security Report each year. The report is distributed to students and staff and made available to prospective students and employees.

The main campus of Westcliff University in Irvine, security is provided by the Property Manager via Allied Universal Security Services, which provides 24-hour security with a locked building access system, only accessible via personally issued cards. Von Karman Creative Campus (VKCC), the owner of the center in which the Westcliff campus is located in Irvine, uses the same security system to provide 24-hour security in the immediate area, including the parking lot servicing the Westcliff campus in Irvine, California.

**The Campus Security Authority personnel include:**

- Security Officer
- Office Manager
- Director of Operations
- Director of Human Resources
- President

**The Campus Security Authorities previously mentioned will:**

- File a report with the local police department when there is a reported crime. WU Security officer has the authority to ask persons for identification and to determine whether individuals have lawful business at WU and grant or deny access to the campus. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.
- The Security Office at WU-Main Campus maintains working relationships with the Irvine Police Department and the Orange County Sheriff's Office (for the Main Campus) and with the Cerritos Police Department (for the Cerritos Training Site).
- All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.
- Report homicide, rape, robbery, assault, illegal drugs and weapon possession to the local police department.

**The WU Crime Prevention program includes:**

- Employees are given information concerning safety and security during new employee orientation. Drills and exercises are conducted randomly during the year.
- All guests (including contractors/facility maintenance) are required to sign in at the receptionist desk to receive a visitor's pass. All guests will remain in the receptionist area until a WU employee escorts them through the building. Visitors should remain with the WU employee or in the meeting area and be escorted when leaving the building.
- All employees are encouraged to be vigilant and report anyone inside the WU building without a badge to Security.



- Employees are encouraged to report anyone loitering on the property or in the parking lot.
- Employees working after dark should travel with someone or have Security escort them upon exiting the building.
- All exterior doors and the parking lot are monitored by WU Security utilizing video surveillance.
- Random patrols, both inside and outside, are done by WU Security during scheduled working hours.
- In addition to the Irvine location being routinely patrolled by local police, WU utilizes the services of Hunter Security monitoring service.

**Crime Log**

A Daily Crime Log is maintained by the Office of Human Resources / WU Security. The crime log is maintained as follows:

- Once the Campus Security Authority has received a notification of a crime on the WU campus, the circumstances will be verified and recorded into the crime log.
- Crimes are recorded by date when the crime was reported, the nature, date, time, and general location of each crime, and the disposition of the complaint, if known.
- WU allows inspection of the logs, except where prohibited by law or when disclosure would jeopardize the confidentiality of the victim or investigation of the case.
- WU will disclose any information withheld once the adverse effect described is no longer likely to occur.
- The crime log is open to the public for inspection during normal business hours for the most recent 60 days.

**Sample Crime Log**

**Westcliff University Police Crime Log  
2017-2019 (Irvine)**

Nature (Classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition	Disposition Date

**Westcliff University Police Crime Log  
2017-2019 (Cerritos)**

Nature (Classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition	Disposition Date

**Western State College of Law Police Crime Log  
2017-2019 (Irvine)**

Nature (Classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition	Disposition Date

**Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics**

All current students, faculty, and staff members will be provided a notice that contains a brief description of WU Campus Safety Policies. This notice may be distributed through printed or electronic publications. Prospective students and employees can receive a copy of the Annual Security Report upon request.

**Timely Warnings to the Campus Community**

WU Security Authority will post warnings advising the campus community when there has been a confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. These timely warnings will be made available through electronic publications or will be otherwise posted in visible and accessible areas on the campus.

Since WU is, in large part, an online university, the term “Campus Community” primarily refers to the faculty and staff. There are occasions where a student may be visiting the campus, or attending a hybrid course taught on campus or at a training site, or where there are guests on site. These individuals will be warned verbally and given a print out of the submitted warning.

The WU Emergency Response Team, consisting of the Office of the President, Human Resources Department and the Security Office in The Department of Student Services, will make the determination if there is a significant emergency situation and the appropriate action and/or notification to the campus community. The determination will be made after gathering all available information and weighing the benefit and risk of a warning. It will be the practice to err on the side of caution. The decision to issue the warning to all employees or a portion of employees will be based on each individual incident. The content of the warning will be incident specific, and will include instructions on how to prepare for the impending danger. Most warnings will be issued by email, and if appropriate, followed by an announcement over the building's intercom.

WU will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

WU will conduct tests, drills and training at least annually both announced and unannounced to ensure the safety and security of the campus community.

## **Maintenance on WU Campus and Training Sites**

WU has electronic locks on all exterior doors for security. The Director of Facilities (in the Office of the CEO) is responsible for overseeing repairs of the campus facilities. This includes, but is not limited to, defective doors and locking mechanisms. All members of the campus community are encouraged to report any known problems or hazards to the Director of Facilities. Quickly identifying and reporting any known problems or hazards will enhance campus safety for everyone.

## **Reporting Criminal Activities**

**In emergency situations, first dial 9-1-1**, then, file a report to the Campus Security Authority. In non-emergency situations, report criminal offenses to the Campus Security Authority.

All students, faculty, and staff members of WU are strongly encouraged to report any criminal activity that occurs within the university system to the Campus Security Authority.

## **Reportable Offenses**

The following list of crimes is compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act. Statistics for an occurrence of any of the following are reported annually to the Department of Education as per the Clery Act.

- Criminal homicide including murder, non-negligent manslaughter and negligent manslaughter
- Forcible and non-forcible sex offenses
- Robbery
- Aggravated assault

- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Arrests for liquor, drug and weapons law violations
- Persons not arrested but referred for campus disciplinary action for liquor, drug and weapons law violations
- Domestic Violence
- Dating Violence
- Stalking

### **Monitoring Student Criminal Activity Off-Campus**

Since WU is an online university, it does not have any officially recognized student organizations with off-campus locations and student criminal activity is not monitored.

### **Missing Persons**

The Irvine Police Department will accept all reports of missing persons without delay. Investigative priority will be given to investigating missing persons over the handling of property crimes. If any person has reason to believe that a student is missing, s/he should immediately notify the Irvine Police Department (949) 724-7000. Irvine Police Department should immediately generate a missing person report and initiate an investigation. It is important to note that missing student reports can include reports made by anyone, even individuals not affiliated with Western University. A student is considered to be “missing” after a reasonable investigation by the Irvine Police Department fails to discover the location of the student reported missing from WU campus or where a set of extenuating circumstances may suggest immediate concern to the Assistant Director of Student Services.

### **Drug & Alcohol Prevention Program**

The Drug-Free Schools and Communities Act of 1989 requires that all institutions of higher education (IHE) adopt and implement an alcohol and drug prevention program to prevent the abuse of alcohol and use of illicit drugs by students and employees on institutional premises or as part of any of its activities. The regulations require an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Distribute the policy to every student and staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
4. As part of the biennial review, the institution must determine the following:
  - a. The number of drug and alcohol related violations and fatalities that occur on the campus, or as part of any of the institution’s activities and are reported to campus officials, and

- b. The number and type of sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities.

## **Drug and Alcohol Policy**

### ***1. Standards of Conduct***

Westcliff University (WU) is committed to providing a drug-free campus and workplace. WU prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and guests on its premises, or at any activity it sponsors.

Students, employees, and guests must comply with the federal, state, and local laws concerning underage drinking and illegal drug usage. Violations of federal, state, or local laws will be reported to the appropriate law enforcement officials.

Students and employees will be subject to university disciplinary action, up to and including expulsion or separation, pursuant to WU policies and procedures.

### ***II. Legal Sanctions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs***

#### ***A. State Laws and Sanctions***

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico, and Guam.

California laws related to the illicit possession, use, and distribution of alcoholic beverages or drugs, and the possible legal penalties for violation of these laws can be found on the California Legislative Information website included below:

- [Alcohol](#): Sections 23301, 25658, 25661, and 25662
- [Drug Offenses](#): Sections 11350 and sub sections and 11700
- [Public Intoxication](#): Section 647 (f)
- [Driving while under the influence](#): Sections 23140, 23152, 23221, 23222, and 23223

#### ***B. Federal Laws and Sanctions***

[United States Code Title 21, Chapter 13, Section 812](#) establishes classifications of controlled substances.. Section 841 makes it unlawful to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance or a counterfeit substance. Federal penalties for controlled substances can be found at [U.S. Department of Justice - Drug Enforcement Administration](#).



### ***C. Local Ordinances***

Local authorities abide by state and federal laws concerning unlawful possession, use, and distribution of alcoholic beverages and drugs.

Penalties for subsequent violations and convictions of the above are progressively more severe than for initial convictions.

## **Drug and Alcohol Prevention Program**

Westcliff University provides the eCHECKUP TO GO software for all students, faculty, and employees. eCHECKUP TO GO is an alcohol and drug prevention program that educates students and other members of the WU community on drinking patterns and the risks associated with alcohol and marijuana use. Students, faculty, and employees can access the software at [eCHECK UP TO GO](#).

## **Health Risks**

Alcohol and other drug abuse are a significant public health problem and has a detrimental effect on the community in terms of increased medical and workers compensation claims, medical disability costs, decreased productivity, injuries, theft, and absenteeism. To learn more about the health risks of alcohol and drug use, please visit the [National Institute on Drug Abuse website](#).

## **Other Resources**

Because WU's virtual campus does not enable the provision of on-site counseling or treatment, the following information is provided as a resource for those who need assistance with avoiding or recovering from alcohol or drug abuse. Students or employees who need information related to alcohol or drug abuse are encouraged to use directory information, online searches, the telephone book, or referrals from friends and/or professionals.

Below is a list of local and national organizations dedicated to providing information and suggestions.

- [Addiction Center](#)
- [California Department of Public Health](#)
- [National Institute on Drug Abuse](#)
- [National Institute on Alcohol Abuse and Alcoholism](#)
- [Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#)
- [Alcoholics Anonymous](#)
- [Narcotics Anonymous](#)

## **Drug Convictions Policy**

Under federal law, a student who has been convicted of the sale or possession of illegal drugs under any federal or state law during a period of enrollment for which the student was receiving financial aid (grant, loans, and/or





work-study) is not eligible for federal student aid. The Drug Convictions Policy can be located on the [Federal Student Aid website](#).

## Crime Statement

WU is issuing this statement in compliance with the Crime Awareness and Campus Security Act of 1990, also referred to as the Clery Act. This report is made available to all students and employees of Westcliff University. Below is a table showing reportable crimes occurring on campus or on public property adjoining the campus

Westcliff University					
16715 Von Karman Ave. #100 Irvine, CA 92606					
WESTCLIFF UNIVERSITY IRVINE LOCATION					
CLERY CRIMINAL OFFENSE STATISTICS TABLE					
Criminal Offenses	Calendar Year	On-Campus Property	Non-Campus Buildings or Property	Public Property	Total
Murder / Non-Negligent Manslaughter	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Manslaughter by Negligence	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Rape	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>

	2017	0	N/A	0	<b>0</b>
Fondling	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Incest	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Statutory Rape	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Robbery	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Aggravated Assault	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Burglary	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>

Motor Vehicle Theft	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Arson	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
<b>VAWA Offenses</b>	<b>Calendar Year</b>	<b>On-Campus Property</b>	<b>Non-Campus Buildings or Property</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Dating Violence	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Stalking	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>

**WESTCLIFF UNIVERSITY IRVINE LOCATION**

**CLERY ARRESTS AND DISCIPLINARY STATISTICS REPORTING TABLE**

Liquor, Drug, and Weapon Law Violation Offenses	Calendar Year	On-Campus Property	Non-Campus Buildings or Property	Public Property	Total
Arrests: Liquor Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Disciplinary Referrals: Liquor Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Arrests: Drug Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Disciplinary Referrals: Drug Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Arrests: Weapon Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Disciplinary Referrals: Weapon Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>

	2017	0	N/A	0	<b>0</b>
<b>Westcliff University Irvine Location</b>					
<b>Hate Crime Reporting</b>					
Hate Crime Reporting	2019	There were no hate crimes reported during the 2018 calendar year.			
	2018	There were no hate crimes reported during the 2017 calendar year.			
	2017	There were no hate crimes reported during the 2016 calendar year.			
<b>Westcliff University Irvine Location</b>					
<b>Unfounded Crime Reporting</b>					
Unfounded Crime Reporting	2019	There were no hate crimes reported during the 2018 calendar year.			
	2018	There were no hate crimes reported during the 2017 calendar year.			
	2017	There were no hate crimes reported during the 2016 calendar year.			

<b>Westcliff University</b>					
<b>18000 Studebaker Road #300 Cerritos, CA 90703</b>					
<b>WESTCLIFF UNIVERSITY CERRITOS LOCATION</b>					
<b>CLERY CRIMINAL OFFENSE STATISTICS TABLE</b>					
<b>Criminal Offenses</b>	<b>Calendar Year</b>	<b>On-Campus Property</b>	<b>Non-Campus Buildings or Property</b>	<b>Public Property</b>	<b>Total</b>
Murder / Non-Negligent Manslaughter	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>



	2017	0	N/A	0	<b>0</b>
Manslaughter by Negligence	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Rape	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Fondling	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Incest	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Statutory Rape	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Robbery	2019	0	N/A	1	<b>1</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>

Aggravated Assault	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Burglary	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Motor Vehicle Theft	2019	0	N/A	3	<b>3</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Arson	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
<b>VAWA Offenses</b>	<b>Calendar Year</b>	<b>On-Campus Property</b>	<b>Non-Campus Buildings or Property</b>	<b>Public Property</b>	<b>Total</b>
Domestic Violence	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Dating Violence	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>



	2017	0	N/A	0	<b>0</b>
Stalking	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
<b>WESTCLIFF UNIVERSITY CERRITOS LOCATION</b>					
<b>CLERY ARRESTS AND DISCIPLINARY STATISTICS REPORTING TABLE</b>					
<b>Liquor, Drug, and Weapon Law Violation Offenses</b>	<b>Calendar Year</b>	<b>On-Campus Property</b>	<b>Non-Campus Buildings or Property</b>	<b>Public Property</b>	<b>Total</b>
Arrests: Liquor Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Disciplinary Referrals: Liquor Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Arrests: Drug Law Violations	2019	0	N/A	1	<b>1</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Disciplinary Referrals: Drug Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>

	2017	0	N/A	0	<b>0</b>
Arrests: Weapon Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
Disciplinary Referrals: Weapon Law Violations	2019	0	N/A	0	<b>0</b>
	2018	0	N/A	0	<b>0</b>
	2017	0	N/A	0	<b>0</b>
<b>Westcliff University Cerritos Location</b>					
<b>Hate Crime Reporting</b>					
Hate Crime Reporting	2019	There were no hate crimes reported during the 2018 calendar year.			
	2018	There were no hate crimes reported during the 2017 calendar year.			
	2017	There were no hate crimes reported during the 2016 calendar year.			
<b>Westcliff University Cerritos Location</b>					
<b>Unfounded Crime Reporting</b>					
Unfounded Crime Reporting	2019	There were no hate crimes reported during the 2018 calendar year.			
	2018	There were no hate crimes reported during the 2017 calendar year.			
	2017	There were no hate crimes reported during the 2016 calendar year.			



Western State College of Law					
1 Banting Irvine, CA 92618					
WESTERN STATE COLLEGE OF LAW					
CLERY CRIMINAL OFFENSE STATISTICS TABLE					
Criminal Offenses	Calendar Year	On-Campus Property	Non-Campus Buildings or Property	Public Property	Total
Murder / Non-Negligent Manslaughter	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Manslaughter by Negligence	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Rape	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Fondling	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Incest	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>

	2017	0	0	0	<b>0</b>
Statutory Rape	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Robbery	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Aggravated Assault	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Burglary	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	1	0	0	<b>1</b>
Motor Vehicle Theft	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Arson	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>

VAWA Offenses	Calendar Year	On-Campus Property	Non-Campus Buildings or Property	Public Property	Total
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
<b>WESTERN STATE COLLEGE OF LAW</b>					
<b>CLERY ARRESTS AND DISCIPLINARY STATISTICS REPORTING TABLE</b>					
Liquor, Drug, and Weapon Law Violation Offenses	Calendar Year	On-Campus Property	Non-Campus Buildings or Property	Public Property	Total
Arrests: Liquor Law Violations	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
	2019	0	0	0	0

Disciplinary Referrals: Liquor Law Violations	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Arrests: Drug Law Violations	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Disciplinary Referrals: Drug Law Violations	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Arrests: Weapon Law Violations	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
Disciplinary Referrals: Weapon Law Violations	2019	0	0	0	<b>0</b>
	2018	0	0	0	<b>0</b>
	2017	0	0	0	<b>0</b>
<b>Western State College of Law</b>					
<b>Hate Crime Reporting</b>					
Hate Crime Reporting	2019	There were no hate crimes reported during the 2018 calendar year.			
	2018	There were no hate crimes reported during the 2017 calendar year.			
	2017	There were no hate crimes reported during the 2016 calendar year.			

Western State College of Law		
Unfounded Crime Reporting		
Unfounded Crime Reporting	2019	There were no hate crimes reported during the 2018 calendar year.
	2018	There were no hate crimes reported during the 2017 calendar year.
	2017	There were no hate crimes reported during the 2016 calendar year.

There were no reported hate crimes for 2017, 2018 or 2019 for either the Irvine Campus, Cerritos Training Site or at Western College of Law. Cerritos Training Site had five total offenses near the premises in 2019- Robbery (1), Motor Vehicle Theft (3) and Drug Law Arrests (1). Western State College of Law had one incident for burglary in 2017. Hate crimes include the above listed in addition to larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim.

\* Westcliff University does not have on-campus student housing facilities, or any non-campus buildings or property.

## Security Policies

### Sexual Assault Policy

Westcliff University (WU) is committed to creating and maintaining a community in which students, faculty, and staff can work and be present in an atmosphere free from all forms of harassment, exploitation, or intimidation.

WU has established procedures for reporting violations of University policy. All forms or attempts of sexual assault are regarded as serious offenses which may result in suspension or expulsion. Victims should seek medical treatment immediately and possibly counseling. If assistance is needed, one should contact local Emergency Services by dialing 911. If the offense occurs on campus, campus security should be contacted immediately. Campus Security is to assist with reporting the incident to the authorities, secure the area, and also contact local authorities for assistance with arranging medical transportation and evidence collection. Even if the victim does not want to report the assault to Police, the victim should report the incident to Campus Security, so that the incident can be included in statistics and can be used to identify any patterns developing.



## **Definition of Sexual Assault**

The definition of “sexual assault” includes, but is not limited to, forcible rape, forcible sodomy, sexual assault with an object, forcible fondling, incest, or statutory rape.

## **Facts about Sexual Assaults**

Sexual assault can happen anywhere. In fact, according to the U.S. Department of Justice:

- A sexual assault occurs every 2 minutes in America.
- There are about 213,000 victims of sexual assault each year.
- 60% of sexual assaults are not reported to police.
- Approximately 2/3 of assaults are committed by someone known to the victim.

## **Reporting a Sexual Assault**

The victim of a sexual offense should:

1. Go to a safe location and call 911.
2. Report the incident to the proper authorities and pursue criminal charges.
3. Seek medical treatment as soon as possible, including the collection and preservation of evidence that is crucial to pursuing criminal prosecution.
4. If the offense occurs on campus, report the assault to the campus security. WU Security Authorities will assist in reporting to police and obtaining medical treatment.

## **Preservation of Evidence of a Sexual Assault**

After a sexual assault, it is very important that the victim receive a medical examination. The victim should seek medical attention and have a “rape kit” done. Preserving the evidence from the assault is important. Even if the victim does not wish to file a police report or is certain he or she will not prosecute, evidence should be preserved so the victim has the opportunity to change his or her mind.

The following list of instructions is offered regarding the preservation of evidence:

- Do not change clothes until you have received medical attention. If the clothes are changed, those worn during the assault should be placed in a paper bag and taken along to the examination.
- Do not touch anything the suspect may have touched.
- Do not bathe (or shower) until you have received medical attention.
- While waiting for medical and law enforcement assistance, try to make mental notes of the incident.

## **Surviving Sexual Assault**

The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred. You can obtain help at the following:

The [Rape Crisis Center](#) provides assistance throughout this dire situation. Connect with the center through the hotline at (210) 349-7273, and they will begin to help you through the confusing and traumatic time. Whether you need help immediately following the incident or if you are still healing from long-lasting emotional scars, the Rape Crisis Center is equipped and experienced to connect you with the police, offer counseling and extend our hand to you throughout this event and its aftermath.

Victims of sexual assault may receive free confidential 24-hour counseling by calling [RAINN \(Rape Abuse Incest National Network\)](#) hotline number 1-800-656-HOPE (4673). Trained counselors are available at the aforementioned numbers 24 hours a day, 7 days a week. RAINN can also be reached through email, at [info@rainn.org](mailto:info@rainn.org). However, crisis counseling is not available through email. The e-mail address is intended solely for questions or comments.

WU provides an [Employee Assistance Program \(EAP\)](#) through EAP Lifestyle Management, LLC as an employee benefit. All full-time employees have access to EAP regardless of whether they obtain benefits through the company. Information about the program is available at 251-621-5360. This service provides referral services and treatment sessions as needed.

Additional resources: [Lifelines Counseling Services](#)

## **Campus Safety Policies**

Sexual assaults violate the standards of conduct expected of every member in the WU community. Sexual assault is a criminal act, which subjects the perpetrator to criminal and civil penalties under state and federal law. In all cases, WU will abide by and cooperate with local, state and federal sanctions. WU disciplinary action may include suspension or expulsion depending on the seriousness of the situation.

## **Change Academic Situation**

WU will change a victim's academic or employment situation after a sex offense or alleged sex offense, if those changes are requested and are reasonably available.

## **Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense**

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. In addition, both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

## **Sex Offender Registry**

Sex offender information is available at [California Megan's Law Website](#).

## **Domestic Violence Plan**

Any incident of alleged domestic violence, dating violence, or stalking incidents reported to Campus Security Authorities will be referred to local police for investigation unless the victim refuses to report to police.

In accordance with section 40002(a) of the Violence Against Women Act of 1994, “Domestic violence” means a “felony or misdemeanor crime of violence committed by-

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”

“Dating violence” means “violence committed by a person-

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship
  - the type of relationship
  - the frequency of interaction between the persons involved in the relationship.”

“Stalking” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

## **Earthquake**

During an earthquake:

If inside:

- Drop – Drop down on the floor

• Cover - Take COVER under a sturdy desk, table, or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

• Hold - If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

- Do not run outdoors.
- Do not use elevators.
- Follow directions of emergency personnel.

If in a Crowded Stadium, Theater, or Lecture Hall:

- Stay in your seat, protect your head and neck.
- Do not rush for the exits.

Follow directions of emergency personnel. If in an Elevator:

- If power fails, elevators will stop and lights will go off.
- Be patient. Emergency personnel will rescue you as soon as possible.

If Outside:

- Move to a clear area if safe to do so. Avoid falling hazards.
- Drop, cover, and hold in an open area. Protect your head and neck.
- Follow directions of emergency personnel.

If in a Vehicle:

- Pull over and stop in a clear area. Avoid overpasses, power lines, and structural hazards.
- Stay with your vehicle.

Do not re-enter the building until told it is safe. If outdoors on the WU campus:

- Stay clear of buildings, trees, or other falling hazard areas.
- Move to evacuation assembly areas.
- Follow directions of emergency personnel.

**WHEN TO GO HOME:** In the event of a major earthquake, be prepared to stay on the Westcliff University campus. You should not try to get home until emergency personnel say it is safe, the streets are cleared for travel, and most emergency conditions have been stabilized.

**AFTER THE SHAKING STOPS:**

If inside campus building:

- Expect aftershocks over the next hours or days.
- Check yourself and others for injuries. Report any injuries to supervisor or emergency personnel.
- Use your training to provide first aid, use fire extinguishers, clean up spills, etc.
- Assess your surroundings, check for damage and hazardous conditions. Report them to the supervisor or emergency personnel.
- Phone systems may be severely impacted. Limit phone use to emergency calls only.
- **DO NOT EVACUATE AUTOMATICALLY.** Outdoor hazards may be greater than indoor hazards.
- If asked to evacuate to assembly areas, move swiftly. Grab keys, personal items, and emergency supplies only if convenient and safe to do so.
- Follow directions of emergency responders.

Do not re-enter the building until told it is safe. If outdoors on campus:

- Stay clear of buildings, trees, or other falling hazard areas.
- Move to evacuation assembly areas.
- Follow directions of emergency personnel.

## **Fire**

When fire or smoke is discovered, **RACE** to respond.

- **RESCUE OR REMOVE** anyone (including yourself) who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs. Do not use elevators.
- Activate the **ALARM** by pulling the nearest fire alarm pull station and dial 9-1-1.
- **CONFINE OR CONTAIN** the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment if safe to do so.
- **EXTINGUISH** the fire with a portable fire extinguisher if safe. **EVACUATE** the area. Use fire extinguishers on small fires only – trash cans or smaller. After extinguishing a fire, back away and watch for re-ignition.

To operate a Portable Fire Extinguisher

**PULL**- the pin to release the handle.

**AIM** - the extinguisher at the base of the flames.

**SQUEEZE** - the handle to release the extinguishing agent.

**SWEEP** - back and forth across the base of the flames, and if the fire does not seem to be getting any smaller, **LEAVE THE AREA IMMEDIATELY** and call for help.

**IF YOU CAN'T EVACUATE:**

- Move to a safe location with fire-rated walls, doors, and few interior openings.
- Use a phone to dial 9-1-1 for assistance.
- Place wet towels or other materials around or under doors to keep smoke out.
- Display a sign or signal in the window to alert others to your location.
- Heat and smoke rise so stay as low as possible. Breathe shallowly through the nose and use clothing as a filter.
- If clothing catches fire: Stop, Drop, and Roll.

## **WU Emergency Response Plan**

The WU Emergency Response Team, consisting of the Office of the President, Human Resources Department and the Security Department (Student Services), will make the determination if there is a significant emergency situation and the appropriate action and/or notification to the campus community. The determination will be made after gathering all available information and weighing the benefit and risk of a warning. It will be the policy to err on the side of caution. The decision to issue the warning to all employees or a portion of employees will be based on each individual incident. The content of the warning will be incident specific, and will include instructions on how to prepare for the impending danger. Most warnings will be issued by email and if appropriate, followed by an announcement over the building's intercom.

WU will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency

## **Westcliff University Active Shooter - Emergency Plan**

**Purpose:** The purpose of the Active Shooter Emergency Plan is written to identify departments and their responsibilities in response to an active shooter event. This plan applies to situations where there is a person with a gun on campus, both suspected and verified, and also where shots have been fired.

**Applicability:** This plan applies to Westcliff University Main Campus located at 4199 Campus Drive, #650, Irvine, CA 92612.

**Attachments:** The following attachments to this Emergency Plan have been assembled from various Governments, Police and other documentation concerning Active Shooter safety guidelines. Because of the unpredictability of Active Shooter events, these are guidelines and should be used as such.

- Attachment A: Prior to an Active Shooter Event – Encountering or Coping with Threats and Violence, Safety Guidelines.
- Attachment B: During an Active Shooter Event – Active Shooter Emergency Safety Guidelines.
- Attachment C: Characteristics of an Active Shooter.

**Roles and Responsibilities**

**A. Emergency Action Plan Manager**

The Provost, in concert with the designated Emergency Action Plan Coordinators, shall manage the Emergency Action Plan for Westcliff University. The Registrar shall maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the Westcliff University emergency notification system with the appropriate authorities.

The Emergency Action Plan Manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.

The primary functions of the Emergency Action Plan Manager in the instance of a disaster are to:

- provide emergency notification as quickly as possible
- provide initial identification and counts of staff, students and visitors, if any
- assign staff to specific emergency tasks
- provide continuous information to emergency personnel
- communicate with the staff and their families

**B. Emergency Action Plan Coordinators**

**The Emergency Action Plan Coordinators are responsible for instituting the procedures in this plan in their designated areas in the event of an emergency.**

*(Note: Coordinators may also be given the responsibility of accounting for employees/visitors after an evacuation has occurred.)*

The Westcliff University Emergency Action Plan Coordinators are as follows:

Location	Primary Name and Position	Primary Phone No.
Irvine	1. Lynda Nguyen, Director of Human Resources 2. Dominic Enriquez, Director of Strategic Initiative	(888) 491 - 8686
Cerritos	1. Emily Chen, HR Business Partner 2. Sean Murray, CFO	(562) 865 - 7111

Westcliff University is committed to providing a safe environment for all students, faculty, and employees, including those with disabilities of any kind. In the enactment of the Emergency Action Plan, all staff will provide appropriate auxiliary aids and services to ensure effective communication with individuals with



disabilities (i.e., interpreters, captioning, and accessible information technology); ensure individuals with disabilities are not separated from service animals and assistive devices, and can receive disability-related assistance throughout emergencies; and comply with the *Americans with Disabilities Act's* architectural and other requirements. Westcliff University will also comply with applicable legal requirements on language access, including *Title VI* of the *Civil Rights Act of 1964*. [The above wording is adapted from the U.S. [Department of Education's Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#) (page 24)].

The following individuals shall be responsible for assisting employees, or students who have disabilities (along with service animals and assistive devices, e.g., wheelchairs) and others with access and functional needs, including language, transportation, and medical needs during evacuation:

Location	Assigned Assistant's Name and Position	Assistant's Phone No.
Irvine	April Vuong, Dean of Student Affairs	(888) 491 - 8686
Cerritos	Rania Takla, General Accounting Supervisor	(562) 865 - 7111

**C. Management**

Westcliff University will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. Westcliff University administration will ensure proper adherence to this plan through regular review.

**D. Supervisors**

Supervisors shall follow the procedures and ensure that their staff members are trained in the procedures outlined in this plan.

**E. Employees**

Employees are responsible for knowing and following the procedures described in this plan.

**F. Contractors**

Independent Contractors are responsible for complying with this plan, and shall be provided the training described herein by the University.

In the event of an armed robbery or active shooter situation on campus, all of the assets in the facility combined would not equal the safety of a student or staff member. Do not attempt to be a hero!

In any situation where an armed individual is on campus or in the surrounding areas, it is the priority of Westcliff University to minimize the loss of life for all individuals. There are three basic options: run, hide, or fight. Each of these options may be necessary in order to protect yourself and others in case of an emergency. Upon recognizing the danger, as soon as it is safe to do so, staff or others must alert responders by contacting 911 with as clear and accurate information as possible. The following steps are adapted

from the Active Shooter section of the [U.S. Department of Education's Guide for Developing High-Quality Emergency Operations Plans for Institutions of Higher Education](#) (pages 82-84).

1. If it is safe to do so, run and evacuate the facility immediately and move to a safe distance.
  - Leave personal belongings behind;
  - Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with access and functional needs;
  - Avoid escalators and elevators;
  - Take others with them but not to stay behind because others will not go;
  - Call 911 when safe to do so; and
  - Let a responsible adult know where they are.
2. If it is not safe to run and evacuate the facility, hide in as safe a place as possible.
  - Lock the doors;
  - Barricade the doors with heavy furniture;
  - Close and lock windows, and close blinds or cover windows;
  - Turn off lights;
  - Silence all electronic devices;
  - Remain silent;
  - Use strategies to silently communicate with first responders if possible, (e.g., in rooms with exterior windows make signs to silently signal law enforcement and emergency responders to indicate the status of the room's occupants);
  - Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room); and
  - Remain in place until given an all clear by identifiable law enforcement.
3. If neither running nor hiding is a safe option, as a last resort when confronted by the shooter, adults in immediate danger should consider trying to disrupt or incapacitate the shooter by using aggressive force and items in their environment, such as fire extinguishers, chairs, etc. Confronting an active shooter is not a requirement of any employee's job; how each individual chooses to respond if directly confronted by an active shooter is up to him or her.

## **Westcliff University Security:**

- The Westcliff University Security Office's prime responsibility is to protect the Westcliff University Community and will be the first responder to an active shooter incident. The actions taken for this type of incident will have the following objectives:
  1. Immediately engage the assailant(s)
  2. Evacuate the victims
  3. Direct affected individuals to medical care, interviews, and counseling
  4. Preserve the crime scene for investigation

- The WU Security will maintain and follow Westcliff University Active Shooter Protocols based on National, State, and Local Law Enforcement accepted practices and guidelines for dealing with active-shooter incidents on campus.
- The WU Security Department is authorized to issue an Emergency Notification immediately and directly to the Westcliff University Community without consulting the emergency response team when an active shooter on campus has been confirmed.

### **Office of the President**

- The Office of the President is responsible for ongoing communications relative to the event, issuing the follow up Emergency Notifications and updating the Emergency Information Telephone Lines and Safety Website.
- Provide back-up for issuing Emergency Notifications.

### **Human Resources:**

The Human Resources Department is responsible for assisting in the recognition of students/employees at risk. Should a threat present itself, HR will call together the Threat Assessment Team to review the situation. The team will consist of the Office of the President, the WU Security supervisor, the Human Resources Department, Employee Assistance Program (EAP) resources and others as required.

### **Office of the President:**

- Activate the Emergency Response Plan

### **Maintenance Department:**

Is responsible as necessary after the event, for the clean-up and restoration of facilities impacted / damaged in the course of any active-shooter incident as soon as crime scene restrictions are removed.

### **Protocol:**

Active shooter events cannot be predicted to follow any pattern and therefore the following protocol will act as a sequencing guideline for this type of situation:

- In the event that a notice is received by the University Security Office either from a campus source, off-campus telephoned warning, or transfer from the Irvine Police Department of a 911 call that a:
  - Gun or weapon has been found on campus.
  - Person with a gun is on campus.
  - Active shooter – has fired shots on campus.
- The WU Security will respond in the following way:
  - If (gun or weapon) is found, the responding officer will follow appropriate protocol for removal of weapon.

- If a person with a gun is on campus and is a danger to them only, the responding officer will follow appropriate protocol for the situation.
- If a person with a gun is a danger to others the responding officer will follow the WU Active Shooter Protocol.
- Notify Irvine Police / 911.
- If it is determined immediately that an active shooter incident is occurring from the phone call received, the officer in charge will follow the WU Active Shooter Protocol.
- For an active shooter on campus, the person taking the call will immediately:
  - Advise WU Security to respond to the incident
  - Will contact the IPD and notify them that WU Security is responding
  - Will notify immediately the Office of the President or HR to issue the emergency notification.
- The Office of the President will activate the Emergency Response Plan and designate a location to assemble the Emergency Response Team.
- The Emergency Response Team will assemble at the appropriate location when it is safe to do so to coordinate recovery assistance to the victims and families, media information releases, and other appropriate action as necessary.

### **WU Active Shooter Protocol**

An active shooter incident is a very volatile and fluid situation, and as such, each one must be managed as it unfolds. The main objective is to ensure the safety of the individuals on campus and bring the incident to a close as soon as possible with as few injuries as possible. To that end, the following steps are to be taken:

- WU Security will immediately begin the search for the assailant and immediately engage him/her
- WU Security will not render aid to victims until the assailant has been neutralized or has left the campus
- Once the incident has been resolved, Security will aid in the treatment and evacuation of victims

### **Attachment A:**

#### **Prior to an Active Shooter Event – Encountering or Coping with Threats and Violence, Safety Guidelines**

The following guidelines were taken from a United States Office of Personnel Management document on “Dealing with Violence in the Workplace”, which summarize the actions you should (or should not) take when encountering a hostile or threatening situation.

#### **For an angry or hostile person.**

- Stay calm
- Listen attentively
- Maintain eye contact
- Be courteous
- Be patient
- Keep the situation in your control

**For a person shouting, swearing, or threatening**

- Signal a coworker, that you need help (Use a duress alarm (panic button) or code words)
- Do not make any calls yourself
- Have someone call the WU Security (888-491-8686)

**For someone threatening you or others with a gun, knife, or other weapon**

- Stay calm
- Quietly signal for help (Use a duress alarm or code words)
- Maintain eye contact
- Stall for time
- Keep talking - but follow instructions from the person who has the weapon
- Do not risk harm to yourself or others
- Never try to grab a weapon
- Watch for a safe chance to escape to a safe area

**Attachment B:**

**During an Active Shooter Event-  
Active Shooter - Emergency Safety Guidelines**

The following guidelines cannot cover every possible situation that might occur. Nevertheless, they serve as an awareness and training tool likely to reduce the number of injuries or death if followed as soon as a situation develops.

Violent incidents, such as an active shooter, can occur on University grounds or within close proximity of the Campus with little or no warning. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death, and has not been contained. Active shooter situations are dynamic in nature and demand an immediate response to the situation by the community and law enforcement to stop the shooting and prevent further harm to the community.

In general, how you respond to an active shooter is dictated by the specific circumstances of the situation. If you should find yourself in an active shooter situation, try to remain calm -- your actions will influence others, trust your instincts, and call 888-491-8686 as soon as possible.

The WU Security along with local and state police have adopted accepted law enforcement response procedures to contain and terminate such threats as quickly as possible. The following guidelines taken from those sources will enable you to take appropriate actions for yourself and are intended for emerging or in progress situations.

**General Guidelines to Remember:**

- Trust your instincts
- Act Smart

- Make good decisions
- Take care of yourself
- Take care of others

### **Immediate Action:**

**Secure the immediate area.** Whether a classroom, conference room, office, or restroom:

- If able, lock or barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If an assailant enters your room and leaves, lock or barricade the door behind him/her.
- If safe to do so, allow others to seek refuge with you.

**Protective actions.** Take appropriate steps to reduce your vulnerability:

- Close blinds.
- Block windows.
- Turn off radios and computers.
- Silence cell phones.
- Place signs in exterior windows to identify your location and the location of injured persons.
- Keep people calm and quiet.
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.
- Do not sound fire alarms. This may cause others to flee the buildings and put them at risk.
- Call WU Security (888-491-8686) and 911 if safe to do so

**Unsecured Areas.** If you find yourself in an open area, immediately seek protection:

- Put something between you and the assailant.
- Consider trying to escape, if you know where the assailant is and there appears to be a safe escape route immediately available to you.
- If in doubt, find the safest area available and secure it the best way you can.

Call 888-491-8686, and then dial 911. Program these emergency numbers into your cell phone. Be aware that the telephone systems may be overwhelmed during this type of incident. All emergency situations should be reported to the campus enforcement by dialing 888-491-8686 and also dial 911. You may hear multiple rings but stay on the line. Be prepared to provide as much information as possible, such as the following:

- What is happening?
- Where you are located, including building name and room numbers.
- Number of people at your specific location.
- Injuries if any, including the number of injured and types of injuries.

- Your name and other information as requested.

**Try to provide information in a calm clear manner** so that the operator quickly can relay the information to responding emergency personnel.

**What to report.** Try to note as much as possible about the assailant, including:

- What exactly did you hear – e.g., gunshots, explosions, etc.?
- Specific location of the assailant.
- Number of assailants.
- Gender, race, and age of the assailant.
- Language of commands used by the assailant.
- Clothing color and style.
- Physical features- e.g., height, weight, facial hair, glasses.
- Type of weapons- e.g., handguns, rifle, shotgun, explosives.
- Description of any backpack or bag.
- Do you recognize the assailant? Do you know his/her name?

**Treat the injured.** The 911 operator will notify law enforcement and other emergency services such as EMS, Fire and Rescue. EMS, Fire and Rescue will respond to the site, but will not be able to enter the areas until the area is secured by law enforcement. You may have to treat the injured as best as you can until the medical personnel are allowed to enter the area that was involved. Remember basic first aid:

- For bleeding apply pressure and elevate. Many items can be used for this purpose – e.g., clothing, paper towels, feminine hygiene products, newspapers, etc.
- Reassure those in the area that help will arrive – try to stay quiet and calm.

**Un-securing the area:**

- The assailant may not stop until his/her objectives have been met or until engaged and neutralized by law enforcement.
- Always consider the risk of exposure posed by opening the door for any reason.
- Attempts to rescue people outside a secure area only should be made if it can be done without further endangering the people inside the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice someone to open the door of a secured area.
- If there is any doubt about a threat to the safety of the individuals inside the room, the area needs to remain secured.

**Law Enforcement Response:**

**WU Security will immediately respond to the area,** assisted by other local law enforcement agencies. Remember, help is on the way. It is important for you to:



- Remain inside a secured area.
- Law enforcement will locate, contain, and stop the assailant.
- The safest place for you to be is inside a secure room.
- The assailant may not flee when law enforcement enters the building, but instead may target arriving officers.

**Injured Person.** Initial responding officers will not treat the injured or begin evacuations until the threat is neutralized and the area is secure.

- You may need to explain this to others in order to calm them.
- Once the threat is neutralized, officers will begin treatment and evacuation.

**Evacuation.** Responding officers will establish safe corridors for persons to evacuate.

- This may be time consuming.
- Remain in secure areas until instructed otherwise.
- You may be instructed to keep your hands on your head or drop to the ground.
- You may be searched.
- You may be escorted out of the building by law enforcement personnel – follow their direction.
- After evacuation, you may be taken to a staging or holding area for medical care, interviewing, or counseling.
- Once you have been evacuated you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

## **Emergency Notifications:**

An Emergency notification message will be broadcast as soon as possible for this type of emergency situation.

- The initial message will inform you of where the incident is occurring.
- If you are inside the area described, you should follow the guidelines above.
- If you are not inside the area described, you should follow the guidelines to stay in place and not come to the area involved.
- Communications, including the use of cell phones, landline phones, and the internet, of a non-emergency nature, should be kept to a minimum during the event.

Once the incident has been resolved, you will receive an additional message to notify you of the incident status and provide further directions.

## **Attachment C: Characteristics of an Active Shooter**

The following is a list of characteristics commonly associated with active shooter suspects. The list is compiled from descriptions of past active shooters and is not meant to be a comprehensive list describing all active shooters.

- Active shooters usually focus on assaulting persons with whom they come into contact. Their intention to cause bodily harm is usually an expression of hatred or rage rather than the commission of a crime.
- An active shooter is likely to engage more than one target. Active shooters may be intent on killing a number of people as quickly as possible.
- Generally, the first indication of the presence of an active shooter is when he or she begins to assault victims.
- Active shooters often go to locations where potential victims are close at hand, such as classrooms, libraries, dining halls and gymnasiums.
- Tactics such as containment and negotiation, normally associated with stand-off incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.
- Active shooters are often better armed than the police, sometimes making use of explosives, booby traps, and body armor. Active shooters are not limited to the use of firearms in accomplishing their attacks on victims. They may use bladed weapons, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.
- Active shooters may have a planned attack and be prepared for a sustained confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission of their attacks. Escape from the police is usually not a priority of the active shooter.
- Active shooters may employ some type of diversion, such as smoke bombs or set off fire alarms.
- Active shooters may be indiscriminate in their violence or they may seek specific victims.
- Active shooters may be suicidal, deciding to die in the course of their actions either at the hand of others or by a self-inflicted wound.
- Active shooters usually have some degree of familiarity with the building or location they choose to occupy.
- Active shooter events or an active shooter may go inactive by going to a barricaded status with access to victims.