Ensuring the safety and security of the campus community is a critical priority for North-West College, Glendale Career College, and Nevada Career Institute (the "College/Institute"). In recognition of this fact, and in keeping with applicable federal requirements, the Colleges/Institute, located at the addresses indicated in the *"Title IX Deputy Coordinators, Safety and Security Authority at the Campus Level"* table below, publish this Safety and Security Report (the "Report") each year. The Report discloses information concerning the College's/Institute's safety and security policies and procedures, as well as statistics regarding certain types of crimes reported to the College/Institute and local law enforcement during the prior year. It is the College's intention that the Report informs its students, prospective students, employees, and prospective employees of the College's safety and security policies. Furthermore, the Report is intended to provide such parties with key information regarding the security of the College/Institute and surrounding areas, and, ultimately, to create a safer, more secure campus environment.

The Report is made available to the public on the College's website at:

North-West College – http://nw.edu/safety-and-security
Glendale Career College – http://glendalecareer.com/safety-and-security
Nevada Career Institute – http://nevadacareerinstitute.com/safety-and-security

Notice of the Report's availability is distributed to all prospective students prior to enrollment and employees prior to employment, as applicable. Notice of the Report is also distributed annually to all current students and employees.

## I. POLICIES AND INFORMATION RELATING TO CAMPUS SAFETY AND SECURITY

### Crime Statistics and Reporting

Each year, the College/Institute prepares the crime statistics included in the report with assistance from its Regulatory Affairs division, in cooperation with the College's Safety and Security Officers and local law enforcement agencies. When compiling and preparing the statistics disclosed in the report, the College/Institute examines crime data received from local law enforcement, incident reports filed by any College/Institute Team Members or the College's Safety and Security Officers, and the College's Crime Log. The crime statistics for each of the three previous calendar years are included in the Report. Statistics are not reported for any (1) non-campus buildings or property, or (2) dormitories or other residential facilities for students, because the College/Institute does not own or operate facilities under these categories.

### Security Awareness

The College/Institute recognizes and encourages others to be aware that no environment is entirely free of risk. The College/Institute strives to provide its students and employees a secure and safe environment in which to teach and learn through compliance with applicable federal, state, and local building codes, Board of Health regulations, and fire marshal regulations. However, each person must assume responsibility for his or her own safety both on and off campus.

**Security of and Access to Campus Facilities**

Access to campus facilities is controlled at all times. All doors to the building(s) remain locked after the close of regularly scheduled business hours, and only designated personnel have access to the building(s) during those times. Visitors or guests are not allowed to access or visit any area of the campus without permission of an authorized school official. The College/Institute does not operate or sponsor any on-campus or off-campus student housing or student organizations, including fraternities or sororities.

The College/Institute conducts fire, safety, and security audits of its facilities on an annual basis. During this process, the facilities team and the college's administration assess the campus environment and determine if current policies are adequate to ensure the safety and security of the college's students and employees. If deficiencies are identified, College/Institute administration will make immediate and necessary changes to applicable policies and to the facility.

**Campus Law Enforcement**

The College's Safety and Security Officers have the authority to ask persons for identification and to determine whether individuals have legitimate business at the College/Institute. Safety and Security Officers do not possess the power to arrest. Criminal incidents are referred to the local police having jurisdiction over the campus. The College/Institute does not have any agreements with local law enforcement for the investigation of alleged criminal offenses; however, the Safety and Security Officers at the College/Institute maintain a working relationship with local law enforcement.

All crime victims and witnesses are strongly encouraged to promptly and accurately report any crime to the College's Safety and Security Officers and the appropriate law enforcement agency, in accordance with the reporting procedures set out below. Prompt reporting will ensure timely warning notifications to the campus community and timely disclosure of crime statistics.

**Monitoring and Reporting Crimes Occurring on Campus**

Members of the College's/Institute's community, including students, faculty, staff, and visitors are strongly encouraged to immediately report any crime, emergency, or other public safety concern to the College's Safety and Security Officers and the appropriate local law enforcement agency, even if the victim of such crime elects not to or is unable to make such a report. In addition, any such crimes or concerns may be reported to the College's senior staff. Contact information for these parties is as follows:

Title IX Coordinator at the Campus Support Center:

| | |
|---|---|
| Title IX Coordinator | Serjik Kesachekian<br>Chief Compliance<br>Officer 626-251-1078 |

Title IX Deputy Coordinators, Safety and Security Authority at the Campus Level:

| | |
|---|---|
| North-West College-West Covina<br>Including MFSON@NWC-WC<br>2121& 2029 West Garvey Ave.,<br>North West Covina, CA 91790 | Aldwin Dauis<br>Executive Director<br>626-960-5046 |
| North-West College-Pomona<br>170 West Holt Ave.<br>Pomona, CA 91768 | Michelle MacIntyre<br>Campus Director<br>909-623-1552 |
| North-West College-Van Nuys (Formerly Pasadena)<br>14540 Haynes St.<br>Van Nuys, CA 91411 | Tameeka Neblett<br>Campus Director<br>818-464-0286 |
| North-West College-Glendale<br>221 North Brand Blvd., Lower Level<br>Glendale, CA 91203 | Shushan Demirjian<br>Associate Campus Director<br>818-242-0205 |
| North-West College-Riverside<br>4550 La Sierra Ave.<br>Riverside, CA 92505 | Tammy Latu<br>Campus Director<br>951-351-7750 |
| North-West College-Anaheim (Formerly Santa Ana)<br>1840 East 17th St.<br>Santa Ana, CA 92705 | Kia Shirali<br>Executive Director<br>Campus Dirctor<br>714-550-8000 |
| North-West College-Long Beach<br>3799 East Burnett St.<br>Long Beach, CA 90815 | Sugey Briones<br>Campus Director<br>562-498-4500 |
| Glendale Career College-Glendale<br>240 North Brand Blvd., Lower Level<br>Glendale, CA 91203 | Kia Shirali<br>Executive Director<br>818-243-1131 |
| Nevada Career Institute<br>3231 North Decatur Blvd., Suite 201<br>Las Vegas, NV 89130 | Mary Ann Jefferson<br>Campus Director<br>702-893-3300 |
| North-West College-San Diego<br>6106 Arosa St.<br>San Diego, CA 92115 | Paul Gibson<br>Campus Director<br>858-715-1120 |
| North-West College-Bakersfield<br>3000 Ming Ave.<br>Bakersfield, CA 93304 | Michael Rugnao<br>Campus Director<br>661-501-6010 |

Individuals should report any alleged instances of sexual assault, domestic violence, dating violence, stalking, or suspected physical or sexual abuse of children in accordance with the instructions detailed in the later sections of the Report. See also the College's/Institute's *Title IX/Sexual Misconduct Policy.*

The College's/Institute's administrative staff must enter any crime, emergency, or other public safety concern

brought to their attention into the College's online incident reporting system. The nature of the crime, time and date it occurred, location of the crime, and disposition of the complaint are recorded. This system is considered the College's/Institute's crime log, which is available for public view at the campus during regular business hours. The crime log is subject to periodic data back-ups.

The College/Institute does not have procedures for the voluntary, confidential reporting of crime for inclusion in the Report. The College/Institute also does not have on-staff professional counselors or pastoral counselors. All reports will be investigated and all violations of the law will be referred to law enforcement agencies.

The College/Institute does not officially recognize any student organizations with off-campus activity and the College/Institute does not have any non-campus housing facilities; therefore, the College/Institute does not monitor or record criminal activity for these types of organizations/locations.

Through annual safety and security trainings, where students and employees receive training on emergency response procedures and participate in annual emergency drills, the posting of the Report on the College's/Institute's website, and the distribution of notices regarding the Report to new and current students and employees, the College/Institute informs students and employees about campus security procedures and practices, encourages students and employees to be responsible for their own security and the security of others, and informs students and employees about the prevention of crimes.

**Timely Warnings**

Should crimes covered by the Clery Act occur at any covered campus location(s) which, in the judgment of the College's/Institute's Campus Director in collaboration with the Executive Leadership Team, constitute an ongoing or continuing threat to students and/or employees, the Campus Director will issue a campus-wide "timely warning" to the campus community in a manner that will aid in the prevention of similar occurrences. In addition to collecting information from the campus community and media sources, the College/Institute has also requested that local law enforcement provide direct notification to the Campus Director regarding any situations that may impact the campus or its students that warrant a timely warning.

This timely warning will be issued through the College's/Institute's emergency notification system, which includes e-mail, text messaging, and push notifications to students, faculty, and staff. Related information will also be posted in classrooms, in campus learning resource centers, on student bulletin boards, and in common areas, as appropriate. This timely warning will not disclose the names of victims to maintain confidentiality.

## II. POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS; ENFORCEMENT OF STATE UNDERAGE DRINKING LAWS AND STATE DRUG LAWS

As a matter of policy, the College/Institute prohibits the unlawful manufacture, possession, use, sale, dispensing, or distribution of controlled substances or alcohol by students and employees on its property or at any College/Institute activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion of students and termination of employees, even for a first offense. Violation of the law also will be referred to the appropriate law enforcement authorities. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol in a public place by anyone less than 21 years of age is illegal. See the College's/Institute's full Drug and Alcohol Abuse Prevention Policy at:

North-West College - https://www.nw.edu/pdfs/sec_drug_abuse_policy.pdf

Nevada Career Institute - https://www.nevadacareerinstitute.com/pdfs/sec_drug_abuse_policy.pdf
Glendale Career College - https://glendalecareer.com/pdfs/sec_drug_abuse_policy.pdf

Students or employees also may be referred to substance abuse help centers. If such a referral is made, continued enrollment (students) or employment (employees) may be subject to successful completion of any prescribed counseling or treatment program. Information regarding drug and alcohol abuse prevention can be obtained from the College's/Institute's Admissions Department or the College's/Institute's Campus Director.

The National Alcohol and Substance Abuse Information Center (NASAIC) provides low cost drug and alcohol assistance options. They can be reached at 800-784-6776.

Local drug and alcohol counseling centers include:

| Agency | Telephone Number |
|---|---|
| **California** | |
| Glendale Adventist Medical Center-Alcohol and Drug Services | 818-409-8000 |
| Western Pacific Med Corp. Glendale | 818-956-3737 |
| Aegis Medical Systems Inc. West Covina | 626-915-3844 |
| Van Nuys Alcohol and Drug Treatment Center | 818-787-4151 |
| San Fernando Valley Alcoholics Anonymous | 818-988-3001 |
| Villa Center Inc. The Villa Santa Ana | 714-547-3301 |
| Safe Refuge | 562-987-5722 |
| Choices Recovery Services of Long Beach | 562-930-0565 |
| Riverside County Substance Abuse Center | 951-955-2105 |
| MFI Recovery Center Riverside | 866-218-4697 |
| Aspire-Bakersfield | 888-585-7373 |
| San Diego County Substance Use Disorder Services | 888-724-7240 |
| **Nevada** | |
| Center for Behavioral Health (Las Vegas) | 702-636-0085 |

## III. POLICIES AND INFORMATION RELATING TO SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The College/Institute expects that all members of the learning community – students, faculty, staff, and friends – should be able to pursue their work and education in a safe environment free from sexual harassment, gender-based and other types of violence, coercion, and sexual intimidation. The College/Institute community is committed to fostering a safe campus environment where sexual misconduct and violence are unacceptable, and where those who believe they were harmed by another in violation of this policy are provided support and avenues of redress, as appropriate. All members of the College/Institute community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The information provided here, in conjunction with the College's/Institute's nondiscrimination policies and *Title IX/Sexual Misconduct Policy* and procedures, have been developed to reaffirm these principles and to provide recourse for individuals whose rights have been violated. In order to fulfill its responsibilities under the Violence Against Women Reauthorization Act (2013), the College/Institute has revised its Clery Act Annual Security Report and *Title*



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*IX/Sexual Misconduct Policy* to include sexual assault, domestic violence, dating violence, and stalking, whether by employees or students. The College/Institute expressly prohibits the crimes of dating violence, domestic violence, sexual assault and stalking and will not tolerate any such conduct in any form. For purposes of the policies and procedures set out in the Report, these offenses are defined as follows:

Definitions according to the Violence Against Women Act:

***Sexual Assault:*** *An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."*

**Rape**: *The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*

**Fondling**: *The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*

**Incest:** *Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*

**Statutory Rape**: *Nonforcible sexual intercourse with a person who is under the statutory age of consent.*

***Domestic Violence***: *Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by 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 in which the crime of violence occurred.*

***Dating Violence***: *Violence committed by a person—*
*(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and*
*(B) 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.*

*For the purposes of this definition—*
*Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.*
*Dating violence does not include acts covered under the definition of domestic violence.*

*Stalking*: *Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
*(A) Fear for his or her safety or the safety of others; or*
*(B) Suffer substantial emotional distress.*
*For the purposes of this definition—*
*Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.*



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*Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.*

*Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.*

In **California** the same, or similar crimes, are defined as follows*:*

***Sexual Battery*** under California Penal Code §243.4 is defined as: *touching an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse.*

***Rape*** under California Penal Code §261 is defined as: *(a) Rape is an act of sexual intercourse accomplished under any of the following circumstances:*
*(1) If a person who is not the spouse of the person committing the act is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. Notwithstanding the existence of a conservatorship pursuant to the provisions of the Lanterman-Petris-Short Act (Part 1 (commencing with Section 5000) of Division 5 of the Welfare and Institutions Code), the prosecuting attorney shall prove, as an element of the crime, that a mental disorder or developmental or physical disability rendered the alleged victim incapable of giving consent. This paragraph does not preclude the prosecution of a spouse committing the act from being prosecuted under any other paragraph of this subdivision or any other law.*
*(2) If it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another.*
*(3) If a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, and this condition was known, or reasonably should have been known by the accused.*
*(4) If a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions:*

*(A) Was unconscious or asleep.*

*(B) Was not aware, knowing, perceiving, or cognizant that the act occurred.*

*(C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact.*

*(D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.*

*(5) If a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief.*
*(6) If the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death.*



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*(7) If the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official.*

***Unlawful sexual intercourse*** is similar to ***statutory rape*** and is defined under California Penal Code §261.5 as *an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under the age of 18 years and an "adult" is a person who is at least 18 years of age.*

California does not have a separate definition of the crime of ***Fondling*****.**

***Incest*** is included in California Penal Code §285 and is defined as *persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.*

***Domestic Violence*** under California Penal Code §13700 as: *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, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship.*

Under **California** law, ***Dating Violence*** is included within the definition of ***Domestic Violence*** in California Penal Code §13700 (above).

***Stalking*** is defined in §646.9 of the California Penal Code as *(a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.*



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In **Nevada** the same, or similar crimes, are defined as follows*:*

***NRS 200.366 Sexual assault: Definition; penalties.***

*1. A person is guilty of sexual assault if the person:*

*(a) Subjects another person to sexual penetration, or forces another person to make a sexual penetration on themselves or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of the perpetrator's conduct; or*

*(b) Commits a sexual penetration upon a child under the age of 14 years or causes a child under the age of 14 years to make a sexual penetration on themselves or another, or on a beast.*

*2. Except as otherwise provided in subsections 3 and 4, a person who commits a sexual assault is guilty of a category A felony and shall be punished:*

*(a) If substantial bodily harm to the victim results from the actions of the defendant committed in connection with or as a part of the sexual assault, by imprisonment in the state prison:*

*(1) For life without the possibility of parole; or*

*(2) For life with the possibility of parole, with eligibility for parole beginning when a minimum of 15 years has been served.*

*(b) If no substantial bodily harm to the victim results, by imprisonment in the state prison for life with the possibility of parole, with eligibility for parole beginning when a minimum of 10 years has been served.*

*3. Except as otherwise provided in subsection 4, a person who commits a sexual assault against a child under the age of 16 years is guilty of a category A felony and shall be punished:*

*(a) If the crime results in substantial bodily harm to the child, by imprisonment in the state prison for life without the possibility of parole.*

*(b) Except as otherwise provided in paragraph (c), if the crime does not result in substantial bodily harm to the child, by imprisonment in the state prison for life with the possibility of parole, with eligibility for parole beginning when a minimum of 25 years has been served.*

*(c) If the crime is committed against a child under the age of 14 years and does not result in substantial bodily harm to the child, by imprisonment in the state prison for life with the possibility of parole, with eligibility for parole beginning when a minimum of 35 years has been served.*

*4. A person who commits a sexual assault against a child under the age of 16 years and who has been previously convicted of:*

*(a) A sexual assault pursuant to this section or any other sexual offense against a child; or*

*(b) An offense committed in another jurisdiction that, if committed in this State, would constitute a sexual assault pursuant to this section or any other sexual offense against a child, is guilty of a category A felony and shall be punished by imprisonment in the state prison for life without the possibility of parole.*

*5. The provisions of this section do not apply to a person who is less than 18 years of age and who commits any of the acts described in paragraph (b) of subsection 1 if the person is not more than 2 years older than the person upon whom the act was committed unless:*

*(a) The person committing the act uses force or threatens the use of force; or*

*(b) The person committing the act knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of the perpetrator's conduct.*

*6. For the purpose of this section, "other sexual offense against a child" means any act committed by an adult upon a child constituting:*

*(a) Incest pursuant to NRS 201.180;*



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*(b) Lewdness with a child pursuant to NRS 201.230;*
*(c) Sado-masochistic abuse pursuant to NRS 201.262; or*
*(d) Luring a child using a computer, system or network pursuant to NRS 201.560, if punished as a felony.*

***NRS 201.180 Incest: Definition; penalty.*** *Persons being within the degree of consanguinity within which marriages are declared by law to be incestuous and void who intermarry with each other or who commit fornication or adultery with each other shall be punished for a category A felony by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of life with the possibility of parole, and may be further punished by a fine of not more than $10,000.*

***NRS 200.368 Statutory sexual seduction: Penalties.*** *A person who commits statutory sexual seduction shall be punished:*

*1. If the person is 21 years of age or older at the time of the commission of the offense, for a category B felony by imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 10 years, and may be further punished by a fine of not more than $10,000.*

*2. Except as otherwise provided in subsection 3, if the person is under the age of 21 years, for a gross misdemeanor.*

*3. If the person is under the age of 21 years and has previously been convicted of a sexual offense, as defined in NRS 179D.097, for a category D felony as provided in NRS 193.130. (Added to NRS by 1977, 1627; A 1979, 1426; 1995, 1187; 2001, 703; 2015, 2236)*

***NRS 33.018 Acts which constitute domestic violence.***

*1. Domestic violence occurs when a person commits one of the following acts against or upon the person's spouse or former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person's minor child or any other person who has been appointed the custodian or legal guardian for the person's minor child:*

*(a) A battery.*

*(b) An assault.*

*(c) Coercion pursuant to NRS 207.190.*

*(d) A sexual assault.*

*(e) A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to:*

*(1) Stalking.*

*(2) Arson.*

*(3) Trespassing.*

*(4) Larceny.*

*(5) Destruction of private property.*

*(6) Carrying a concealed weapon without a permit.*

*(7) Injuring or killing an animal.*

*(8) Burglary.*

*(9) An invasion of the home.*

*(f) A false imprisonment.*

*(g) Pandering.*

*2. The provisions of this section do not apply to:*

*(a) Siblings, except those siblings who are in a custodial or guardianship relationship with each other; or*

*(b) Cousins, except those cousins who are in a custodial or guardianship relationship with each other.*

*(c) As used in this section, "dating relationship" means frequent, intimate associations primarily*



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*characterized by the expectation of affectional or sexual involvement. The term does not include a casual relationship or an ordinary association between persons in a business or social context.*

***NRS 200.575 Stalking: Definitions; penalties.***

*1. A person who, without lawful authority, willfully or maliciously engages in a course of conduct directed towards a victim that would cause a reasonable person under similar circumstances to feel terrorized, frightened, intimidated, harassed or fearful for his or her immediate safety or the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for his or her immediate safety or the immediate safety of a family or household member, commits the crime of stalking. Except where the provisions of subsection 2, 3 or 4 are applicable, a person who commits the crime of stalking:*

*(a) For the first offense, is guilty of a misdemeanor.*

*(b) For any subsequent offense, is guilty of a gross misdemeanor.*

*(c) For the third or any subsequent offense, is guilty of a category C felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 5 years, and may be further punished by a fine of not more than $5,000.*

*2. Except as otherwise provided in subsection 3 or 4 and unless a more severe penalty is prescribed by law, a person who commits the crime of stalking where the victim is under the age of 16 and the person is 5 or more years older than the victim:*

*(a) For the first offense, is guilty of a gross misdemeanor*

*(b) For the second offense, is guilty of a category C felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 5 years, and may be further punished by a fine of not more than $5,000.*

*(c) For the third or any subsequent offense, is guilty of a category B felony and shall be punished by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 15 years, and may be further punished by a fine of not more than $5,000.*

*3. A person who commits the crime of stalking and in conjunction therewith threatens the person with the intent to cause the person to be placed in reasonable fear of death or substantial bodily harm commits the crime of aggravated stalking. A person who commits the crime of aggravated stalking shall be punished for a category B felony by imprisonment in the state prison for a minimum term of not less than 2 years and a maximum term of not more than 15 years, and may be further punished by a fine of not more than $5,000.*

*4. A person who commits the crime of stalking with the use of an Internet or network site, electronic mail, text messaging or any other similar means of communication to publish, display or distribute information in a manner that substantially increases the risk of harm or violence to the victim shall be punished for a category C felony as provided in NRS 193.130.*

*5. If any act engaged in by a person was part of the course of conduct that constitutes the crime of stalking and was initiated or had an effect on the victim in this State, the person may be prosecuted in this State.*

*6. Except as otherwise provided in subsection 2 of NRS 200.571, a criminal penalty provided for in this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct or for any contempt of court arising from the same conduct.*

*7. The penalties provided in this section do not preclude the victim from seeking any other legal remedy available.*

*8. As used in this section:*



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*(a) "Course of conduct" means a pattern of conduct which consists of a series of acts over time that evidences a continuity of purpose directed at a specific person.*

*(b) "Family or household member" means a spouse, a former spouse, a parent or other person who is related by blood or marriage or is or was actually residing with the person.*

*(c) "Internet or network site" has the meaning ascribed to it in NRS 205.4744.*

*(d) "Network" has the meaning ascribed to it in NRS 205.4745.*

*(e) "Offense" includes, without limitation, a violation of the law of any other jurisdiction that prohibits the same or similar conduct set forth in this section.*

*(f) "Text messaging" means a communication in the form of electronic text or one or more electronic images sent from a telephone or computer to another person's telephone or computer by addressing the communication to the recipient's telephone number.*

*(g) "Without lawful authority" includes acts which are initiated or continued without the victim's consent. The term does not include acts which are otherwise protected or authorized by constitutional or statutory law, regulation or order of a court of competent jurisdiction, including, but not limited to:*

*(1) Picketing which occurs during a strike, work stoppage or any other labor dispute.*

*(2) The activities of a reporter, photographer, camera operator or other person while gathering information for communication to the public if that person is employed or engaged by or has contracted with a newspaper, periodical, press association or radio or television station and is acting solely within that professional capacity.*

*(3) The activities of a person that are carried out in the normal course of his or her lawful employment.*



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*(4) Any activities carried out in the exercise of the constitutionally protected rights of freedom of speech and assembly.*

***Note: the NRS does not separately define "consent", "rape", "fondling" or "dating violence."***

In **California**, and for the purposes of the College's *Title IX/Sexual Misconduct Policy*, an ***Affirmative Consent*** standard is applied to allegations of sexual misconduct. That term is defined in the California Education Code §67386 as follows:

*1) An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.*

*(2) A policy that, in the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:*

*(A) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.*
*(B) The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.*

*(3) A policy that the standard used in determining whether the elements of the complaint against the accused have been demonstrated is the preponderance of the evidence.*

*(4) A policy that, in the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:*

*(A) The complainant was asleep or unconscious.*
*(B) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.*
*(C) The complainant was unable to communicate due to a mental or physical condition.*

In **Nevada**, and for the purposes of the College's *Title IX/Sexual Misconduct Policy*, Nevada law has not codified a separate definition for Affirmative Consent.



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**Bystander Intervention**

The College/Institute is an advocate for Bystander Intervention. Below is an outline for safe and positive 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 themselves.

While some forms of sexual violence may not be illegal, such as sexist jokes, catcalling, or vulgar gestures, this does not make them any less threatening or harmful to the victimized person. These behaviors contribute to a culture that accepts sexual violence. To foster healthy and safer communities, bystanders can speak up when they witness these actions. Many opportunities exist in daily life where society can prevent behaviors that promote sexual violence.

Engaged Bystander

An engaged bystander is someone who intervenes before, during, or after a situation when they see or hear behaviors that promote sexual violence. It is common for people to witness situations where someone makes an inappropriate sexual comment or innuendo, tells a rape joke, or touches someone in a sexual manner. A bystander might also witness other forms of sexual violence. A bystander who witnesses the behavior or hears the comment can intervene in a way that will help create a safer environment. Research has shown that bystander programs can produce positive results by increasing participants' knowledge of sexual violence, decreasing participants' acceptance of rape myths, and increasing the likelihood that they will intervene. Engaged bystanders help create healthy communities and help others build safe and respectful environments by discouraging victim blaming, changing social norms that accept sexual violence, and shifting the responsibility to prevent sexual violence to all community members.

When and How to Intervene

Every situation is different and there is no universal response when intervening to prevent sexual violence. Safety is key in deciding when and how to respond to sexual violence. Every person must decide for themselves the safest and most meaningful way to become an engaged bystander. The following are ideas regarding how one can maintain safety while being an engaged bystander:

- If you witness sexual violence, get support from people around you. You do not have to act alone.
- Practice what you would say and how you would say it with friends and family.
- When intervening, be respectful, direct, and honest.
- Contact your local sexual assault center to see if they offer resources or training on bystander intervention. Visit *http://www.nsvrc.org/organizations/state-and-territory-coalitions* for contact information for a sexual assault center near you.
- If you see or hear something and you do not feel safe, contact the local law enforcement agency.

Prohibition on Retaliation

The College/Institute will not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section, nor will acts of retaliation committed by any other party associated with any report under this section be tolerated.



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When Alcohol is Involved

Unfortunately, bystanders are less likely to intervene when alcohol is involved, particularly when both the victim and offender have been drinking. However, alcohol is never a cause of rape or an excuse for committing a crime; consent cannot be obtained or given when someone is incapacitated due to alcohol or other substances.

Role of Social Media

During and after acts of sexual violence, social media and online anonymous websites could provide venues for harmful comments and abusive behavior toward others. This might include threatening the distribution of photos or videos of the assault. Responsible bystanders play a powerful role in showing support for victims by challenging disrespectful comments to change the culture and to end violence.

Checklist for Bystanders

- Is there a problem? Does someone need help?
- Is it safe to intervene? What are my options?
- What should I do? Should I call on others to help?

**Risk Reduction**

While learning about risk reduction strategies can be a helpful first step in understanding the context of violence, it is never meant to attribute blame to victims for not having recognized signs of abuse. The perpetrator of the abuse and the violence associated with abuse are always the ones responsible and should never be excused due to a victim's behavior, decisions, or judgments. Offering risk reduction information is meant to provide an educational foundation for recognizing signs of abuse, not just for those who may be at risk for experiencing it, but to help our community understand, recognize, and acknowledge the behaviors as harmful.

Abuse Resource:

*The Gift of Fear and Other Survival Signals that Protect Us from Violence* – Gavin De Becker

Although there are no proven strategies for "preventing" sexual assault or rape, several risk-reduction strategies are recommended. The following information is provided by RAINN, the nation's largest anti-sexual violence organization (click to follow the link):

- *Avoiding dangerous situations and safety planning*
- *In a social situation*
- *If someone is pressuring you*
- *What men can do*
- *Protecting children from sexual assault*



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**Reporting and Investigating Allegations of Sexual Misconduct**

If any individual (student or employee) is a victim of sexual assault, domestic violence, dating violence, or stalking, his or her first priority should be to locate a place of safety. Next, he or she should obtain any necessary medical treatment. The College/Institute strongly advocates that subsequent to securing a place of safety and obtaining medical treatment, any victim of sexual assault, domestic violence, dating violence, or stalking should report the incident immediately to the Title IX Coordinator, Campus Director, or Director of Compliance. Time is a critical factor for the collection and preservation of evidence. Preserving evidence is very important, as it may be necessary to prove sexual assault, domestic violence, dating violence, or stalking, or in obtaining a protection order.

Filing a report with the Campus Security Office or the campus officials outlined above will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from security agents or school officials. The College/Institute will assist the student in notifying local law enforcement, if the student requests such assistance. Although a victim is under no obligation to report an incident of sexual assault to local law enforcement and services are available to the victim regardless of whether a police report is filed, filing a police report with the appropriate local law enforcement agency will:

- Ensure that a victim of domestic violence or sexual assault receives the necessary medical treatment and tests. Medical treatment and tests may be obtained at the following suggested locations:

| Hospital | Location | Telephone Number |
|---|---|---|
| **California** | | |
| Glendale Adventist Medical Center | 1509 Wilson Terrace<br>Glendale, CA 91206 | 818-409-8202<br>(Emergency Dept.) |
| UC Irvine Medical Center | 101 The City Drive South<br>Orange, CA 92868 | 714-880-7812 |
| Queen of the Valley Hospital | 1115 S. Sunset Ave.<br>West Covina, CA 91790 | 626-962-4011 |
| Pomona Valley Hospital Medical Center | 1798 N. Garey Ave.<br>Pomona, CA 91767 | 909-865-9500 |
| Riverside University Health System Medical Center | 26520 Cactus Ave.<br>Moreno Valley, CA 92555 | 951-486-4000 |
| Sharp Memorial Hospital | 7901 Frost St.<br>San Diego, CA 92123 | 858-939-3400 |
| Kern Medical | 1700 Mount Vernon Avenue<br>Bakersfield, CA 93306 | 661-326-2000 |
| **Nevada** | | |
| University Medical Center | 1800 W. Charleston Blvd.<br>Las Vegas, NV 89102 | 702-383-2000 |

(In California, evidence may be collected even if you chose not to make a report to law enforcement.)

- Provide the opportunity for collection of evidence helpful in prosecution or in obtaining a protection order which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam). Victims of sexual assault, domestic violence, stalking, and dating violence are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of



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documents, if they have any, that would be useful to College/Institute adjudicators/investigators or police.

In **California**, protective orders include:

- Domestic Violence Restraining Order
- Elder or Dependent Adult Abuse Restraining Order
- Civil Harassment Restraining Order
- Workplace Violence Restraining Order

In **Nevada**, protective orders include:

- Emergency Protective Order
- Temporary Order for Protection
- Extended Order for Protection

- Assure the victim has access to free, confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Any student or employee who reports to the College/Institute that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, and whether the victim opts to report the incident to the police, shall be provided with a copy of the Report, the *Title IX/Sexual Misconduct Policy*, and written documentation detailing:

- The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
- How and to whom the alleged offense should be reported.
- His or her options to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if he or she so chooses; and (3) decline to notify such authorities.
- His or her rights and options for (and available assistance with) changing academic, living, transportation, and working situations, if so requested and reasonably available, regardless of whether he or she chooses to report the crime to the authorities, and to whom the requests should be submitted.
- Information about how the institution will protect the confidentiality of victims and other necessary parties, including how the institution will (1) complete publicly available recordkeeping including Clery Act reporting and disclosures, without the inclusion of personal identifying information about the victim and (2) maintain information regarding any accommodations or protective measures provided to the victim as confidential, to the extent that maintaining such confidentiality would not impair the ability of the College/Institute to provide the accommodations or protective measures
- Information regarding counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other victim services available within the community.
- Where applicable, his or her rights, and the College's/Institute's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, which, in **California**, include:

- Domestic Violence Restraining Order
- Elder or Dependent Adult Abuse Restraining Order
- Civil Harassment Restraining Order
- Workplace Violence Restraining Order

and, which, in **Nevada**, include:

- Emergency Protective Order
- Temporary Order for Protection
- Extended Order for Protection

- An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.
- The United States Department of Justice Violence Against Women Office website, located at http://www.ovw.usdoj.gov, which provides useful information relating to victims' rights and available assistance.

Disciplinary Procedures

Any reported incident of domestic violence, dating violence, sexual assault, or stalking will be subject to a prompt, fair, and unbiased investigation and resolution. Investigations and institutional disciplinary proceedings related to reported incidences of sexual assault, domestic violence, dating violence, or stalking will be conducted by qualified, impartial officials. Such officials will receive annual training regarding the nature of the noted offenses and how to conduct an investigation and hearing that protects the safety of the alleged victim while promoting accountability.

Both the accuser and the accused are entitled to have others present during any institutional disciplinary proceedings related to accusations regarding the above offenses, including the advisor of their choice. The College/Institute will not limit the choice of advisor or the advisor's presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions on participation of the advisor. In connection with the proceedings, both the accuser and the accused will be provided with the definitions of sexual assault, domestic violence, dating violence, stalking, and consent in the applicable jurisdiction and as appropriate to the matter at hand. A preponderance of the evidence standard will be utilized in the determination as to whether one of the above offenses has occurred. Both the accuser and the accused will be informed simultaneously in writing of the following:

- The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.
- The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding.



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Any change to the results that occur prior to the time that such results become final.

- When such results become final.

In addition, the College/Institute will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased, upon request, the institution will provide the outcome of any disciplinary hearing to the alleged victim's next of kin.

Counseling and Mental Health Referrals, and Other Student Services

Local agencies to address this request:

| Agency | Location | Telephone Number |
|---|---|---|
| **California** | | |
| Strength United | 18111 Nordhoff St.,<br>Northridge, CA 91330 | 818-667-1200 |
| Sexual Assault Crisis Agency | 1703 Termino Ave.<br>Long Beach, CA 90804 | 562-597-2002 |
| Riverside Area Rape Crisis Center | 1845 Chicago Ave, Suite A<br>Riverside, CA 92507 | 951-686-7273 |
| Project S.I.S.T.E.R. | PO Box 1369<br>Pomona, CA 91769 | 909-626-4357 |
| Glendale Adventist Medical Center | 1509 Wilson Terrace<br>Glendale, CA 91206 | 818-409-8027 |
| Foothill Family Services – West Covina | 1530 West Cameron Avenue,<br>West Covina, CA 91790 | 626-993-3000 |
| Bakersfield Behavioral Healthcare Hospital | 5201 White Lane<br>Bakersfiled, CA 93309 | 877-755-4907 |
| County of San Diego<br>Health and Human Services Agency | 1600 Pacific Highway, Room 206<br>San Diego, CA 92101 | 619-515-6555 |
| **Nevada** | | |
| Signs of HOPE Las Vegas – Rape Crisis Center | 801 S. Rancho Drive, Ste. B-2<br>Las Vegas, NV 89106 | 702-385-2153 |
| H.O.P.E. Counseling Services | 601 S. Rancho #A10, Las Vegas,<br>NV 89106 | 702-437-4673 |

Confidentiality

Throughout the investigative and disciplinary processes, the College/Institute will protect the accuser's identity by limiting knowledge of the matter to those persons directly involved in the proceedings, and by ensuring that all documentation relating to the proceedings is maintained by the College's Human Resources or Student Affairs staff apart from the standard student/employee filing systems. In this manner, the College/Institute will ensure that public record keeping may be accomplished without inclusion of identifying information about the accuser to the extent permissible by law.



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In addition, the College/Institute may change an accuser's academic situation, if the change is requested by the accuser and is reasonably available, and will maintain the confidentiality of those accommodations as long as doing so does not impair the ability to provide such accommodations.

Sanctions for Violations

Sanctions that may be imposed by the College/Institute following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking may include, without limitation, suspension or expulsion from the College/Institute or termination of employment. If it is determined that inappropriate conduct has been committed by one of the College's employees, the College/Institute will take disciplinary action in accordance with the provisions set out in the *Employee Handbook*. If it is determined that inappropriate conduct has been committed by one of the College's students, the College/Institute will take disciplinary action consistent with the processes set out in the *College/Institute Catalog*. Finally, as noted above, criminal incidents will be referred to the local law enforcement agency that has jurisdiction over the campus.

Protective Measures for Victims

The College/Institute will offer victims of crimes involving rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking protective measures including changes to class schedules, academic accommodations, changes in working conditions, and assistance in locating new housing arrangements and transportation.

*Programs and Information to Prevent Sexual Assault, Domestic Violence, Dating Violence, or Stalking*

The College/Institute conducts primary prevention and awareness training programs designed to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Such training is offered to all incoming students and new employees during their respective orientation processes. In addition, at least annually, the College/Institute conducts ongoing prevention and awareness training programs for current students and employees. These training programs include a review of the policies set out in the Report and, as appropriate, a review of the College's *Employee Handbook* and the College's *Title IX/Sexual Misconduct Policy*. In addition, as required under federal law, these programs also specifically cover:

- The definitions of sexual assault, domestic violence, dating violence, stalking, and consent in the applicable jurisdiction.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or to intervene when there is a risk that another individual will experience domestic violence, dating violence, sexual assault, or stalking.
- Information on risk reduction to recognize warning signs of abusive behavior and to avoid potential attacks.
- Information regarding existing counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community.



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**Reporting Suspected Physical or Sexual Abuse of Children**

Any College/Institute employee who, in the course of employment, receives information related to suspected physical or sexual abuse of children *or* reasonably suspects the physical or sexual abuse of a child must immediately report such information to his or her Campus Director and to the College's Human Resources Department. If there is reason to believe that immediate protection for the child is advisable, a report shall also be made immediately to the appropriate law enforcement agency.

**Information Regarding Registered Sex Offenders**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amended 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, the College/Institute is providing the following link to the Federal Bureau of Investigation's *National Sex Offender Public Website*, which provides law enforcement information provided by each State concerning registered sex offenders:

https://www.fbi.gov/scams-and-safety/sex-offender-registry

Note, the information provided through the link above should be used only for the purposes of the administration of criminal justice, screening of current or prospective employees or volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of Registry information for purposes of intimidating or harassing another is prohibited and any willful violation shall be punishable as a Class 1 misdemeanor.

**Emergency Management Master Plan**

The purpose of the College's *Emergency Management Master Plan* (the "Master Plan") is to establish policies, procedures, and an organizational structure for responding to on-campus emergencies. Accordingly, the Master Plan outlines administrative steps for response to, stabilization of, and recovery from an emergency event, the specific procedures that the College/Institute will use to communicate with faculty, staff, students and the general public during an emergency, and the responsibilities of the Emergency Management Team ("EMT").

The primary function of the EMT, as detailed in the Master Plan, is to plan and execute emergency preparedness, response, and recovery functions. The EMT is responsible for assessment and implementation of emergency procedures, to include initiation of the Emergency Notification Alert System ("ENAS") discussed below, evacuations, lockdowns, crowd control, and coordination with responding emergency services. The campus EMT consists of the Campus Director, Director of Education, and other campus management designated as members of the team.

**Emergency Action Plan**

The College's *Emergency Action Plan* (the "Action Plan") establishes and delineates emergency and evacuation procedures for specific emergency events (*e.g.*, fire, earthquake, bomb threat). The Action Plan is published in an easy-to-use, flip-chart form that is available in public spaces throughout the College/Institute. All faculty, staff, and students are encouraged to review the Action Plan periodically and the College/Institute will test emergency response and evacuation procedures on an annual basis.



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**General Emergency Evacuation and Notification Procedures**

Should an event occur, either on or off-campus, which, in the judgment of the EMT, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, a campus-wide notification will be issued by activating the ENAS. In addition to collecting information from the campus community and media sources, the College/Institute has also requested that local law enforcement provide direct notification to the Campus Director regarding any emergencies that may impact the campus or its students.

The College/Institute maintains the ENAS to provide timely information to the College/Institute community in the event of an emergency situation. The primary means for delivery of emergency information is via email and text messaging to cellular telephones. Because the College/Institute provides individual email addresses to all students and employees, the college/institute-issued email addresses will be automatically incorporated into the ENAS database. Personal cellular telephone numbers for students and employees may also be incorporated into the ENAS database for use in sending emergency alerts.

The ENAS is only activated upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring at the campus. The term “immediate threat” is defined as encompassing an imminent or impending threat. The term “confirmation” is defined as an institution official (or officials) having verified that a legitimate emergency or dangerous situation exists.

Examples of significant emergencies or dangerous situations include, but are not limited to:

- Extreme weather (*e.g.*, tornado, flood)
- Earthquake
- Terrorist incident
- Armed person(s)
- Bomb Threat
- Explosion

Prior to activating the ENAS or making an emergency announcement, the Campus Director will, without delay, determine (1) whether, in his or her judgment, the information suggesting that an emergency has occurred is credible, and (2) whether issuing a notification or making an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, and (3) to whom such emergency announcements should be sent. If the Campus Director is unable to carry out the duties described above, the duties will be carried out by the Director of Education or other designated member of the EMT.

In the event of an emergency, the Campus Director will craft a brief notification containing pertinent information about the nature of the emergency (*e.g*., approaching tornado, gas leak) and include instructions regarding the appropriate response (*e.g*., take cover, evacuate). In addition to activating the ENAS, the Campus Director may, if warranted, make an emergency announcement over the College/Institute intercom system. In addition, the Campus Director may, at his discretion, disseminate emergency information to the larger community by contacting local law enforcement or fire safety officials.

Should an emergency announcement be made directing a general evacuation, all persons on campus should exit the building immediately by way of the nearest stairwell, marked with a lighted exit sign, and follow the signs, exiting to the outside and quickly proceeding to the parking lot in front of the building. If the nearest stairwell is blocked, individuals should use another stairwell. Posted evacuation routes for each office or classroom space are located throughout the building, typically near the door. Persons should *not* use an elevator during the evacuation. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell quickly and safely.

Individuals who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

Once outside the building, the EMT will confirm that appropriate emergency personnel have been contacted, congregate all employees in the parking lot in front of the building, confirm that all employees and visitors are out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as required. Individuals should not re-enter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Campus Director has agreed to permit persons to re-enter.

Should an emergency occur, either on or off-campus, which, in the judgment of the Campus Director, constitutes an ongoing or continuing concern, follow-up information will be issued to the campus community, as appropriate. This information will be issued through the College's e-mail system to students, faculty, and staff. Related information also will be posted in classrooms, campus library, student bulletin boards, and student lounges, as appropriate.

The College/Institute will conduct annual tests of the ENAS to ensure preparedness in the event of an actual emergency. These tests can be announced or unannounced. Such tests may include email or text message test alerts, scheduled drills or exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and their effectiveness. Documentation of any such test is maintained at the

College and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

Through periodic active shooter and emergency response training, fire and evacuation drills, the posting of the Report on the College's website, and the distribution of notices regarding the Report to new and current students and employees, the College/Institute publicizes emergency response and evacuation procedures to students and staff on an at least annual basis.

**Post-Emergency Measures**

As outlined in the *Master Plan*, the following steps will be taken following the occurrence of an emergency. In the event that the College/Institute was not able to alert external emergency response entities (*e.g*., local law enforcement authorities, fire department, emergency medical services), the appropriate authority should be contacted and informed of the situation. In addition, if the EMT was not able to send an alert notification to the email address provided to the student and employee by the College/Institute, the alert should be re-sent to initiate an appropriate response, support, and coordination within the College's system.

The EMT then shall begin to coordinate assessment of the situation with the Campus Supports Center, to the extent possible. The goal of this initial assessment is to identify and avoid any remaining danger or risk to the safety or well-being of students, staff, and visitors at the College's location. The EMT should strive to maintain order and take necessary steps towards the accomplishment of this goal. The EMT should also attempt to restore general campus operations, to the extent possible.

Subsequent informational notifications will be communicated to students and staff via email, posted to the online student portal, and/or made available by other means (the ENAS will be only used in response to an immediate emergency situation and is not considered appropriate for follow-up communications once the immediate emergency situation has ended).

| | On-Campus | | | Public Property | | |
|---|---|---|---|---|---|---|
| | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 |
| **CRIMINAL OFFENSES** | | | | | | |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Fondling | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Incest | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| **HATE OFFENSES (see applicable notation for category of bias)** | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Fondling | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Incest | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault-Statutory rape | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple Assault | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-Theft | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 |
| **VAWA Offenses (see appliable notation if hate crime)** | | | | | | |
| Domestic violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating violence | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 |
| **ARRESTS** | | | | | | |
| Illegal weapons possession | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 | 0 | 0 | 0 |
| **DISCIPLINARY ACTIONS/JUDICIAL REFERRALS:** | | | | | | |
| Illegal weapons possession | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 | 0 | 0 | 0 |



SEC SUCCESS EDUCATION COLLEGES
NWC North-West COLLEGE
NCI NEVADA CAREER INSTITUTE
GCC GLENDALE CAREER COLLEGE

**Unfounded Crimes:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Total unfounded crimes | 0 | 0 | 0 | 0 | 0 | 0 |