



UNIVERSITY OF THE WEST SECURITY AND FIRE SAFETY ANNUAL REPORT 2014

One of the missions of University of the West (UWest) is to create and maintain a safe and secure environment in which effective learning can take place. As a Title IV institution UWest must produce and distribute an annual report containing statements of safety and security policies, and crime and fire statistics, pursuant to 20 United States Code Section 1092(f), the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, *Higher Education Opportunity Act (HEOA)*, and the *Violence Against Women Reauthorization Act (VAWA)*. The following information is provided to you as part of UWest’s commitment to safety and security on campus and is in compliance with the requirements of the *Clery Act*, *HEOA*, and *VAWA*.

I. Reporting Crimes and Emergencies

UWest provides a comprehensive program of police, security, crime prevention, emergency response, and fire safety services to help ensure the university community is a safe and secure place in which to study, live and work.

Members of the UWest community are encouraged to report crimes, suspicious activities or other emergencies to the General Services Department which oversees campus safety and security issues. UWest’s General Services Department maintains direct contact with local law enforcement agencies. Persons reporting criminal incidents should provide as much information as is available. If possible, this should include the location, nature of any injuries, a description of possible criminals, and a brief description of what happened.

Please use the following telephone numbers to report a crime on campus or in case of an emergency:

Emergency Phone List during Office Hours:

Operator	Ext. 100 (campus)
General Services	Ext. 170, 128, 129, 139 (campus)
Residential Life Coordinator Office	Ext. 383, 190 (campus)
Student Life	Ext. 317 (campus)
Emergency Call	911
Security company	800-454-9888
Temple City Sheriff Department	626-285-7171

Emergency Phone List During Non-Office Hours:

Depending on the type of emergency situation, either call 911, or contact:

<p><u>Campus Facility/Safety</u></p> <p>Campus Security Guard Oona Security Office: 800-454-9888 Cell: 213-798-5482</p> <p>Or</p> <p>Residential Life Coordinator 626-571-8811 Ext. 383 626-656-2190</p>	<p><u>First Aid/Medical Assistance</u></p> <p>Emergency Call 911</p> <p>Or</p> <p>Residential Life Coordinator 626-571-8811 Ext. 383 626-656-2190</p>
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II. Access and Security of Campus Facilities

Non-Residential Buildings Most non-residential buildings and facilities are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. The security guard will lock the exterior doors to all the buildings and facilities by key when all classes and business concludes for the night, usually at 10 PM.

All guests and visitors are required to register with the university Receptionist located in the lobby of the Administration Building.

Residential Buildings The exterior doors to all student residence halls are controlled 24 hours a day and are accessible to students via an electronic card access control system. Registered guests and visitors to a student residence hall may gain temporary admittance by calling the Residential Life Assistant at ext. 190.

UWest’s campus, including residential and non-residential buildings, are staffed by unarmed, proprietary security guards from 5PM to 7AM, Monday through Friday, and 24 hours on Saturday, Sunday and school holidays.

III. Campus Law Enforcement Policies

The UWest General Services Department oversees campus safety and security. Both General Services personnel and the above-mentioned proprietary security guard are unarmed and do not have law enforcement authority.

UWest relies on our local law enforcement agency - the Temple City Sheriff’s Department - for any law enforcement activity and assistance. The General Services Department works closely with Temple City Station to develop and promote a good working relationship.

UWest employees and students are strongly encouraged to accurately report any and all crimes to the local law enforcement agency as well as the General Services Department.

IV. Security and Safety Awareness and Crime Prevention Programs

The University encourages students and employees to be responsible for their own security and the security of others.

Orientation New students and employees are provided with campus safety and security information during the new student and new employee orientation.

Educational Programs Workshops and presentations on security and/or crime prevention are scheduled in response to requests and on an as-needed basis.

Security Patrol Unarmed, proprietary security guards patrol the university campus from 5PM to 7AM, Monday through Friday, and 24 hours on Saturday, Sunday and school holidays.

Electronic Card Access System This system is employed in a number of buildings on campus: the Administration Building, Education Building, Library and Residence Halls, which allow only authorized persons to enter the exterior doors of the buildings during controlled hours.

24/7 Video Surveillance System Security cameras have been installed and surveil the hallways and the main entrances/exits of a number of buildings on campus, including the Administration Building, Education Building, Library, Continuing Education Building, Residence Halls, Recreation Building and Auditorium.

V. Drug and Alcohol Policies

Drug and alcohol abuse on campus poses a serious threat to the health and welfare of faculty, staff and students, impairs work and academic performance and jeopardizes the safety and well-being of members of the university community. In keeping with its efforts to promote health and safety and protect the interests of our employees and students, UWest does not allow anyone to use, possess, sell, manufacture, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or controlled substances at any time on university premises and in university vehicles.

VI. Sexual Assault and Awareness Programs and Policies

A coalition of professionals representing the Student Life Office, Human Resources Office, and Mental Health and Outreach Services Center (Wellness Center) present awareness programs and provide services dealing with domestic violence, rape, and sexual assault.

Students or employees accused of sexual assault may be prosecuted under California criminal statutes, disciplined under the university's discipline procedures, and/or be the subject of a civil suit.

If you believe that you have been sexually assaulted you have several options, more than one of which may be pursued:

- Seek counseling and/or medical attention
- Report to the police and file charges
- Report to the police and not file charges
- File a civil suit
- Request disciplinary sanctions, which may include alternative housing arrangements and interim suspension for the perpetrator
- Obtain a restraining order
- Request mediation services

Should you choose to pursue formal action through the campus disciplinary process, you as the assault survivor will have the following rights:

- The right to a closed hearing.
- The right to confidentiality. This protocol is developed in order to assist sexual assault survivors with treatment, counseling and referral, and is not intended as an investigative process pursuant to initiating legal or disciplinary sanctions. All personally identifiable information gathered pursuant to these protocols are confidential and may not be released without the consent of the person identified by the release of information unless required by law or court order.

In accordance with the "Campus Sex Crimes Prevention Act" (CSCPA) of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, UWest provides a link (see below) to the California Megan's Law sex offender locator site. The CSCPA requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in a State, to provide notice to each institution of higher education in that State at which a person is employed, carries a vocation, or is a student. In California, convicted sex offenders must register with the State.

Before accessing this site you should read the Megan's Law Disclaimer in full. In particular be aware that, "The information on this web site is made available solely to protect the public. Anyone who uses this information to commit a crime or to harass an offender or his or her family is subject to criminal prosecution and civil liability."

The California State Government maintains this site and is responsible for its contents. Follow the link below to access the California site:

<http://www.meganslaw.ca.gov/>

If you have any problems or questions about accessing this site, please contact the Student Life Office in the Administration Building.

VII. Emergency Response and Evacuation Procedures

UWest has established an Emergency Response Team (ERT) which is comprised of more than twenty employees and students. The ERT members are trained in Emergency Preparedness and Response, Earthquake and Fire Evacuation, and First Aid. Most of the members are CPR certified.

The UWest ERT has developed, maintains, updates, and publicizes an Emergency Response Plan that encompasses such issues as emergency response, evacuation procedures, and emergency communication in times of crisis. It also conducts a test of the emergency response plan at least annually, including a campus-wide emergency drill, and maintains a record documenting the description, date, and time of each test and whether it was announced or unannounced.

In case of a serious incident which poses an immediate threat to the university community and/or its members, i.e. earthquake, fire, gas leak, contagious viruses, etc., the university will communicate information to the campus community, without delay. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees occurring on campus, some or all of these methods of notification may be activated. These methods of notification may include activating an emergency notification system utilizing UWest's email system and telephone system; messages displayed on electronic message boards on campus; and notices posted on the home page of UWest's website which can be accessed by the larger community.

Based on the nature of the emergency, the President's Office, Dean of Student Affairs, Safety Coordinator will promptly make a decision regarding emergency notification, including whom to notify, the content of the notification, and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.

The following is a list of the personnel/offices responsible for carrying out the emergency response process:

President's Office (ext. 101)

Chief Academic Officer (ext. 107)

Dean of Student Affairs (ext. 130)

Dean of Enrollment (ext. 370)

Safety Coordinator (ext. 129)

VIII. Missing Students Residing on Campus Notification

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, this policy sets forth procedures for the reporting, investigating and making emergency notifications regarding any student residing on campus who is believed to be missing.

Reporting a Possible Missing Student If a member of the UWest community, including faculty, staff and students, has reason to believe that a student who resides in on-campus housing may be missing, the Residential Life Office should be immediately contacted at 626-656-2190. The Residential Life Office will generate an incident report and immediately refer the report to the Dean of Student Affairs Office and General Services Department. An investigation will be initiated in order to locate the possible missing student. After all reasonable efforts have been expended, and if the status of the student is undetermined, the Temple City Sheriff's Department will be notified immediately.

Missing Student Emergency Contact Upon signing the UWest Residence Hall Agreement, students are required to provide a least one emergency contact to the university. The Residential Life Office will notify the designated emergency contact no more than 24 hours after the student is determined to be missing by the law enforcement agency. This contact information is considered confidential and will only be accessible to authorized university employees and law enforcement officers.

For students who are under 18 years of age and not emancipated, the Residential Life Office will notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

IX. Annual Fire Safety Report

The HEOA requires two new safety-related requirements on institutions that participate in federal Title IV programs which follow:

Annual Fire Safety Report Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Information contained in this annual fire safety report includes: fire safety systems in each student residence building, information on evacuation procedures, number of regular mandatory supervised fire drills, policies on portable electrical appliances, smoking and open flames, fire safety education and training programs, and fire statistics for each student residential building for the previous three years.

Fire Log UWest's General Services Department maintains a Fire Log which documents all fire-related incidents on campus.

Fire Protection Equipment/Systems All residential buildings are equipped with automatic fire detection and alarm systems which meet the state and local building and fire safety codes.

Residence Halls		Fire Alarm Pull Station	Fire Extinguisher	Smoke Detectors (Room)	Smoke/Carbon Dioxide Detectors (Hallway)	2014 Fire Drill Conducted
Hall A	1 st Floor	2	3	YES	YES	1
	2 nd Floor	2	3	YES	YES	1
Hall B	1 st Floor	2	2	YES	YES	1
	2 nd Floor	2	2	YES	YES	1

Information on Fire and Evacuation Procedure in Case of Fire

A **fire** is defined as “*Any instance of open flames or other burning in a place not intended to contain the burning or in an uncontrolled manner.*” Except where fires result from large-scale explosions, warfare, or civil strife, the fire emergency usually allows a short time for marshaling of fire fighters and organizing an evacuation if necessary. Small fires must be checked as soon as they start. Prompt action by trained people, proper equipment and common sense precautions will prevent a small fire from becoming a disaster.

In case of fire, please follow the following procedure:

1. Anyone detecting a fire will call the Safety Coordinator at extension 129 to report the exact location of the fire. Sound the fire alarm if necessary and evacuate the building. Do not attempt to fight the fire unless it is to save someone’s life. If there is smoke, stay low. Close all doors to confine the fire and help prevent it from spreading. Warn all people in the area immediately so they can get to places of safety. This is especially important in the case of fires in buildings.
2. Once outside, meet and tell the ERT members where the fire is. The ERT members will dial 911 to reach the Fire Department. If the fire was put out locally, the ERT members will decide if complete or partial evacuation is necessary.
3. **DO NOT USE ELEVATORS IN CASE OF FIRE.**

Policies on Portable Electrical Appliances, Smoking and Open Flames

Only a limited number of appliances approved by the Residential Life Office are permitted within the student residential buildings. Approved personal appliances include computers, laptops, stereos, televisions, radios, irons, non-commercial hairdryers, and other similar appliances. Prohibited personal items include, but are not limited to: hot plates, halogen lamps, microwaves, immersion coils, dishwashers, and open-coil appliances.

Fire or smoke producing articles, such as fireworks, explosive devices of any kind, candles, incense and other open flame items are prohibited in the residence halls. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices/substances is prohibited in the residence halls.

All university buildings and facilities are designated as non-smoking areas, where smoking is expressly prohibited. Employees, students and guests are asked to respect

these designations. These areas includes classrooms, the library, computer lab and language lab, private offices, the auditorium, enclosed corridors, the dining hall, residence halls, recreation rooms, swimming pool, lounges, kitchen, storage rooms and restrooms.

In situations where the preference of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers must prevail.

Fire Safety Education and Training Programs

The UWest ERT regularly reviews emergency evacuation plans for all on-campus buildings and facilities and evacuation maps and procedures are posted in each residential and non-residential building.

In conjunction with earthquake drills, fire drills are scheduled at least once a year and include guidance from ERT members and Residence Life staff. Through fire drills, residents are educated and familiarized with the evacuation procedures in case of fire.

The ERT conducts an Emergency Preparedness workshop at least once a year. The workshop is open to the entire university community and covers the Emergency Preparedness Plan, Earthquake and Fire Evacuation, and First Aid.

APPENDIX 1

Crime Statistics

This report contains categories of crime statistics for the campus and certain non-campus properties which have been reported to the local police and/or the campus security authorities for the most recent three calendar years. It is prepared by using the information obtained by the UWest Financial Aid Office from the General Services Department, Student Life Department, Residential Life Office as well as combined statistics supplied by the LA County Sheriff's Department. This report is distributed to the current students and employees by a direct e-mail message stating where the report is posted on the university's Internet Web site. Individuals may also request a paper copy of this report from the General Services Department, Student Life Office or Financial Aid Office. Statistics for the local area are available on the LA County Sheriff's Department's Web site <http://la-sheriff.org/sites/yir9600/>.

Criminal Offences	On Campus (1409 Walnut Grove Ave, Rosemead)	2012	2013	2014
a. Murder/Non-negligent manslaughter		0	0	0
b. Negligent manslaughter		0	0	0
c. Sex offenses - Forcible		0	0	
d. Rape				0
e. Fondling				0
f. Sex offenses – Non-forcible		0	0	
g. Incest		0	0	0
h. Statutory rape		0	0	0
i. Robbery		0	0	0
j. Aggravated assault		0	0	0
k. Burglary		0	0	1
l. Motor vehicle theft		0	0	0
m. Arson		0	0	0
Criminal Offences	Off-Campus (S. El Monte Apts.)	2012	2013	2014
a. Murder/Non-negligent manslaughter		0	0	0
b. Negligent manslaughter		0	0	0
c. Sex offenses - Forcible		0	0	
d. Rape				0
e. Fondling				0
f. Sex offenses – Non-forcible		0	0	
g. Incest		0	0	0
h. Statutory rape		0	0	0
i. Robbery		0	0	0
j. Aggravated assault		0	0	0
k. Burglary		0	0	0
l. Motor vehicle theft		0	0	0
m. Arson		0	0	0
Criminal Offences	Public Property *	2012	2013	2014
a. Murder/Non-negligent manslaughter		0	0	0
b. Negligent manslaughter		0	0	0
c. Sex offenses - Forcible		0	0	
d. Rape				0
e. Fondling				0
f. Sex offenses – Non-forcible		0	0	

g. Incest		0	0	0
h. Statutory rape		0	0	0
i. Robbery		0	0	0
j. Aggravated assault		0	0	0
k. Burglary		0	0	0
l. Motor vehicle theft		0	0	0
m. Arson		0	0	0
Hate Crimes	On Campus (1409 Walnut Grove Ave, Rosemead)	2012	2013	2014
a. Murder/Non-negligent manslaughter		0	0	0
c. Sex offenses – forcible		0	0	
d. Rape				0
e. Fondling				0
f. Sex offenses – non-forcible		0	0	
g. Incest		0	0	0
h. Statutory rape		0	0	0
i. Robbery		0	0	0
j. Aggravated assault		0	0	0
k. Burglary		0	0	0
l. Motor vehicle theft		0	0	0
m. Arson		0	0	0
n. Simple assault		0	0	0
o. Larceny-theft		0	0	0
p. Intimidation		0	0	0
q. Destruction/damage/vandalism of property		0	0	0
Hate Crimes	Off-Campus (S. El Monte Apts.)	2012	2013	2014
a. Murder/Non-negligent manslaughter		0	0	0
c. Sex offenses – forcible		0	0	
d. Rape				0
e. Fondling				0
f. Sex offenses – non-forcible		0	0	
g. Incest		0	0	0
h. Statutory rape		0	0	0
i. Robbery		0	0	0
j. Aggravated assault		0	0	0
k. Burglary		0	0	0
l. Motor vehicle theft		0	0	0
m. Arson		0	0	0
n. Simple assault		0	0	0
o. Larceny-theft		0	0	0
p. Intimidation		0	0	0
q. Destruction/damage/vandalism of property		0	0	0
Hate Crimes	Public Property *	2012	2013	2014
a. Murder/Non-negligent manslaughter		0	0	0
c. Sex offenses – forcible		0	0	
d. Rape				0
e. Fondling				0
f. Sex offenses – non-forcible		0	0	
g. Incest		0	0	0
h. Statutory rape		0	0	0
i. Robbery		0	0	0
j. Aggravated assault		0	0	0

k. Burglary		0	0	0
l. Motor vehicle theft		0	0	0
m. Arson		0	0	0
n. Simple assault		0	0	0
o. Larceny-theft		0	0	0
p. Intimidation		0	0	0
q. Destruction/damage/vandalism of property		0	0	0
VAWA Offenses	On Campus (1409 Walnut Grove Ave, Rosemead)	2012	2013	2014
a. Domestic violence				0
b. Dating violence				0
c. Stalking				0
VAWA Offenses	Off-Campus (S. El Monte Apts.)	2012	2013	2014
a. Domestic violence				0
b. Dating violence				0
c. Stalking				0
VAWA Offenses	Public Property *	2012	2013	2014
a. Domestic violence				0
b. Dating violence				0
c. Stalking				0
Arrests	On Campus (1409 Walnut Grove Ave, Rosemead)	2012	2013	2014
a. Weapons: carrying, possessing, etc		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
Arrests	Off-Campus (S. El Monte Apts.)	2012	2013	2014
a. Weapons: carrying, possessing, etc		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
Arrests	Public Property *	2012	2013	2014
a. Weapons: carrying, possessing, etc		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
Disciplinary Action	On Campus (1409 Walnut Grove Ave, Rosemead)	2012	2013	2014
a. Weapons: carrying, possessing, etc		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
Disciplinary Action	Off-Campus (S. El Monte Apts.)	2012	2013	2014
a. Weapons: carrying, possessing, etc		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
Disciplinary Action	Public Property *	2012	2013	2014
a. Weapons: carrying, possessing, etc		0	0	0
b. Drug abuse violations		0	0	0
c. Liquor law violations		0	0	0
Unfounded Crimes	All Properties	2012	2013	2014
a. Total unfounded crimes				0

* Statistics for the Public Property category are reported in accordance with the *Clery Act's* definition of Public Property. Public property means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

2012, 2013 & 2014	Date of Fire	Cause of Fire	No. of Injuries Requiring Treatment	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
None					

APPENDIX 2

2012, 2013 & 2014	Date of Fire	Cause of Fire	No. of Injuries Requiring Treatment	No. of Deaths Related to Fire	Value of Property Damage Caused by Fire
None					

Campus Fire Statistics for 2012, 2013 and 2014 Calendar Year

Residence Hall A

Residence Hall B