
campus

Health and Safety

Manual

The policies contained in this handout may also be obtained in the following ways:

Campus Website: <https://campus.edu/>

Elearning Website: <https://elearning.campus.edu/>

Hard Copy by Request: 5221 Madison Ave, Sacramento, CA 95841 (916) 339-1500

Revised: 09/26/2024

Safety At-A-Glance

To Report an On-Campus Crime or Emergency

Step 1: Get to safety

Step 2: Dial 911 (if immediate assistance is required)

Step 3: Notify an On-Campus Emergency Contact

On-Campus Emergency Contacts

Campus Security - (877) 482-7343

Please Note:

- Security personnel patrol the parking lot from 4:00 p.m. to 10:00 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturday and Sunday. In addition, late night patrols are conducted daily.
- Any of the emergency contacts can also be contacted through the front desk in the main building or by calling (916) 339-1500.

When reporting a crime, every effort should be made to preserve any evidence for the investigative authorities. Also, when dialing 911 for immediate assistance, callers are reminded to be prepared to provide a clear location for the emergency response authorities.

Fire Extinguisher Locations

Main Building	Outside rooms 100, 104, 109, 110, and in Financial Aid hallway
North Annex (Downstairs)	Outside rooms A19, A20, and student lounge
North Annex (Upstairs)	Outside rooms B10, B11, B14, and across from elevator
Paul Mitchell Building (Downstairs)	Outside CORE classroom and next to side door on clinic floor
Paul Mitchell Building (Upstairs)	Outside Project Room

First Aid Kit Locations

Main Building	Front Desk, Room 114, and Dean of Students office
North Annex (Downstairs)	Healthcare Department Chair's office (in director's hallway, behind lobby)
Paul Mitchell Building (Downstairs)	Receptionist's Desk

Reporting General Safety Concerns

For your safety and the safety of others on campus, please report any unsafe conditions or safety hazards to the front desk, (916) 339-1500.

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Procedures for Reporting an On-Campus Crime or Emergency

Students, faculty, staff, and guests of Campus are strongly encouraged to report all crimes and other public-safety related incidents to campus safety authorities as follows:

- All life-threatening emergencies and serious crimes requiring immediate assistance should be reported by first dialing 911 and then notifying the campus director, president or campus security.
- Other crimes and safety related incidents should be reported to campus security (877) 482-7343. This includes any individuals acting suspiciously or other questionable activities observed on campus.

Please Note:

- Security personnel patrol the parking lot from 4:00 p.m. to 10:00 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturday and Sunday. In addition, late night patrols are conducted on a daily basis.
- Any of the emergency contacts can also be contacted through the front desk in the main building or by calling (916) 339-1500.

When reporting a crime, every effort should be made to preserve any evidence for the investigative authorities. Also, when dialing 911 for immediate assistance, callers are reminded to remain calm and be prepared to provide a clear location for the emergency response authorities.

Campus employees who observe or become aware of an alleged incident or crime involving a student, campus visitor or employee are required to report it to the campus director, president or CFO. If the incident or crime involves sexual violence, including dating violence, domestic violence, or stalking, the following Title IX coordinator and/or Title IX deputy coordinator must also be notified:

Ryan Oertel, Title IX Coordinator, ryan.oertel@campus.edu or (320) 492-9393.

In the event of sexual assault, the victim's physical and emotional well-being is the first priority. The Title IX Coordinator and/or Title IX Deputy Coordinator will provide assistance and information on resources and services that are available.

On an annual basis, the College submits its crime report to the Department of Education. This information is available to students for review and is maintained in a binder kept in the Financial Aid office.

All employees have the right to ask any question, or report any safety hazards, either directly or anonymously without any fear of reprisal.

Emergency Response and Evacuation

The safety and well-being of Campus students, employees and guests is of utmost importance. The following procedures have been created to make employees aware of what to do in the event of an emergency. During an emergency situation, staff and faculty are expected to work together to ensure the welfare and safety of each other as well as any students and visitors on campus. While the following emergency procedures are in place and apply campus-wide, Campus staff and faculty are expected to cooperate fully with police, fire or rescue personnel in the event that alternate instructions are given.

At the conclusion of any emergency situation, the campus director shall be responsible for communicating with Campus and the surrounding community regarding the event(s) which have taken place and the measures that were taken to ensure safety.

Emergency Coordinators and Contacts

Campus maintains four emergency coordinators on campus to act as primary points of contact in the event of an emergency. When a situation arises, contact an emergency coordinator immediately. You may ask someone else to call while you are talking to 911 dispatch.

Contact:	Phone
● Campus Security	(877) 482-7343

Evacuation Procedures

In the event of an emergency, the campus director or a designated backup will determine if it is necessary to evacuate the campus. If a complete evacuation is necessary, the campus director or designee will activate the fire alarm in each building which will signal to staff and faculty to inform students and begin exiting the buildings. If only a portion of the campus needs to be evacuated, the campus director or a designee will communicate directly with the staff and faculty who are involved.

When evacuating the buildings:

- Take personal belongings.
- Walk (*do not run*) to the nearest stairway or exit.
- Do not use the elevator.
- Exit the building and proceed to the designated evacuation location.
- Leave walkways and driveways open and clear for arriving fire and rescue personnel.
- Follow directions given by fire, police, or rescue personnel.
- Do not leave the evacuation location until you are told it is OK to do so.

*Note: If there is a first aid kit in your work area, take it with you to the evacuation location.

Procedures for Instructors:

- Instruct students to exit the building following the procedure outlined above.
- Secure assistance for any students who may need help exiting the building due to physical limitations.
- Prior to exiting, make sure that the classroom is empty, and the door is closed.
- Bring the attendance roster to the designated evacuation location and verify that all students who are in attendance that day are accounted for.
- Instruct students to remain in the evacuation location until they are told it is OK to leave.

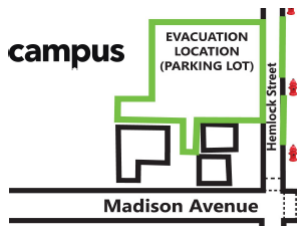
Procedures for Emergency Coordinators:

Emergency Coordinators will ensure that all students, faculty, staff and visitors have been safely evacuated from the buildings. The following areas are to be checked during an evacuation to ensure they have been vacated:

- Classrooms
- Offices
- LRC
- Lounges
- Restrooms
- Stairways
- Hallways
- Elevator

Designated Evacuation Location

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The campus director or designee will adjust the evacuation location as necessary to best ensure the safety of all.



Tips for Calling 911

Whenever help is needed in an emergency situation, **Call 911**.

- Stay calm and speak clearly.
- State your emergency.
- Give your name and the address and phone number from which you are calling.
- Allow the 911 dispatcher to direct the conversation.
- Answer the dispatcher's questions clearly and calmly.
- Follow any directions the dispatcher gives you.
- Listen carefully and ask questions if you do not understand.
- Remain on the telephone. Do not hang up until directed to do so by the dispatcher.

Medical Emergencies

- A student or employee who observes an injury or who becomes injured while on campus grounds should immediately report the incident to a supervisor, manager or the campus director. The staff person receiving the report will determine the immediate needs of the victim and will make arrangements to address those needs as appropriate.
- In the event of a life-threatening medical situation, call 911 immediately. Conditions may include (but are not limited to): severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures.
- When there is an individual who is ill or injured, the following steps should be taken:
 - Keep the victim as comfortable as possible.
 - Do not move the victim any more than is necessary for his/her safety.
 - Never administer liquids to an unconscious victim.

- Do not remove objects that may be embedded in the victim's skin.
- Secure the accident scene.

First Aid Kit Locations

Main Building	Front Desk, Room 114, and evening dean's office
North Annex (Downstairs)	Healthcare Department Chair's office (in director's hallway, behind lobby)
Paul Mitchell Building (Downstairs)	Receptionist's Desk

Fire

In the event of a fire in the building:

- Activate the fire alarm immediately.
- Call 911.
- Contact the emergency coordinator immediately.
- Evacuate the immediate area following the evacuation procedure outlined above.

Clothing Fires – STOP, DROP and ROLL

- If clothing catches fire, *do not* run!
- Immediately drop to the floor and roll repeatedly to extinguish the flames, covering your face with your hands to protect it from the flames.

Fire Extinguishers

Fire extinguishers are located throughout each building in hallways, laboratories, mechanical rooms, and other areas. Report missing, discharged or damaged fire extinguishers to the president as soon as possible. If a fire extinguisher is used, do not return it to its cabinet or bracket. Report the used fire extinguisher to TSD immediately so it can be replaced.

Fire Extinguisher Locations

Main Building	Outside rooms 100, 104, 109, 110, and in Financial Aid hallway
North Annex (Downstairs)	Outside rooms A19, A20, and student lounge
North Annex (Upstairs)	Outside rooms B10, B11, B14, and across from elevator
Paul Mitchell Building (Downstairs)	Outside CORE classroom and next to side door on clinic floor
Paul Mitchell Building (Upstairs)	Outside Project Room

Earthquake

If you are inside at the time of an earthquake:

- Immediately move away from windows and take cover under something sturdy such as a table or desk.
- Cover your head with your arms to protect your face.
- If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves or cabinets.
- Do not try to go outside.
- Remain in the building until the need for evacuation is considered necessary.
- When evacuation is necessary, follow evacuation procedure outlined above.

If you are outside at the time of an earthquake:

- Move away from the sides of buildings, overhead wires, or other hazards.
- Stay clear of any wires that have fallen, exposed pipes or other hazards.
- Do not light fires or matches due to possible gas leaks.
- Proceed to the designated evacuation location.

If you are driving at the time of an earthquake:

- Pull over to the side of the road and stop.
- Avoid overpasses and power lines.
- Stay inside the vehicle until the shaking is over.
- Be prepared for aftershocks.

Bomb Threat/Explosive Device

Take any bomb threat seriously and report it immediately to an emergency coordinator.

If a written threat is received:

- Call 911 immediately.
- Contact the emergency coordinator immediately.
- Do not handle the note any more than necessary.
- Place the note in an envelope to preserve possible fingerprints.

If the threat is made over the telephone:

- Note the exact time of the call.
- Attempt to write down the exact words of the caller.
- Ask the caller to repeat information.
- Try to get information about where the bomb is planted, when it may be detonated, etc.
- Ask specific questions: when, where, what, who, why.
- Make notes of the caller's voice: male/female, accent, use of unusual phrases, tone, etc.
- If possible, signal to another person (ie. write a note) that the call is a bomb threat.
- Call 911 immediately.
- Contact the emergency coordinator immediately.
- Do Not attempt to physically locate or verify the placement of the device.

If a suspected explosive device is found on campus, DO NOT touch it:

- Call 911 immediately.
- Contact the emergency coordinator immediately.
- Evacuate the immediate area following the evacuation procedure outlined above, directing the flow of traffic away from the area where the device may be located.
- Do not use walkie/talkies or cell phones in the suspected vicinity of the bomb as transmission may detonate the device.

Persons Acting Suspiciously

If a person is acting suspiciously on or near campus property:

- Notify an emergency coordinator immediately.
- Provide a complete description of the person, including what he/she was doing, his/her last known location and direction of travel.
- Call 911 to make a report.

Police activity on-site or in neighboring/nearby areas - A student or employee who becomes aware of heightened activity should immediately report the incident to a supervisor, manager or the campus director. The campus director or designee will make the determination as to whether or not the campus should proceed into **lockdown**.

Lockdown

- Campus Director / Designee will ensure that Exterior doors to main building, north annex and south annex (Paul Mitchell building) are locked.
- Students / Staff should remain in their classrooms until situation has been cleared
- Staff member should remain by locked doors to let students or guests coming in for appointments into the building.

Procedures for Instructors:

- Continue to conduct classes normally unless otherwise directed.
- Wait for “all clear” before releasing classes/students

Incident Reporting

It is the responsibility of the Personnel Officer (CFO) to keep accurate records of injury reports, safety records, and other related records. Please refer to policy on Safety, Emergency and Reporting Injuries for more information.

Annual Training

Training for staff and faculty on emergency response and evacuation procedures is conducted annually by the campus director at one of the Townhall meetings. Information is also posted on the Instructor Resources area on Moodle (<https://elearning.campus.edu/>).

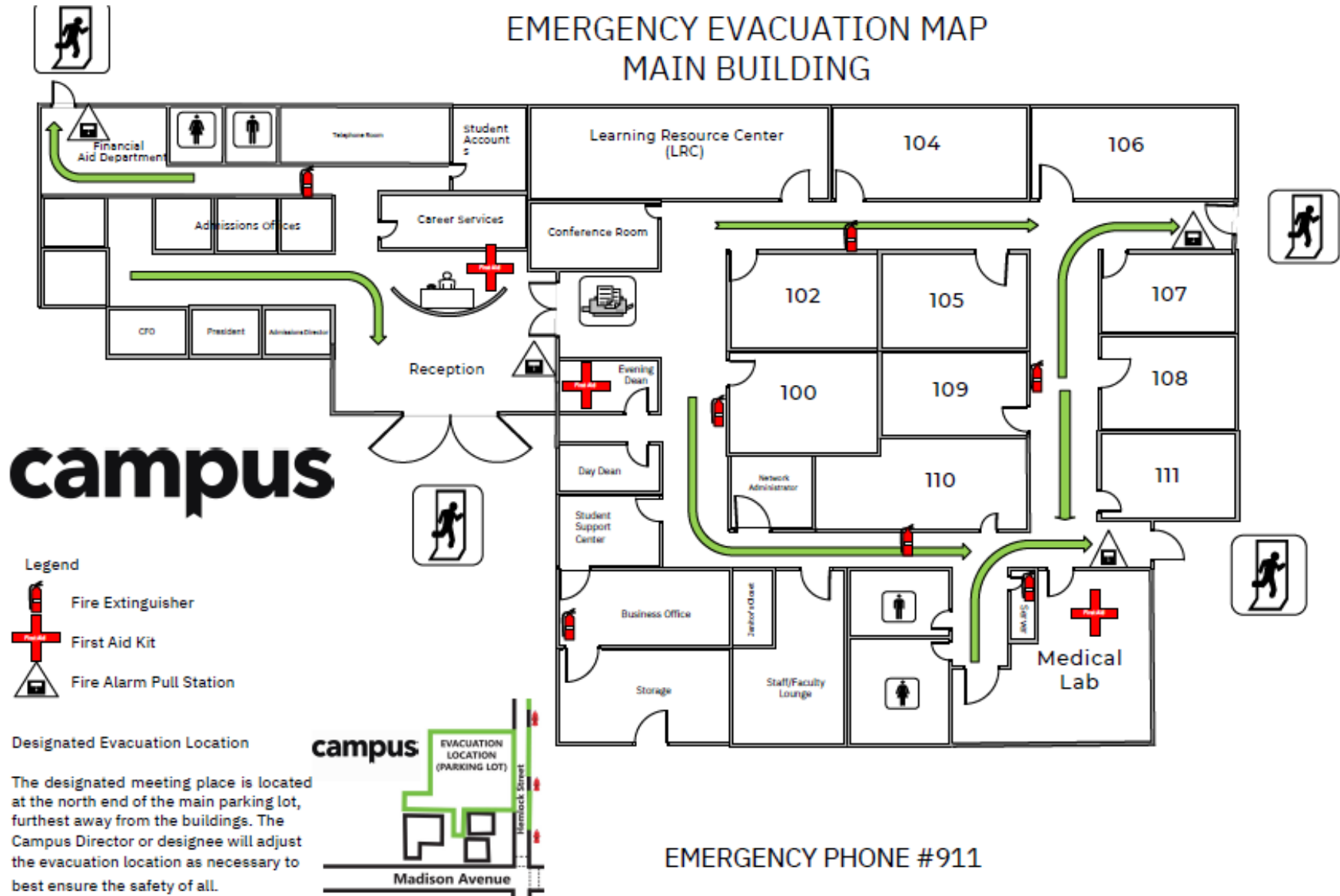
Required Safety Postings

Required safety postings, such as the “Safety and Health Protection on the Job” and “Injuries Caused by Work” are located in the staff lounge.

Quick Reference

Child Protective Services Sacramento County	(916) 875-5437
Electric Company – SMUD	(888) 456-7683
Gas Provider – PG&E	(800) 743-5000
Hospital (nearest)	Mercy San Juan Medical Center 6501 Coyle Ave Carmichael, CA 95608 (916) 537-5000 (General Info) (916) 537-5120 (Emergency)
Mental Health Crisis Intervention Sacramento County	(916) 875-1000
Poison Control	(800) 876-4766
Road Conditions (recorded message)	(800) 427-7623
Street or Storm Problems Sac County Public Works Sewer & Water	(916) 875-7246

EMERGENCY EVACUATION MAP MAIN BUILDING



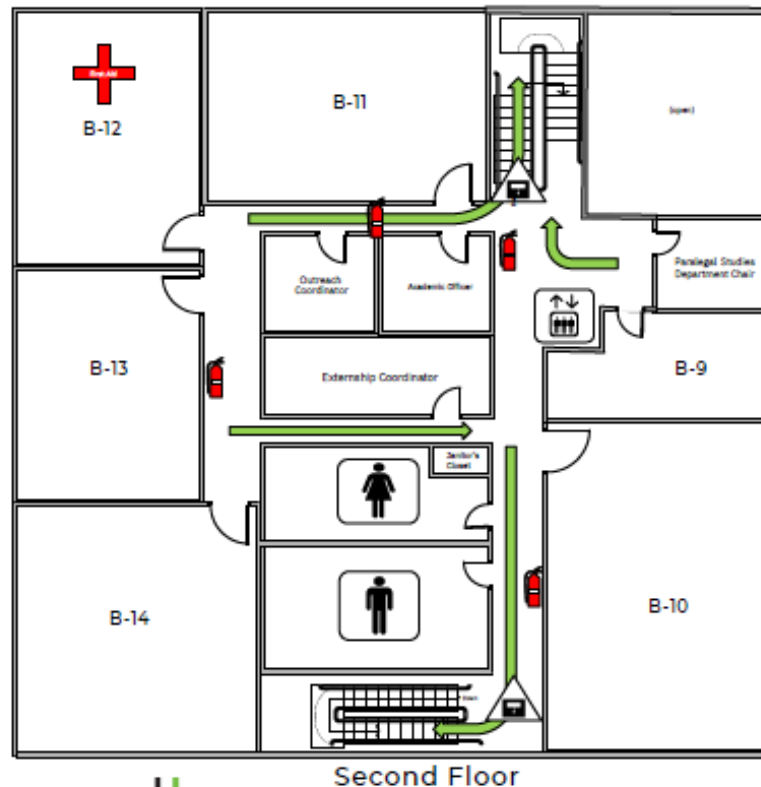
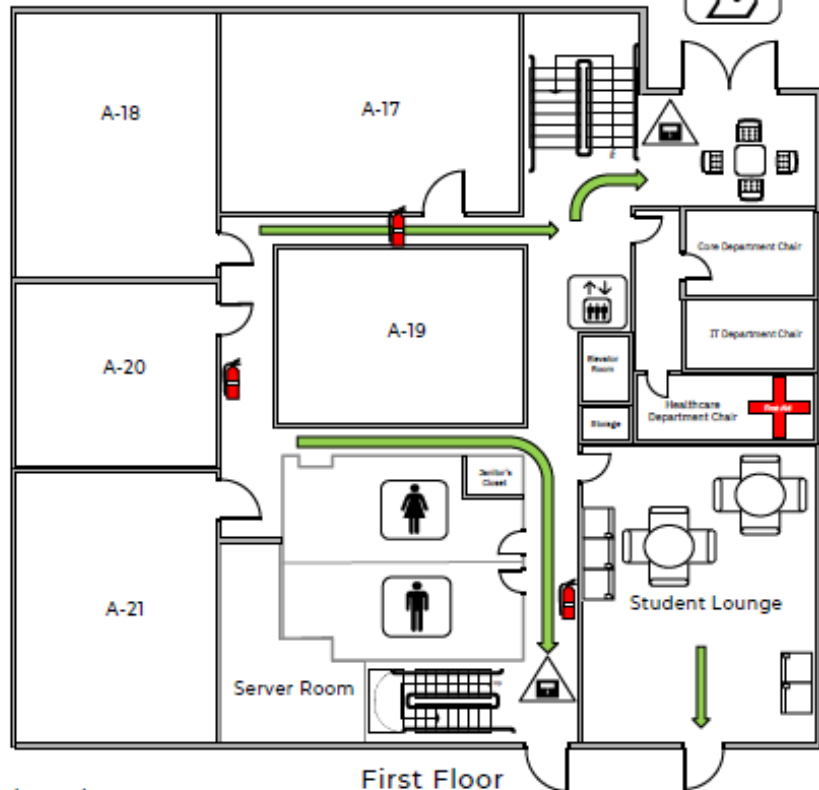
EMERGENCY PHONE #911






IN CASE OF FIRE, USE STAIRS.
DO NOT USE ELEVATOR.

EMERGENCY EVACUATION MAP NORTH ANNEX

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Legend

-  Fire Extinguisher
-  First Aid Kit
-  Fire Alarm Pull Station



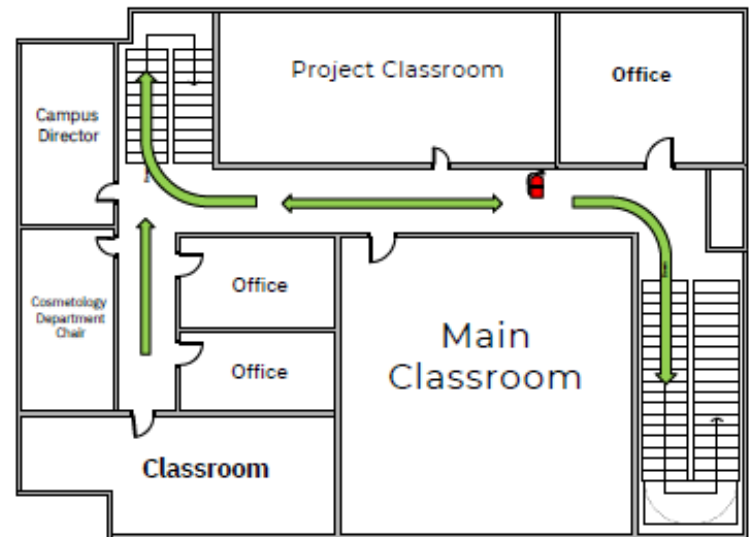
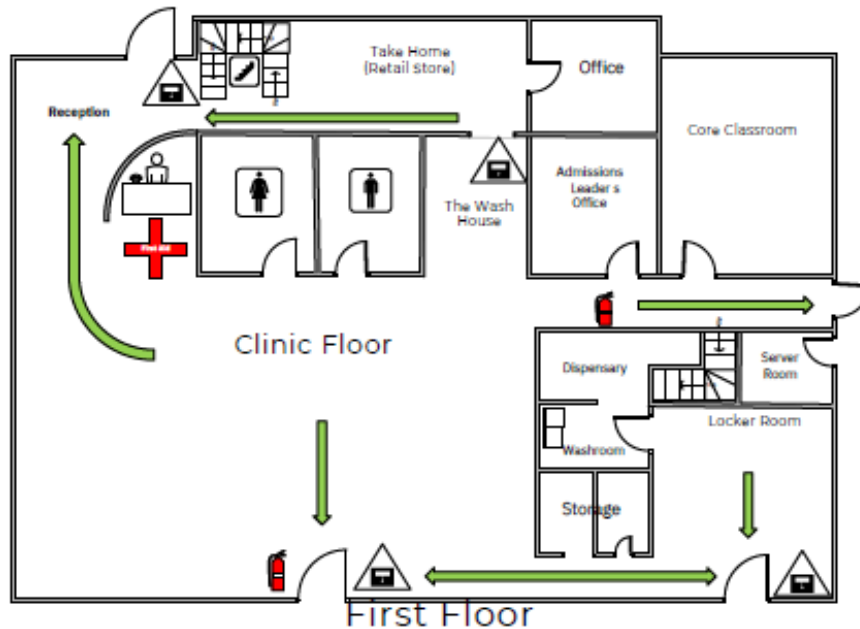
Designated Evacuation Location

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The Campus Director or designee will adjust the evacuation location as necessary to best ensure the safety of all.




EMERGENCY EVACUATION MAP PAUL MITCHELL BUILDING

campus

EMERGENCY PHONE #911

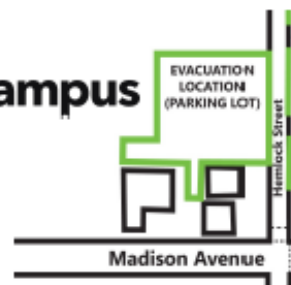


Legend

-  Fire Extinguisher
-  First Aid Kit
-  Fire Alarm Pull Station



campus



Designated Evacuation Location

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The Campus Director or designee will adjust the evacuation location as necessary to best ensure the safety of all.

Campus Safety and Security

Campus safety and security are vital to a threat-free learning and working environment. As members of the Campus community, students and employees share the responsibility of being vigilant and reporting any safety or security concerns, or incidents involving criminal or threatening behavior.

Security and Access

During normal business hours, the College is open to students, employees, contractors, guests, and invitees. During non-business hours, access to College facilities is by key or by a representative of campus administration. In the case of periods of extended closing, the College will admit only those people with prior approval to all College facilities. The College does not have any residence halls so there are no access and security issues related to these. Emergencies may necessitate changes to any posted schedules. Areas identified as safety concerns, if any, are examined to determine if there are measures which could be taken to make improvements. Security issues such as lighting, landscaping, locks, alarms, and communications are reviewed with safety concerns in mind.

Campus Law Enforcement Authority

The College does not have a campus security department. Local law enforcement does patrol the areas near campus but there is no written agreement or contract providing for this service. In the afternoons and evenings, the property owner contracts with American Global Security Company to station an unarmed individual with limited campus security responsibility in the parking lot to monitor access to the lot. This helps deter auto accessory thefts and vandalism, which are the primary crime activities on campus. This individual also walks the campus and can escort students or faculty to their cars upon request. This individual does not have arrest authority and does not issue parking citations. All crime victims and witnesses are strongly encouraged to immediately report any crime to campus safety authorities because prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. Campus does not have a memorandum of understanding with any law enforcement agency.

Off-Campus Criminal Activity

The College does not operate any off-campus student organization facilities. Also, since the College does not have a campus security department, no college personnel would generally be involved in investigating an off-campus offense committed by one of our students. Such an investigation would be left to the local sheriff's department.

Voluntary Confidential Reporting

The College does not have campus pastoral or professional counselors on staff and therefore does not have procedures to encourage such counselors to inform those they counsel how to report a crime confidentially or voluntarily. Victims and/or witnesses of an on-campus crime are encouraged to report the incident to the College, even if the victim does not wish to report it to local law enforcement. Unless required by law or Title IX regulations to report an incident, the College will maintain the confidentiality of the parties involved in the incident within the limits of its overall obligation to maintain a safe, nondiscriminatory environment for all students and employees. Reporting on-campus incidents and crimes helps the College protect the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College. Please note: The identities of the parties involved in the incidents listed on the annual crime statistics disclosure are withheld by the College.

Emergency Notification & Timely Warnings

All life-threatening emergencies and serious crimes requiring immediate assistance should be reported by first dialing 911 and then notifying the campus director, president or CFO during the day or the evening dean, or campus security after 5pm. Anyone with information warranting a timely warning (please see Timely Warning below) should report the circumstances immediately to the campus director, president, or CFO by phone or in person at the main building front desk located at 5221 Madison Avenue, Sacramento, Ca.

Contact:

- Campus Security

Phone

(877) 482-7343

Emergency Notification

In accordance with the Clery Act, schools must immediately notify the campus community upon confirmation of an emergency or dangerous situation occurring on campus that poses an immediate threat to the health or safety of students or employees. Upon confirmation of an emergency, the College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The emergency coordinators are responsible for confirming that an emergency exists and will work together to determine the most appropriate response. The pre-written emergency notification scripts are to be used unless it is determined that the situation warrants otherwise. Taking into account the safety of the community, an immediate announcement will be made over the school's telephone intercom system and/or computer alert system by the campus director or designee. The content of the announcement and the segment of the population that will receive the announcement will be determined by the emergency coordinators and will depend upon the situation and amount of information available. At minimum and where possible, the notification will include the location and nature of the incident and any special instructions as appropriate. The president or campus director will continue to monitor the situation and will notify additional segments of the population as necessary. Other methods of emergency notification may include, but are not limited to, the fire alarm, person-to-person communication, classroom announcements, text messages, and email. If deemed necessary and depending on the situation, those outside of the campus community will be notified of the emergency through local law enforcement and/or public health agency. The emergency coordinators will inform the campus community when the critical situation is over. The all-clear message may be communicated in person or through email, text messages, and updates posted to the elearning website. Updates and follow-up information will be posted on the elearning website by the director of education. Finally, the president or campus director will document the incident and retain the report on file.

Timely Warning

The Clery Act requires schools to alert the campus community of certain crimes in a manner that is timely, promotes safety, and aids in the prevention of similar crimes. Campus will issue timely warnings to the campus community on a case-by-case basis in response to reported crimes that 1) meet Clery Act classifications; 2) were committed or are actively occurring on campus property or surrounding public property, and 3) constitute a direct or ongoing threat to students or employees as determined by the campus director, president, CFO and/or designee. Timely warnings may also be issued for other, non-Clery crimes or threats as deemed appropriate by the campus director, president, CFO and/or designee. Anyone with information warranting a timely warning should report the circumstances immediately to the campus director, president, CFO, or the evening dean by phone or in person at the main building front desk located at 5221 Madison Avenue, Sacramento, Ca.

The content of the timely warning will be determined by the campus director, president, CFO and/or designee depending on the situation and the information available. The warning will be issued through the College e-mail system to students, faculty, and staff; announced over the telephone intercom system and/or computer alert system; and/or posted on the campus white boards, as appropriate. Other methods of communicating a timely warning may include, but are not limited to, person-to-person communication, classroom announcements, posts on the Campus elearning website, and text messages. Depending on the circumstances of the crime or when a situation does not pose an immediate on-going threat,

notification may be sent after-the-fact to inform members of the campus community with the intent to increase awareness of campus safety.

Clinical and Externship Sites

Students assigned to clinical or externship sites are provided with the externship site's safety management plan and phone numbers to call in case of emergency.

Security Awareness and Crime Prevention Programs

In an effort to provide a threat-free learning and working environment, Campus's facilities are designed with student, faculty, and staff safety in mind. The campus grounds are illuminated, and a contract security guard patrols the facilities during evening class hours. At the beginning of each term during new student orientation, basic campus safety and security issues are discussed. Students are referred to online policies located on the elearning website and other handouts which provide information, including but not limited to reporting on-campus crimes or emergencies, weapons on campus, safety and security tips, individuals acting suspiciously, and graduate and visitor expectations. Students participate in a discussion regarding the Clery Act and Title IX prohibitions against sexual harassment, violence and discrimination. Along with the presentation, students are given access to the Campus Health and Safety Manual located on the elearning site as well as the College's complete Title IX Policy. The handout explains Campus's policy and commitment to maintaining a campus environment free from sexual harassment, sexual violence and discrimination. Similar information is discussed with new employees during the new hire orientation. Each year, existing employees are required to attend a virtual training on Anti-Harassment and Discrimination as provided by the Department of Fair Employment and Housing, review the College's Title IX training presentation, review Campus's Student and Employee Anti-Harassment and Discrimination policy, and review the *Campus Health and Safety Manual* in conjunction with their annual performance review. In addition, students and employees are provided with the Annual Campus Security report on a yearly basis.

Students, faculty, and staff are encouraged to be aware of their surroundings and to hold themselves accountable for their own safety as well as the safety of others. The following safety and security-related policies are available to students and employees online and individually in hardcopy upon request:

- Reporting On-Campus Crimes or Emergencies
- Weapons on Campus and Personal Safety
- Campus Expectations for Graduates and Visitors
- Safety and Security Tips

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

Campus will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the College against the individual who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Campus will provide the results of the disciplinary proceeding to the victim's next of kin, if so requested.

Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, the College provides a link to the State of California Department of Justice Sex Offender Registry. Information regarding registered sex offenders may be accessed at: <http://meganslaw.ca.gov>.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state about registered sex offenders may be obtained. It also requires sex offenders who must register in any state to provide notice to each institution of higher education where the person lives, works, or attends school.

The Family Educational Rights and Privacy Act (FERPA) was amended to make it clear that institutions may disclose information received through state registration and community notification programs, even if the sex offender is a student.

Reporting Annual Disclosure of Crime Statistics

Campus is a community of nearly 750 students, faculty and staff. The College is committed to providing a safe and secure learning and working environment for all those studying and working here. To accomplish this, the cooperation and involvement of students and employees in campus safety programs are absolutely necessary. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act, the College is required to disclose crime statistics for the previous three calendar years as part of a campus security report to be published annually by each institution. These statistics are gathered from campus safety, local law enforcement, and other school officials (e.g. campus director, president, CFO, evening dean, director of admissions, etc.) who have significant responsibility for campus safety. All the campus crime statistics must be reported by location.

Each year, Campus's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is compiled by the chief financial officer and academic officer and distributed to every student and employee. The report is also available to prospective students and employees at their request. Employees and students receive an individual notice of the report's availability, including a brief description of the information contained in the report, the direct link to the report, and a statement that the College will provide a paper copy upon request. This same notice is included in the materials given to prospective students and to employees in new-hire orientation. The report may also be found on the Institution's public website, located at: <https://campus.edu/disclosures> In addition, copies of the report may be obtained by contacting the director of financial aid at Campus, 5221 Madison Avenue, Sacramento, CA 95841, or by calling (916) 339-1500.

Geography

Since the College has no on-campus residence halls or non-campus buildings, the locations used are on campus or on public property (streets adjacent to campus and sidewalks bordering both sides of such adjacent streets). The geographic reporting area used for reporting crimes, arrests, and disciplinary referrals is Madison Avenue to the south, the Campus property line to the west and the north, and Hemlock Street to the east. These statistics, which are reported annually to the U.S. Department of Education, cover a three-year period.

Safety and Security Tips

- Personal
 - Stay alert and tuned in to your surroundings.
 - Communicate that you are calm, confident and know where you are going.
 - Stay away from isolated areas.
 - Stay on the part of sidewalks furthest away from shrubs, dark doorways and alleys.
 - Walk with a companion whenever possible.
 - Check the back seat before getting into a car. Keep doors locked while driving.
 - Don't overload yourself with packages or wear shoes or clothing that restricts movement.
 - Avoid displaying large amounts of cash or jewelry.
 - Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
 - If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
 - Don't hitchhike or pick up hitchhikers.
 - Park in well-lighted areas.
 - Avoid isolated bus stops at times when few other people are around.
 - Do not reveal your name, phone number or address to strangers.
 - Never admit that you are alone or that you will be away from home.
 - Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
 - Keep your local police department's phone number next to your phone.
- Residence
 - Keep doors locked at all times.
 - Draw shades and curtains whether or not you are at home.
 - Keep money and jewelry locked in a safe place.
 - Leave a light on while you are away or use a timer.
 - Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track.
 - Don't hide spare keys in mailboxes, planters or under doormats.
 - Make a record of your valuables and keep it in a safe spot.
 - Don't leave a note that says you are not in.
 - Never prop doors open.
 - Keep ladders and tools in a locked area.
 - Have someone cut your lawn while you're on vacation.
- Vehicle
 - Always lock your car and remove the keys. Make sure the windows are closed.
 - Lock all valuables, bags and cases in the trunk when you leave your car.
 - Never leave an ID tag on your key ring.
 - Leave only the ignition key with parking attendants.
 - Park in well-lit areas.
- Office
 - Keep your purse, wallet and other valuable items with you at all times or locked in a drawer or closet.
 - Never leave keys lying out.
 - Never leave change or cash on the desk or in a top drawer.
 - Notify security personnel of any suspicious persons or vehicles.
 - Lock doors when working after normal hours.
 - Report any broken or flickering lights, and doors that don't lock properly.

[Source: www.chamberlain.edu]

Drug & Alcohol Policy for a Drug-Free Campus and Workplace

Campus is committed to providing a safe and healthy environment for all members of our campus community. In accordance with this commitment, the College expressly prohibits the unlawful possession, use, or distribution of any illicit drug (including marijuana), alcohol, or other controlled substance by students or employees on college property or at college-sponsored activities or events including the College's graduation ceremonies. Further, this policy expressly prohibits students and employees from being under the influence of any of the above listed items while engaged in work, study or college-sponsored activities on or off campus. This does not include the use of legally prescribed medication that does not adversely affect work or study ability, job or classroom performance, or the safety of the individual or others. Please note: While the possession and use of marijuana is legal in the state of California, it is still not legal under federal law and is therefore covered under this policy.

All students and employees are required to notify Campus of a student's or employee's use of drugs or alcohol on campus or in the workplace in violation of the policy outlined above. Any student or employee found to be in violation of the Campus Drug and Alcohol policy may be subject to a reasonable suspicion drug and/or alcohol test and will be subject to disciplinary action up to and including termination of employment or enrollment. Specific disciplinary action will be based upon the severity of the policy breach as well as the student or employee's past disciplinary record.

As an institution of higher learning which participates in federally funded and/or guaranteed student loan programs, Campus is subject to and committed to complying with the provisions of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In accordance with the requirements contained in those Acts and Campus's commitment to maintaining a Drug-Free Campus and Workplace, all students and employees must abide by the above standards of conduct as a condition of enrollment and employment. In addition, all students and employees are required, as a condition of their school admission or employment, to notify the Personnel Officer of any criminal drug statute conviction for a violation occurring during a period of enrollment or in the workplace, such notice to be no later than five days after such conviction.

Reasonable Suspicion Drug and/or Alcohol Testing

Where there is a reasonable suspicion that a student or employee is impaired while on campus due to illegal drug and/or alcohol use, the student or employee may be required to submit to a drug and/or alcohol test. A reasonable suspicion means that there are reasonable grounds to suspect that a test will provide evidence that the student/employee has violated school policy. Reasonable suspicion may be based on, among other things, physical symptoms and abnormal behavior including but not limited to the following:

- Odor of alcohol or marijuana on the body or breath with observed behavior issues
- Slurred speech
- Unsteady standing or walking
- Impaired manual dexterity
- Inability/difficulty completing routine tasks
- Disorientation or confusion
- Erratic or unusual behavior
- Drowsiness/sleepiness
- Unusually aggressive behavior
- Rapid changes in mood
- Dilated pupils

Please Note: The symptoms listed above can be attributed to causes other than drugs or alcohol. Primary concern should be on the individual and the specific changes in his/her behavior or performance, rather than suspicions of drug or alcohol use.

Legal and Other Sanctions Relating to Drug and Alcohol Violations

Campus has attached a list describing the applicable legal sanctions under local, State, or Federal law for the unlawful use, possession or distribution of illicit drugs or alcohol. Any staff, faculty, or student violating any of the described laws could be subject to fines and imprisonment. Further, any staff, faculty, or student who violates the College's stated Drug-Free Campus and Workplace policies shall be subject

to corrective action, such as completion of a substance abuse program or counseling at the employee's or student's expense, or disciplinary action up to and including the possibility of termination of employment or dismissal from the institution, as well as referral for criminal prosecution. Finally, all students should be aware that a conviction for any offense, during a period of enrollment for which the student was receiving federal financial aid program funds, under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any federal student grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

Health Risks

The abuse of drugs or alcohol can cause serious health problems for an individual, and their use and abuse are not compatible with the campus or workplace environment at the College. In addition to being extremely harmful to a person's health, use of drugs and alcohol interfere with productivity, alertness and the ability to make good decisions. This makes learning or working under the influence of either drugs or alcohol a danger to both the student or employee and those who are around him. Campus has attached a list enumerating many of the specific health risks associated with the use/abuse of the more common controlled substances and alcohol. Awareness of the health risks involved in the use of drugs and alcohol will hopefully make each student and employee make better decisions regarding their use.

Drug or Alcohol Counseling, Treatment, or Rehabilitation Programs

Campus has attached a list of local drug or alcohol counseling, treatment, and/or rehabilitation programs that are available to students and employees at the student's or employee's expense. Some offer residential treatment options while others have outpatient services. Some also offer sliding fee schedules based on ability to pay. Students or employees with substance abuse and dependency problems are encouraged to seek assistance voluntarily from providers on this list or from any number of others offering help in this area.

Procedure

General

- In accordance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, the College provides its Drug-Free Campus and Workplace Policy to each student and employee in several ways:
 - The full version of this policy is in the Student Handbook and the Campus Health and Safety Manual which are located on the elearning site.
 - The personnel manual contains a brief summary of the policy and a reference to the full policy which is located in the Student Handbook and Campus Health and Safety Manual.
 - New employees receive a full version of the policy upon hire and are required to sign an acknowledgement of receipt as part of their new employee orientation.
 - The full policy is distributed annually via campus email to students.
 - Faculty and staff review a copy of the Campus Health and Safety Manual each year during their evaluation and sign an acknowledgement of receipt and review statement.
 - The Drug and Alcohol policy is located at: <https://campus.edu/disclosures>

- Campus's Drug and Alcohol policy will be reviewed biennially to determine the policy's effectiveness and to implement changes if any are needed, to determine the number of drug and alcohol related violations that occurred on campus or at college activities and were reported to Campus, to determine the number and type of sanctions imposed, and to ensure the sanctions were consistently enforced. Drug-related instances will be tracked by the campus director and reviewed once a year.

- Employees are allowed to drink alcohol upon completion of a Campus event such as graduation; however, the spirit of Campus's commitment to a safe and healthy environment still applies and employees are expected to practice restraint and good judgment.

- If an employee suspects that a student or fellow employee is under the influence of drugs and/or alcohol in violation of this policy, the employee is to immediately notify his/her supervisor. If the individual suspected of being under the influence is an instructor or a student, the director of

education must also be alerted. If the supervisor, department chair or director of education is unavailable, the employee may contact the dean, campus director, president or CFO.

- When informed that a student or employee is suspected of being under the influence of drugs and/or alcohol in violation of this policy, the supervisor or administrator receiving the report is to speak to the individual immediately to assess the situation and determine if a reasonable suspicion exists. The College requires that at least one supervisor or administrator concurs that there is a reasonable suspicion.
- In all cases, regardless of whether or not the student or employee is sent for testing, the supervisor or administrator is to document the situation, including the facts that led him/her to believe the individual was impaired; test results, if applicable; and the consequences, if any. In order to maintain the student or employee's confidentiality, related documentation is to be kept in a separate file.

On a case-by-case basis, if it is determined that a reasonable suspicion exists, one or more of the following may occur:

- The student or employee may receive a written warning and/or be placed on probation.
- The student or employee may be sent home for the rest of the day.
 - An individual suspected of being under the influence is not to be allowed to drive him/herself home.
 - Alternate transportation arrangements must be made. A Campus employee is not allowed to drive the individual while the employee is on duty.
- The student or employee may be sent for drug and/or alcohol testing.
 - The campus director, president or CFO must be informed prior to sending a student or employee for testing. The exception is those students enrolled in the Healthcare programs which are subject to testing as outlined in the Medical Program Drug Testing Policy.
 - The College shall arrange for the student or employee to be safely transported immediately to and from a designated testing laboratory for the drug and/or alcohol test. A Campus employee is not allowed to drive the individual while the employee is on duty.
 - The student or employee will be asked to consent to the drug and/or alcohol test and release the resulting information to the College.
 - A student or employee who refuses to consent will be advised that no test will be conducted; however, refusal to consent shall have the same force and effect as a positive test result and may result in disciplinary action up to and including termination of employment or enrollment.
 - If the student or employee receives notice that his/her test results are confirmed positive, the student or employee will be given the opportunity to explain the positive result.
 - An employee who is sent for drug and/or alcohol testing may be placed on PTO (or unpaid leave if no PTO exists) pending the outcome of the test.

List of Legal Sanctions

The following is not a comprehensive list of all criminal statutes and penalties related to drug and alcohol violations. This is only an overview summary focusing on unlawful possession and distribution and does not encompass enhanced penalties for subsequent offenses.

- California Business & Professions Code, Section 23301: it is illegal to sell alcohol without a valid license or permit. The violator is guilty of a misdemeanor or a felony.
- California Business & Professions Code, Section 25658: it is illegal to sell, furnish or give any alcoholic beverage to anyone under 21 or to anyone who is obviously intoxicated. The violator is guilty of a misdemeanor, assessed a \$1,000 fine and must perform 24 hours of community service. In addition, anyone under 21 who purchases or consumes any alcoholic beverage in any on-sale premises is also guilty of a misdemeanor, is assessed a \$250 fine or must perform 24-32 hours of community service.

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- California Business & Professions Code, Section 25662: any person under 21 who has any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor. The penalty is a fine of \$250 or 24-32 hours of community service.
 - California Business & Professions Code, Section 25665: it is illegal for anyone under age 21 to enter or stay in a place licensed to sell liquor without a lawful reason to be there. The violation is a misdemeanor and the penalty is a fine of \$200.
 - California Vehicle Code, Section 23152: it is unlawful to operate a vehicle while under the influence of alcohol (.08 blood alcohol level) or drugs or under their combined influence. The penalty is imprisonment in the county jail for a minimum of 96 hours (maximum 6 months), and a fine of \$390 to \$1000, suspension of driving privileges, and surrender of driver's license to the court. The driver must also complete a three month driving under the influence program and the court may order a locking ignition system.
 - California Vehicle Code, Section 23221 – 23223: no driver or passenger shall drink any alcoholic beverage or smoke or ingest marijuana or any marijuana product while in a motor vehicle upon a highway or possess an open container of alcohol or open receptacle containing cannabis or cannabis products, or possess loose cannabis flower not in a container while in a motor vehicle upon a highway or on any lands.
 - California Penal Code, Section 647(f): an individual found in any public place under the influence of alcohol, any drug, or controlled substance who is unable to care for their safety or the safety of others or interferes with or obstructs a sidewalk, street, or other public way is guilty of disorderly conduct, a misdemeanor.
 - California Health & Safety Code, Sections 11350 et seq., 21 USC Section 841, 844: the unlawful possession, sale, furnishing, or dispensing of any controlled substance or drug paraphernalia, or growing of a controlled substance as defined by the California and federal laws is unlawful. For simple possession of a small amount of a controlled substance, the federal penalty is a maximum one year imprisonment and a minimum fine of \$1,000. Possession of larger quantities for distribution carries much more severe penalties, with imprisonment for ten years or more and very large fines. Conviction may also bar receipt of benefits from Federal programs including student grants and loans. The State penalties include varying terms in county jail and /or state prison, as well as significant fines. Both the federal and state penalties are enhanced (doubled in many cases) when the offense occurs on or within close proximity to a school.

List of Health Risks

Tobacco and Nicotine

Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy also poses risks, such as spontaneous abortion, pre-term birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Nicotine is both psychologically and physically addictive.

Alcohol

Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

Cannabis

(Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

Inhalants

(Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

Cocaine (Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

Stimulants

(Amphetamines, Methamphetamines, Crank, Ice)

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

Depressants

(Barbiturates, Methaqualone, Tranquilizers)

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

Hallucinogens

(PCP, LSD, Mescaline, Peyote, Psilocybin)

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

Narcotics

(Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

Designer Drugs

(Analogues of Fentanyl, Analogues of Meperidine, MDMA, Ecstasy Analogues of PCP)

Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogues can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analogues of PCP cause illusions, hallucinations, and impaired perception.

Anabolic Steroids

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "roid rage", and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

References

U.S. Dept. of Education (1989). What Works: Schools Without Drugs. (Rockville, MD: National Clearinghouse for Alcohol and Drug Information, 1989), pp 61-72.

National Institute on Drug Abuse, NIDA Capsules, (Rockville, MD: Press Office of the National Institute on Drug Abuse, 1986).

Drug or Alcohol Counseling, Treatment or Rehabilitation Programs

New Dawn Treatment Centers - Sacramento Addiction Recovery
Multiple Locations
(916) 260-2624; www.newdawnrecoverycenters.com

Azure Acres Recovery Center - Sacramento Outpatient Treatment
2641 Cottage Way #8, Sacramento, CA 95825
(916) 974-9067

Fair Oaks Recovery Center
2221 Fair Oaks Blvd, Sacramento, CA 95825
(888) 989-9690; www.fairoaksrecoverycenter.com

Sacramento Recovery House
4049 Miller Way, Sacramento, CA 95817
(916) 451-9312

Bridges Professional Treatment Services
3600 Power Inn Rd C, Sacramento, CA 95826
(916) 450-0700

MedMark Treatment Centers Sacramento
7240 E Southgate Dr Ste G, Sacramento, CA 95823
(916) 391-4293

River City Recovery Center

500 22nd St, Sacramento, CA 95816
(916) 442-3979

Diamond House Detox
6808 Fleming Ave, Sacramento, CA 95828
(888) 205-9346

SBAC Sobriety Brings Change
4600 47th Ave #102, Sacramento, CA 95824
(916) 454-4242

Sacramento Treatment Clinic
7225 E Southgate Dr, Sacramento, CA 95823
(916) 394-1000

Sexual Harassment, Violence and Discrimination Prevention

In compliance with the Clery Act and Title IX

Introduction

As an institution of higher learning that participates in federal financial aid programs, Campus is subject to and committed to complying with the provisions of the Jeanne Clery Act (Clery Act), Title IX of the Education Amendments of 1972 (Title IX), and other federal and state regulations to ensure campus safety.

The Jeanne Clery Act (Clery Act) promotes campus safety by ensuring that students, employees, parents, and the broader community are well-informed about important public safety and crime prevention matters. Recently, the Clery Act was amended by the Violence Against Women Reauthorization Act, which broadened Clery requirements to address all incidents of sexual violence (sexual assault, domestic violence, dating violence and stalking). Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. In accordance with the requirements contained in these Acts and Campus's commitment to maintaining a campus and workplace free from sexual discrimination, harassment and violence, all students and employees must abide by Campus's standards of conduct as a condition of enrollment and employment.

We hope you will find the following information informative and helpful. This information can also be found online at <https://campus.edu/disclosures> or on the Campus e-learning website at <https://elearning.campus.edu/>. Hard copies are also available on campus upon request.

Student and Employee Anti-Harassment and Discrimination

Student and Employee Anti-Harassment and Discrimination: Title IX Complaint Policy and Procedures

This policy establishes Campus's commitment to preventing and addressing sex discrimination, sex-based harassment (including sexual harassment), and retaliation in compliance with the 2024 revised Title IX regulations (20 U.S.C. 1681 et seq.). It applies to all education programs, activities, admissions, and employment practices, ensuring a work and school environment free from unlawful harassment and discrimination based on sex and other protected characteristics. Campus will respond promptly and equitably to reports of Prohibited Conduct, providing supportive measures for Complainants and following a fair investigation and resolution process for Respondents. Key terms such as Complainant, Respondent, and complaint are defined to clarify the grievance procedures outlined in this policy, which aim to foster a safe, inclusive, and legally compliant environment for all members of the Campus community.

For the complete policy, visit: <https://campus.edu/documents/Title-IX-Policy.pdf>

Sexual Violence Prevention and Response Violence Against Women Act (VAWA)

Campus strictly prohibits any form of sexual violence, including dating violence, domestic violence, sexual assault and stalking, or sexual harassment committed by or perpetrated against students, employees, or third parties regardless of their sexual orientation, gender identity, part- or full-time status, disability, race, or national origin; and extends to all Campus-related programs and services held on or off the College campus, and non-school related activities that affect the school environment. Campus's policies and response regarding sexual violence apply to victims of sexual violence, regardless of whether the perpetrator is known to the victim or not.

Definitions

For purposes of the *Clery Act*, dating violence, domestic violence, stalking and sexual assault are defined in the Federal Department of Education's regulations.

- **Dating violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and 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. Further, dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed by:
 - a) A current or former spouse or intimate partner of the victim.
 - b) A person with whom the victim shares a child in common.
 - c) A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
 - d) 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;
 - e) 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.
- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- **Sexual Assault** is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

Under California law, dating or domestic violence, sexual assault, rape, and stalking are defined as follows:

- **Domestic or Dating Violence** (California Penal Code Section 13700)
 - (a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.
 - (b) "Domestic violence" means 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.
- **Sexual Assault** (California Penal Code Section 243.4)
 - (a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.

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- (b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.
 - (c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery.
 - (d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery.
 - (e) Any person who touches 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, is guilty of misdemeanor sexual battery.
- **Rape**, which includes acquaintance rape: (California Penal Code Section 261)
Rape is an act of sexual intercourse accomplished with a person not the spouse of the perpetrator, under any of the following circumstances:
 - (a) Where a person 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.
 - (b) Where 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.
 - (c) Where 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.
 - (d) Where a person is at the time unconscious of the nature of the act, and this is known to the accused.
 - (e) Where 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.
 - (f) Where 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.
 - **Stalking** (California Penal Code 646.9)
 - (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.

Consent

The College follows the provisions of Section 67386 of the California Education Code, including the following:

"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 he or she 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.

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: (1) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused; or (2) The accused did not take reasonable steps, in the

circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.

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: (1) The complainant was asleep or unconscious; (2) 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; or (3) The complainant was unable to communicate due to a mental or physical condition.

Programs to Promote Awareness and Prevention

Efforts to increase awareness and prevent sexual harassment, sexual violence, and discrimination include the following:

- At the beginning of each term during new student orientation, students participate in a discussion regarding the Clery Act and Title IX prohibitions against sexual harassment, sexual violence and discrimination.
- New students receive a handout entitled *Campus Health and Safety Manual*. The handout explains Campus's policy and commitment to maintaining a campus environment free from sexual harassment, sexual violence, and discrimination. The handout includes the Title IX coordinators' contact information and describes the procedures for reporting a violation and how Campus will follow-up and investigate the complaint. The handout also contains general information and definitions of sexual violence, including dating violence, domestic violence, sexual assault, and stalking; and touches on topics such as confidentiality, interim measures, and retaliation. This handout is also available on the Campus website.
- All employees receive the *Campus Health and Safety Manual* during their new employee orientation. The manual includes Campus's policy and commitment to maintaining a campus environment free from sexual harassment, sexual violence, and discrimination. The manual includes the Title IX coordinators' contact information and describes the procedures for reporting a violation and how Campus will follow-up and investigate the complaint. The handout also contains general information and definitions of sexual violence, including dating violence, domestic violence, sexual assault, and stalking; and touches on topics such as confidentiality, interim measures, and retaliation.
- Existing employees are required to review Campus's Student-Employee Anti-Harassment and Discrimination policy and the *Campus Health and Safety Manual* on an annual basis in conjunction with their annual performance review.
- Online training in preventing harassment and sexual violence and on the basics of FERPA is provided to the following audiences: New employees (upon hire); supervisory staff and other key employees (every two years); faculty (every other year in conjunction with annual performance review).
- Existing students receive links to the following policy documents via email on an annual basis. Students are encouraged to review these documents and contact the College if they have any questions. These and other campus policies may also be reviewed on the College website: <https://campus.edu/disclosures>, the Campus eLearning website <https://elearning.campus.edu/> or on campus by request.
 - Drug and Alcohol Policy for a Drug-Free Campus and Workplace
 - Emergency Response and Evacuation
 - Reporting an On-Campus Crime or Emergency
 - Student-Employee Anti-Harassment and Discrimination Policy
 - Sexual Violence Prevention and Response – Violence Against Women Act (VAWA)
 - Student Rights under the Family Educational Rights and Privacy Act (FERPA)
- The Campus eLearning website (<https://elearning.campus.edu/>), which can be accessed by existing students and employees on or off campus, includes access to the Annual Campus Security Report, the Campus Alcohol and Drug policy, the Emergency Response and Evacuation procedures, the *Campus Health and Safety* manual. The site also includes links to local and online resources available for care and support, and information about prevention, risk reduction, bystander intervention, and facts and statistics about sexual violence. The site can be accessed by using an internet browser or by using the Moodle Mobile app on a smartphone or tablet.

In the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

Victims or witnesses to a crime that occurs on school premises and involves a Campus student, campus visitor, or employee are strongly encouraged to report the incident to the campus director, president or CFO. If a student or employee is a victim of dating or domestic violence, sexual assault, or stalking, the victim has the option to notify the appropriate law enforcement authorities, including the local police, and request medical assistance. If the victim prefers, campus authorities will notify the law enforcement by calling 911. The victim may also decline notifying such authorities. The campus authority and/or a representative from the police or sheriff department will guide the victim through available options and support the victim.

The school and police strongly encourage the victim of dating or domestic violence, sexual assault, or stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will ensure that a victim receives the necessary medical treatment and tests, at no expense to the victim; and it provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. It is important to preserve evidence for the proof of a criminal offense, so do not disturb the area surrounding the incident.

The student or staff member can file a complaint with the campus director, president or CFO. The Campus Title IX coordinator/Title IX Deputy Coordinator will also be notified. Note: A Title IX coordinator is an employee of the College who receives annual training on issues relating to sexual or other unlawful harassment, discrimination, or sexual violence including dating violence, domestic violence, sexual assault and stalking; and on how to conduct an investigation that protects the safety of victims and promotes accountability. The complaint should outline all details of the event and include a list of any witnesses or documentation to help support the allegations. The complaint should be filed as soon as possible after the occurrence has taken place. If the victim does not wish to file a complaint or does not request the College to take action on his/her behalf, the victim must confirm so in writing. If the victim wishes to file a criminal complaint, he/she is free to do so at any time before, during or after the school's internal investigation. The College will not wait for the conclusion of a criminal investigation or criminal proceedings before it begins its own investigation.

A student or employee who reports to the school that he or she has been a victim of domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student's or employee's rights and information regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. In the event the victim wishes to obtain a restraining order, the handout includes links to information about various options and how to apply.¹ A restraining order (also called a protective order or a no-contact order) is a court-ordered document signed by a judge that prohibits the restrained person from harassing, making contact with, or assaulting the person seeking the order. Campus does not issue orders of protection; however, it is Campus's policy and practice to comply and with and enforce such orders when it is made aware. Students or employees who have such orders in place, are encouraged to inform the College.

Led by a Title IX coordinator, the College investigates all complaints in a thorough, impartial and timely manner. The College takes prompt and equitable action to investigate and address any reports or complaints that come to the attention of school personnel, either formally or informally. The investigation may include addressing allegations that alcohol or drugs were involved in the incident. Typically, the investigation process takes approximately 60 days to complete; however, timeframes may vary based on the severity of the allegation and complexity of the investigation. The College uses a preponderance of

¹ Information regarding restraining orders:

Sacramento Superior Court

<https://www.saccourt.ca.gov/restraining-orders/restraining-orders.aspx>

If you are seeking a civil harassment restraining order, you can obtain the necessary paperwork at the downtown Sacramento Superior Court, located at 720 9th Street Sacramento, CA 95814.

The Sacramento Regional Family Justice Center (FJC)

<http://www.hopethriveshere.org/>

The Sacramento Regional Family Justice Center can assist with applying for a Domestic Violence TRO by visiting the Center at the Family Relations Court House, Room 112 located at 3341 Power Inn Rd., Sacramento.

evidence standard which means that the evidence presented, when compared with that opposing it, has more convincing force and produces the belief that the alleged act more likely occurred than not. In addition, the affirmative consent provisions of Section 67386 of the California Education Code are followed.

The proceedings will be conducted in a manner that is consistent with the school's policies and is transparent to the accuser and accused, which includes timely notice of meetings at which the accuser or accused, or both, may be present; provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and that will be conducted by school officials who do not have a conflict of interest or bias for or against the accuser or the accused. The accuser and the accused are entitled to the same opportunities to have an advisor of their choice present during the disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding. The school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. The appropriate school officials will meet upon the conclusion of the hearing to discuss the facts of the complaint and to render a decision. Both the accuser and the accused will simultaneously be informed in writing of the outcome and any institutional disciplinary proceeding, the opportunity for appeal and the notification of the outcome of any appeal before the results become final, and when the results of the proceedings become final. The results include any initial, interim, or final decision by the school regarding any sanctions imposed, as well as the rationale for the results and any sanctions. In accordance with the Violence Against Women Act, the school is required to publish the results of the hearing(s); however, the names of the individuals involved will be withheld.

A student found guilty of violating the school's policy prohibiting dating violence, domestic violence, sexual assault or stalking could be criminally prosecuted in the state courts and may be reprimanded, sent to counseling, placed on probation, suspended, or expelled from the school for the first offense. Any information obtained during the school's investigation process will be shared with any parallel law enforcement investigation upon receipt of a court subpoena of the school's records.

At any time, the victim(s) may share information confidentially with counseling, advocacy, health, mental health, or sexual assault-related services. The school will protect the confidentiality of the victim(s) in accordance with the law. In some cases, the school may need to disclose some information about a victim to a third party to provide necessary accommodations or comply with protective measures. The school will only disclose information that is necessary to provide the accommodations or protective measures requested and will carefully consider who may have access to this information to minimize the risk to a victim's confidentiality. The school will inform the victim before sharing personally identifiable information about him or her and only if it is necessary to provide an accommodation or protective measure. Compliance with these provisions of the Violence Against Women Act does not constitute a violation of Section 444 of the General Education Provision Act (20U.S.C. 1232g), commonly referred to as the Family Education Rights to Privacy Act of 1974 (FERPA).

The College is committed to protecting the victim(s), ensuring that he or she has the ability to continue his/her educational activities in a safe environment before, during and after the investigation of the complaint. If the victim is a student, he/she will have the option to change his/her academic situation after an alleged incident of domestic violence, dating violence, sexual assault, or stalking if such changes are reasonably available. Similarly, if the victim is an employee, he/she will have the option of changing his/her work situation if such changes are reasonably available. The school will also help with transportation or housing issues to accommodate the alleged victim, or any other protective measures that may be deemed necessary. The school will make available to the student a leave of absence or opportunity to drop and reenroll at a later date without incurring any additional charges or penalties. A financial aid advisor will meet with the victim to discuss his or her options regarding loan repayment or financial aid options. These, as well as other options will be provided to the alleged victim in writing, regardless of whether or not the victim chooses to report the crime to the police or file a complaint with the school.

An individual who is a victim or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution's student conduct standards and expectations at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Finally, the College does not tolerate acts of retaliation against an individual who raises an allegation of domestic violence, sexual assault, or stalking; or an individual who is cooperating in an investigation of such an allegation. No officer, employee, or agent of the school shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under any provision of the Violence Against Women Act. Any person found taking retaliatory action against such an individual will be subject to disciplinary action up to and including expulsion or termination.

(Related Policy Documents: Sexual Violence Prevention and Response Violence Against Women Act (VAWA))

Engaged Bystanders

As members of the Campus community, every student and employee plays a critical role in preventing crime - particularly crimes that are sexual in nature - through their words and actions. An engaged bystander is someone who intervenes when he/she observes or becomes aware of behaviors that are disrespectful, harmful, or promote sexual violence. Research has shown that engaged bystanders are crucial in preventing sexual violence, because they can minimize a situation early and stop behaviors from escalating. This being said, safety is critical when deciding how and when to respond as an engaged bystander. Further, given that every situation and every individual is different, it is a decision that each person must make for him or herself.

The National Sexual Violence Resource Center (www.nsvrc.org/) offers the following suggestions:

When considering how to respond, ask yourself:

1. Is there a problem?
2. Does someone need help?
3. What are my options?
4. Is it safe for me to intervene? If not, take action by getting help.

In addition, there are many ways an engaged bystander can make a difference. Some examples include the following:

- Speak up when you hear sexual innuendos or jokes about rape, because sexual violence is never funny.
- When out with friends or at a party, make sure your friends get home safely.
- Be a role model online (e.g. Facebook, Twitter and other social media) by calling out inappropriate behavior and showing support for survivors by challenging violent and abusive comments, alerting the authorities if you see potentially illegal behavior, or posting articles and information that talk about healthy relationships and healthy sexuality.
- Finally, while it is better to get involved before sexual violence actually happens, you can also be an engaged bystander by being supportive and believing victims when they disclose abuse.

Reducing Risk

Two of the most important things we all can do to protect ourselves and those we care about are to be aware and proactive. While we cannot completely eliminate the risk of something happening, there are things we can do to increase our safety and reduce the risk of an assault. The following websites contain excellent and current information on the topics of safety and prevention of sexual assault. We encourage our students and employees to visit these sites and share the information with friends and colleagues.

RAINN (Rape, Abuse & Incest National Network) - <https://www.rainn.org/>

RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE and online.rainn.org) in partnership with more than 1,100 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice.

- Safety Planning
<https://www.rainn.org/get-information/sexual-assault-prevention/safety-plan>
- If Someone is Pressuring You
<https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>

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- Steps You Can Take to Prevent Sexual Assault
<https://www.rainn.org/get-information/sexual-assault-recovery/protecting-your-friends>
 - What Consent Looks Like
<https://www.rainn.org/get-information/sexual-assault-prevention/what-is-consent>
 - What Can Bystanders Do?
<https://www.rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>

Clery Center - <http://clerycenter.org/>

Focused on advocacy, education and collaboration, the Clery Center for Security on Campus is a nonprofit organization dedicated to safe campus communities nationwide. Their mission is to work with college and university communities to create safer campuses.

The National Sexual Violence Resource Center (www.nsvrc.org/)

The NSVRC's Mission is to provide leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research. The center believes that it is imperative to improve responses to those who have been victimized by sexual violence in order to ensure that they are believed, helped, and supported throughout their recovery process.

Weapons on Campus

Weapons on Campus

(Revised 2/2022)

Unauthorized possession or use of firearms, replicas, ammunition, explosives, fireworks, knives, or other weapons on campus or at a college-related activity is strictly prohibited and cause for disciplinary action up to and including termination or expulsion. In addition, any act or threat of physical intimidation, harassment, or violence against any person, groups of people or personal property will not be tolerated. Appropriate disciplinary action up to and including termination or expulsion will be taken where evidence of physical intimidation, harassment or violence is found.

Possession of a firearm is allowed only if the college president or an equivalent authority has granted permission in writing, even if the individual has a concealed weapon permit. California law requires that concealed weapons license holders obtain written permission from authorized school officials before carrying firearms or ammunition onto a college campus, unless the unloaded firearm or ammunition is kept in a locked container or within the locked trunk of a motor vehicle.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

Policy Statement

Campus complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA) which regulates the confidentiality of data in learner education records and the terms for its disclosure. A copy of the act is on file with the Registrar. The Registrar and the compliance department are the officials responsible for ensuring compliance with the act and creating relevant policies and procedures regarding the release of student education records and related information under the act.

For the complete policy, visit: <https://campus.edu/documents/Student-Rights-under-the-Family-Educational-Rights-and-Privacy-Act-FERPA-rev.-2024.pdf>

Injury and Illness Prevention Program (IIPP)

Introduction

Campus recognizes that our employees are the most valuable assets of this institution. We are committed to maintaining a safe and healthful work environment for every employee. Nothing is more important than maintaining on-the-job health and safety in every job or task we accomplish. We firmly believe that we can perform our assigned duties while maintaining the highest standard of safety for all employees.

All management personnel is responsible and accountable for maintaining safe working conditions. Training will be provided as needed to ensure that each employee has the skills and knowledge necessary to safely perform his/her job. The college will consistently support this policy and will be responsive to each employee's health and safety needs and concerns.

All employees will be responsible and accountable for following the guidelines outlined in this health and safety policy. Employees are expected to provide management with feedback or suggestions on any health and safety concerns so that they may be addressed promptly and efficiently.

What is the workplace injury and illness prevention program?

California State law requires Campus to have an effective, written workplace injury and illness prevention program. The Injury & Illness Prevention Program is sometimes referred to as the IIPP or Title 8-3203. The primary purpose of the written plan is to describe the steps the College takes to ensure a healthy workplace for all its employees. Specifically, the plan explains and documents how the department:

- Detects and corrects unsafe/unhealthy work conditions;
- Encourages workers to report unsafe conditions without fear of reprisal;
- Communicates health and safety issues in a way that is understandable to all workers;
- Ensures that workers comply with safe work practices.

The Campus IIPP policy and responsibilities can be found in Appendix A. They are also available upon request.

Who does this law cover?

This law covers all College employees in all job classifications, including academic and administrative staff.

What is your role?

Everyone has a role in workplace health and safety! Success in this effort requires a partnership of commitment and cooperation between you and the College. At a minimum, the College provides training on how to work safely when you begin a new job, when a new potential hazard is added to your work

environment and with each new job assignment. You, as an employee, have an obligation to work in a safe, responsible manner and in accordance with the safety training you receive. You also need to inform your supervisor about hazards you observe in the workplace and be generally familiar with your department's injury and illness prevention plan.

What you need to know!

- Know the potential health and safety hazards of your job and how to protect yourself.
- Know how to report unsafe conditions; don't undertake a job that appears unsafe.
- Understand measures for minimizing exposures. These can include safe work practices, and personal protective equipment (such as gloves, safety glasses, etc.). Personal protective equipment must be used when and where required and must be maintained properly.
- Report any work-related injuries or illnesses to your supervisor.
- What to do in case of emergency.

Safety on the Job

To ensure safety on the job, all employees are asked to comply with the following safety measures:

- Individuals should not lift or move objects or otherwise engage in any activity which will place them in possible danger.
- All equipment should be moved only by personnel designated by the president, campus director, or designee.
- Stairways and aisles are to be kept clear, work areas are to be kept neat and orderly, and spills or other potential hazards such as standing water are to be cleaned up promptly.
- Horseplay, scuffling or other acts that can adversely influence personal safety are prohibited.
- Stacking boxes, supplies, equipment, etc. in an unstable manner should be avoided. Do not store or stack anything against doors, fire extinguishing equipment, or electrical panels.
- Proper lifting techniques are to be used to avoid injury.
- Proper clothing, including gloves, footwear, or personal protective clothing are to be worn as appropriate.
- Proper food and beverage storage is to be followed to prevent contamination.
- Employees should be aware of information posted regarding potential chemical hazards and other safety issues.
- Employees should be aware of potential safety hazards specific to their jobs and know how to protect themselves against injury or illness.

For your safety and the safety of others on campus, please report any unsafe conditions or safety hazards to your supervisor, or:

Michael Zimmerman, President

(916) 339-4360

Medical Emergencies

- In the event of a life-threatening medical situation, **call 911** immediately. Conditions may include (but are not limited to): severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures.
- A student or employee who observes an injury or who becomes injured while on campus grounds should immediately report the incident to a supervisor, manager or the campus director. The individual receiving the report will determine the immediate needs of the victim and will make arrangements to address those needs as appropriate.
- When there is an individual who is ill or injured, the following steps should be taken:
 - Keep the victim as comfortable as possible.
 - Do not move the victim any more than is necessary for his/her safety.
 - Never administer liquids to an unconscious victim.

- Do not remove objects that may be embedded in the victim's skin.
- Secure the accident scene.

First Aid Kit Locations

Main Building	Front Desk, Room 114, and the Dean of Students office
North Annex (Downstairs)	Healthcare Department Chair's office (in director's hallway, behind lobby)
Paul Mitchell Building (Downstairs)	Receptionist's Desk

Reporting Injuries

Employees who are injured on the job or while performing job related duties must immediately report any injuries to their supervisors regardless of how minor the injury may seem.

If medical care is needed immediately, supervisors should assist their employees in getting such care, after which the full details of such injury are to be reported to:

Michael Zimmerman, President

(916) 339-4360

- A student or employee who observes an injury or who becomes injured while on campus grounds should immediately report the occurrence to a supervisor, manager, CFO or President. The individual receiving the report will determine the immediate needs of the victim and will make arrangements to address those needs as appropriate.
- In the event of a life-threatening medical situation, call 911 immediately regardless of whether or not the victim requests it. Do not attempt to assess or have the individual's condition assessed; leave this job for the paramedic professionals. Conditions may include (but are not limited to): severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures.
- The individual to whom the incident is reported will complete an incident report form for the purpose of including in the annual campus crime report submitted to the Department of Education. The electronic copy of the form can be found in the r:\common\forms\admin folder.
- The completed incident report is to be submitted to the campus director who will follow-up as necessary and appropriate.
- The institution will not be held responsible for students' or staff's personal property that is lost, stolen, or damaged while on campus grounds.



Incident Report

In the event that an incident occurs on campus resulting in personal injury, or lost or damaged property, please provide the following information and submit to the President, Michael Zimmerman.

Date of incident: _____

Victim's name: _____ Phone #: _____

Incident reported by: _____ Phone #: _____

Incident reported to: _____

Type of incident: _____

Clery-related crime? → Yes → No

Title IX-related incident? → Yes → No Title IX coordinator/deputy coordinator notified? → Yes → No

Location of incident:

→ On campus → Public Property

Description of location:

Witness(es):

Phone #:

Description of the incident (attach additional pages or supporting documentation as necessary)

Appendix

Campus Injury and Illness Prevention Program (IIPP)

Note: This section is for employees.

Policy and Responsibilities

It is the policy of Campus to provide for the continuous development, implementation, and maintenance of an ongoing program that assures a healthy and safe work environment for all employees in compliance with all federal and state laws. In keeping with that goal, General Industry Safety Orders, located in California Code of Regulations, Title 8, Section 3203 (CCR 8-3203) require each employer to establish, implement and maintain a written Injury and Illness Prevention Program (IIPP). This master Injury and Illness Prevention Program for Campus is maintained by the campus director, the College OSHA compliance administrator, in the campus director's office. However, due to the specific additional exposures present in the medical department, that department will have and maintain its own written Injury and Illness Prevention Program. There are seven elements required of an IIPP:

1. Identify the persons with authority and responsibility for implementing the program;
2. Create a system to ensure employee compliance with safe and healthy work practices;
3. Establish a system for safety communication;
4. Conduct inspections and evaluations of workplace hazards;
5. Set up procedures to investigate workplace accidents, injuries or illnesses;
6. Set up procedures for correcting unsafe or unhealthy conditions; and
7. Provide health and safety training.

This IIPP was prepared to conform to the requirements of implementing legislation and the standards and guidance adopted by the California Division of Occupational Safety and Health (Cal-OSHA). The purpose of this written IIPP is to provide a comprehensive plan demonstrating management's commitment to creating a safe and healthy environment for the College's students, faculty and staff, integrating health and safety compliance into ongoing operational activities, and complying with the requirements of CCR 8-3203.

1. Authority and Responsibility

The authority and responsibility for implementing and maintaining the IIPP in accordance with the California Code of Regulations is held by the following individuals:

- The campus director has direct authority and responsibility for implementing and maintaining this IIPP.
- The president has overall authority and responsibility for ensuring the College, the educational institution covered by this IIPP, complies with all federal, state, and local laws.
- The department chair for the healthcare department is responsible for maintaining the IIPP in the healthcare department.

In addition to these three individuals, all deans, department chairs, and other supervisory personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the Program. A copy of the IIPP is available on the College e-learning website (<https://elearning.campus.edu/>) and on the common drive.

2. Employee Compliance

Employees are required to comply with safe work practices, work directives, and the use of all proper safety equipment including personal protective equipment (PPE). In addition, employees are responsible for following all policies and procedures and for assisting in maintaining a safe work environment. Employees are encouraged to report to their supervisor all health and safety concerns, unsafe practices, hazardous conditions, and building deficiencies. Employees are informed that they will not be dismissed or discriminated against for informing supervisors or those best able to correct a problem about worksite hazards and/or unsafe practices. Employees are also informed all of the above safe working practices and the use of PPE are mandatory. Failure to follow the safety requirements, training or policies is subject to corrective or disciplinary action.

Disciplinary actions will be taken to assure that employees comply with all safe and healthy work practices. Such disciplinary actions may range from additional training and warnings to probation or termination, depending on the seriousness of the violation. Occupational injuries and illnesses will be investigated when they occur or when employees first become aware of such problems. Unsafe actions will be corrected or prevented from recurring. Employee performance appraisals should include a review of the employee's effectiveness in following good practices of workplace safety.

Management is responsible for ensuring that employees have the training, knowledge, tools, and other resources needed to perform their work in a safe and healthy manner. To accomplish this, management must ensure all health and safety policies and procedures are clearly communicated and understood by all employees. Supervisors are expected to enforce the rules fairly and uniformly and will take action to correct hazards or modify job duties to mitigate exposures.

In summary, the following methods will be used to ensure all workers comply with the rules and maintain a safe work environment:

1. Inform all workers of the provisions of our IIPP;
2. Evaluate the safety performance of all workers;
3. Recognize employees who exemplify safe and healthful work practices;
4. Provide training to employees whose safety performance is deficient; and
5. Discipline employees who fail to comply with safe and healthful work practices.

3. Safety Communication

The following is our system of communication designed to facilitate a continuous flow of two-way (management, supervision and employees) health and safety information, all in a form that is readily understandable to and between all affected personnel:

1. New employee orientation, including a discussion of site-specific health and safety policies and procedures;
2. Follow through by supervision to ensure effectiveness;
3. Workplace specific health and safety training;
4. Safety meetings held quarterly, or more frequently as deemed necessary by the creation of hazards or the occurrence of injuries or illnesses;
5. Effective written communication of health and safety concerns between workers and supervisors;
6. Posted and distributed safety information;
7. Solicited anonymous suggestions to inform management about workplace hazards without concern for reprisal (via suggestion box or Hazard Alert Report); and
8. Any other means deemed necessary to ensure communication with employees is accomplished in a particular situation.

4. Hazard Assessment

Periodic inspections are conducted to identify and evaluate workplace hazards and unsafe working practices as follows:

1. When our Injury and Illness Prevention Program was first established;
2. By the management employee opening the campus each morning;
3. When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
4. When new, previously unidentified hazards are recognized;
5. When occupational injuries or illnesses occur;
6. When we hire and/or reassign employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
7. Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the Hazard Assessment Checklist, and any other effective means to identify and evaluate workplace hazards.

5. Accident/Exposure Investigations

Investigation of occupational injury, illness or exposure to chemicals includes gathering pertinent data and making objective evaluation of facts, statements, and related information, all of which lead to a plan to prevent recurrence. Investigations shall be conducted by the campus director or president, or their designee as soon as possible following the report of an accident. Investigations must be documented and should include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident;
3. Determining the cause of the accident;
4. Taking corrective action to prevent the accident from recurring; and
5. Documenting the findings and corrective actions taken on the Accident, Injury and Illness Investigation form.

6. Correction of Unsafe or Unhealthy Conditions

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

1. Most hazards will be corrected when observed, discovered or otherwise identified;
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will implement interim measures to mitigate employee exposure to the hazardous condition; and
3. All such actions taken and the dates they are completed shall be documented either by a notation on an inspection checklist or by using the Identified Hazards and Correction Record form.
4. Information on measures taken to correct hazards will be made available to employees.

7. Health and Safety Training

All employees, including management, faculty, adjunct faculty, and staff, shall have training and instruction on general and job-specific health and safety practices. Training and instruction shall be provided as follows:

1. When the IIPP is first established;
2. To all new employees at time of hire;
3. To all employees given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever we become aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the health and safety hazards to which workers under their immediate supervision and control may be exposed; and

-
7. To all employees with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

1. Explanation of our IIPP, Emergency Response and Evacuation Plan, and procedures for reporting any unsafe working conditions or practices and/or workplace injuries;
2. The availability and location of toilet, hand-washing, and drinking water facilities;
3. Provisions for medical services and first aid, including emergency procedures;
4. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills;
5. Prohibiting horseplay, scuffling, or other acts that adversely influence safety; and
6. Proper storage to prevent stacking goods in an unstable manner or storing materials against doors, exits, fire extinguishing equipment, and electrical panels.

Where applicable our training may also include:

1. Prevention of musculoskeletal disorders, including proper lifting techniques;
2. Use of proper clothing, including gloves, footwear, and personal protective equipment;
3. Information about chemical hazards to which employees could be exposed and other hazard communication program information; and
4. Proper food and beverage storage to prevent contamination.

In addition, we provide specific instructions to all employees regarding any hazards unique to their job assignment, to the extent it is not already covered in other training.

8. Record Keeping and Documentation

Records relating to workplace inspections, evaluation of hazards, accident investigations and employee training must be compiled and retained to document implementation of this IIPP. As an educational institution with ten or more employees, Campus keeps records as follows:

1. Records of our scheduled and periodic inspections, including the person(s) conducting the inspection, any workplace hazards (i.e. unsafe conditions and work practices that have been identified) and the action(s) taken to correct them are recorded on the Hazard Assessment Checklist, the Accident, Injury and Illness Investigation form, and the Identified Hazards and Correction Record form. These records are maintained for at least three years.
2. Documentation of health and safety training for each employee, including the employee's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Individual Employee Training Record. These records are maintained for at least three years.