

# ANNUAL SECURITY AND SAFETY REPORT



## **Bethesda University**

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## INTRODUCTION

Bethesda University is located at 730 N Euclid St. Anaheim, California. The University building has two points of entry. The entries are controlled by electronic access system. Access to the building is either by access identification card or phone pass. Visitors are required to check through intercom system to receive permission to enter.

Bethesda University facilities include main building, parking lot and module classrooms. All external groups must have the approval of Office of General Affairs to use BU's facilities.

The entry doors are closed 24 hours and students, faculty, staffs or related people with access card or phone pass are allowed to access. Due to safety concerns during the ongoing COVID-19, we advised students and employees to enter the campus building through the main double glass doors at all times and the back door would be used only for exiting the building until further notice.

Bethesda University hires security guard to patrol the parking lot on a regular basis and work with the Office of General Affairs staffs to enforce security measures.

### Security Maintenance

Bethesda University's facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Maintenance Officer, Office of General Affairs regularly patrols the campus and fixes malfunctioning lights and other unsafe conditions.

### Coronavirus Response.

Students, faculty and staff are recommended to wear cloth face coverings on campus at all times, unless you are in the classroom alone or eating.

Stay home if sick, except to get medical care.

Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in high-traffic/public places.

Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Avoid touching eyes, nose, and mouth.

To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, etc.

Where possible, avoid direct physical contact such as shaking hands with people. Minimize handling cash, credit cards, and mobile or electronic devices when possible. Avoid all non-essential travel.

If you are sick with COVID-19 or think you might have COVID-19,

Please stay home except to get medical care. You might contact your doctor but call ahead. This will help office protect yourself and other patients. If testing is recommended, there are many free resources available ad your healthcare provider

## MISSION STATEMENT

Bethesda University is a Christ-centered community of higher education which aims to prepare students with the academic knowledge, professional skills and spiritual values to become servant leaders in global society.

## INSTITUTIONAL OBJECTIVES (GOALS)

To fulfill its mission, Bethesda University is committed to the following goals:

1. Understand theology and society through a Pentecostal Evangelical perspective.
2. Develop an integrative spiritual life which encourages students in the development of spiritual disciplines and leads to a life based on biblical morals and ethics in every area of their life.
3. Develop the knowledge, professional skills and attitudes appropriate to volunteer or professional involvement in ministry
4. Develop the ability and passion to engage in a lifetime of serving the Lord
5. Able to demonstrate information literacy skills by being able to access, evaluate, synthesize, and present credible information from a variety of resources

## PHILOSOPHY OF EDUCATION

Bethesda University is a Christ-centered institution that acknowledges all truth is of God and finds its unity in God. Bethesda University recognizes the primacy of the Spiritual truth revealed in the Bible and incarnate in Jesus Christ. Bethesda University recognizes that God reveals truth to us through Christ in nature, people, history, and above all, the Scripture. Thus, the Bible is central in

the learning experience at Bethesda University.

## STATEMENT OF FAITH

Bethesda University subscribes to the following statement of faith:

1. We believe the Bible is the inspired, infallible, and only authoritative Word of God. It is our rule of faith and practice, and all church tradition and human reason must be subject to it.
2. We believe in the one true living God, the eternal, self-existent Creator who has revealed Himself as One Being in three persons—Father, Son, and Holy Spirit, each of whom possesses equally all the attributes of deity and the characteristics of personality.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, triumphant ascension, abiding intercession on our behalf, and personal return in power and glory. We believe in the humanity of Jesus Christ.
4. We believe in the present ministry of the Holy Spirit, including the Baptism in the Holy Spirit and the bestowal of spiritual gifts for service and the working of signs and wonders.
5. We believe in the historicity of the Genesis account of creation.
6. We believe that there is a personal devil who seeks to tempt and separate people from God.
7. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God. This historical fall brought all mankind under divine condemnation, with every individual in need of regeneration by the Holy Spirit.
8. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.
8. We believe that holiness is the result of the believer's identification with Christ in His death, resurrection, and throne life in glory. It is realized by faith in the Lord Jesus Christ through the power of the Holy Spirit and a life of obedience to God's Word.

9. We believe in divine healing that through His atonement Christ purchased deliverance from every sickness, and by His Spirit Christ makes healing available according to God's wisdom and sovereignty.

10. We believe that the Church is the body of Christ, of which He is the Head, and that it is composed of all truly redeemed people, who are in spiritual unity and who are committed to the proclamation of the gospel throughout the world.

11. We believe that final judgment will take place at the end of time, with the unrighteous entering into everlasting punishment in hell and the righteous into everlasting blessedness in heaven.

## TIMELY WARNING

The Office of General Affairs or designee will issue a campus-wide "timely warning" in the occurrence of a crime that is serious in nature or poses a continuing threat to the campus community. The university email system will be the primary mode of communication for timely warnings. The Office of General Affairs may also use its social networking websites, text messaging and/or flyers to further disseminate information depending upon the circumstances. Anyone with information warranting a timely warning should report the circumstances to Office of General Affairs at 714-683-1390. Information for Alerts/Timely Warnings may also come from other law enforcement agencies or officers.

Alerts/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available. Information included in Campus Crime Alerts/Warnings will include, at minimum:

- A description of the incident and type of crime, including location, date and time of occurrence

- A physical description of the suspect, including gender and race

- Composite drawing of the suspect, if available

- Apparent connection to previous incidents, if applicable

- Race of the victim, but only if there was an apparent bias motive

- Sex of the victim, if relevant

- Injury sustained by the victim

- Date and time the campus alert was released

- A notice to the campus community to exercise caution

## PREPARATION OF ANNUAL DISCLOSURE OF CRIME STATISTICS

The Office of General Affairs prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Safety Crime Statistics Act.

Annually, on or before October 1, Office of General Affairs sends an email to all current students and university employees notifying them of the existence of the Annual Security and Safety Report and providing a link to the webpage where they can access and review the report. An electronic copy of the ASR is also attached to that email.

Students will receive a notice of the ASR's availability online via Populi when they register for subsequent term classes. Prospective students and their parents/guardians will be informed of the availability of the ASR on the University's website via the Office of General Affairs, during orientation programs, and in the Student Guide (distributed during the summer and fall orientation programs). Prospective employees will be informed of the availability of the ASR on the University's website by Human Resources during new employee orientation.

Copies of the report may also be obtained at the office located in campus building at 730 N Euclid St. Anaheim, or by calling (714) 683-1390 to request a copy. Prospective students and employees can obtain a copy of the report online or by contacting Office of General Affairs (for prospective students), or the Office of Human Resources (for prospective employees).

The report is prepared using crime statistics information made available at Office of General Affairs, Room 318, campus building, 730 N. Euclid St. Anaheim, CA 92801.

Campus crime, arrests, and referral statistics include those reported to Office of Student Affairs, Office of General Affairs, and local law enforcement agencies. Statistics from local law enforcement may also include crimes that have occurred in businesses and are therefore not included in BU's crime statistics since disclosure at these locations is not required by law.

Crime statistics and other information included in BU's Annual Security and Safety Report will be maintained by Office of General Affairs pursuant to federal law.

The Office of General Affairs also submits the crime statistics to the U.S. Department of Education in response to that agency's annual web-based data collection

## SECURITY AND SAFE REPORT

This report is part of an on-going effort to promote safety and security at Bethesda University and to comply with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Under this Act, all colleges and Universities across the county are required to publish this report by October 1 of each year. These reports must contain applicable policies and procedures regarding safety and security and the statistical data from the previous calendar year and the two preceding calendar years.

The information below provides context for the crime statistics reported in compliance with the Clery Act.

The purpose of the Clery Act is to provide current and prospective students and employees with accurate, complete and timely information about campus safety so that they can make informed decisions. Bethesda University publishes the Annual Campus Safety and Security Report in compliance with the Clery Act, and also offers it as a resource guide, directing readers to campus safety and security services and providing crime prevention and personal safety guidance and strategies. The Annual Campus Safety and Security Report meets Clery Act federal requirements, as set forth by the Department of Education, including the Higher Education Opportunity Act of 2008, as related to the Jeanne Clery Act, and including amendments to the Clery Act under the Higher Education Act of 1965 and more recently, the Violence Against Women Reauthorization Act of 2013, for which Department of Education final regulations became effective July 1, 2017. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C.1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

The statistics in this report are published in accordance with the standards and guidelines used by the Handbook for Campus Crime Reporting issued by the U.S. Department of Education Office of Secondary Education. A staff, Office of General Affairs submits the annual crime statistics published in the report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the ED website. The annual disclosure of crime statistics includes reporting statistics to the University community obtained from the following sources: Office of General Affairs, Anaheim Policy Department and the Chair of Student Affairs of Bethesda University.



Designated campus security authority includes but is not limited to the University administrators, deans, chairs, administrative staffs and academic counselors. These designated campus security authorities report crime or discipline issues to the Office of General Affairs when issues arise. The incidents that rise to the level of reporting in the Clery Act report are included in the annual report.

The Clery Act requires all colleges and universities to:

1. Compile and submit crime statistics to the United States Department of Education. Each year, the University submits crime statistics for Clery Act crimes by type, location, and year to the U.S. Department of Education.
2. Maintain a daily crime log of alleged criminal incidents that is open to public inspection.
3. Issue campus alerts. BU issues a timely warning to the University community when there is information that a Clery crime has occurred that represents a serious or ongoing threat to campus safety.
4. Issue emergency notifications. Bethesda University issues an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
5. The University tests the emergency notification procedure at least twice annually.
6. Publish and maintain an Annual Security Report containing safety and security-related policy statements and statistics of Clery Act crimes occurring on the University property, adjacent property, and non-university property owned or controlled by the University.
7. Compile and submit fire statistics to the United States Department of Education. Each year, the University submits fire statistics by type, location, and year to the U.S. Department of Education.

#### DEFINITIONS: CRIME CATEGORIES

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Dating Violence:** 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.

Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Disciplinary Referrals:** Includes those individuals referred to Student Conduct for liquor law, drug law and illegal weapons violations. The numbers include incidents reported via Department of Campus Safety incident reports and reports provided directly to Student Conduct from other members of the University community.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

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

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

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to a minor or intemperate person or the using of a vehicle for illegal transportation of liquor. Drunkenness and driving under the influence are not included in this definition.

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (classifying as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned- including joy riding).

Murder: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays the weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration or loss of

consciousness.

**Stalking:** 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. For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

**Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors and all attempts to commit any of the aforementioned.

**Definitions: Geographical Locations**

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes.

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

**Cautionary Note**

The crime statistics found in this report represent alleged criminal offenses reported to campus safety authorities and /or local law enforcement agencies. Therefore, the data collected do not

necessarily reflect prosecutions or convictions for crimes. Because some statistics are provided by non-police authorities, the data are not directly comparable to data from the FBI's Uniform Crime Reporting System which only collects statistics from police authorizes.

## REPORTING A CRIME

The Institution will, upon written request, disclose to the alleged victim of a crime of violence or nonforcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

### 1. Assistance for Victims:

Rights and options regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In California, a victim of domestic violence, dating violence, sexual assault or stalking has rights to be compensated for medical and counseling costs as well as the right to be notified of the status of criminal proceedings.

Further, the University complies with California law in recognizing orders of protection, which are called restraining orders, and requests that any person who obtains an order of protection from California or any U.S. State should provide a copy to Campus Safety and the Office of the Title IX Coordinator.

#### a. Restraining Order:

A restraining order (also called a "protective order") is a court order that can protect someone from being physically or sexually abused, threatened, stalked, or harassed. The person getting the restraining order is called the "protected person." The person the restraining order is against is the "restrained person." Sometimes, restraining orders include other "protected persons" like family or household members of the protected person.

#### b. Emergency Protective Order (EPO):

An EPO is a type of restraining order that only law enforcement can ask for by calling a judge.

Judges are available to issue EPOs 24 hours a day. So, a police officer that answers a domestic violence call can ask a judge for an emergency protective order at any time of the day or night. The emergency protective order starts right away and can last up to 7 days. The judge can order the abusive person to leave the home and stay away from the victim and any children for up to a week. That gives the victim of the abuse enough time to go to court to file for a temporary restraining order. To get an order that lasts longer than an EPO, you must ask the court for a temporary restraining order.

c. Temporary Restraining Order (TRO):

When you go to court to ask for a domestic violence restraining order, you fill out paperwork where you tell the judge everything that has happened and why you need a restraining order. If the judge believes you need protection, he or she will give you a temporary restraining order. Temporary restraining orders usually last between 20 and 25 days, until the court hearing date.

d. "Permanent" Restraining Order:

When you go to court for the hearing that was scheduled for your TRO, the judge may issue a "permanent" restraining order. They are not really "permanent" because they usually last up to 3 years. At the end of those 3 years (or whenever your order runs out), you can ask for a new restraining order so you remain protected.

e. Criminal Protective Order or "Stay-Away" Order:

Sometimes, when there is a domestic violence incident (or series of incidents), the district attorney will file criminal charges against the abuser. This starts a criminal court case going. It is common for the criminal court to issue a criminal protective order against the defendant (the person who is committing the violence and abuse) while the criminal case is going on, and, if the defendant is found guilty or pleads guilty, for 3 years after the case is over.

f. Institutional No Contact Order:

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. Additionally, Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering

resources or support services to the complainant (for example, publicly available record keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 40002(a)(2) of the Violence Against Women Act of 1194 (42 U.S.C. 13925(a)(20)). Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

## 2. Publication of Names:

The University does not publish the name of crime victims nor house identifiable information regarding victims in the Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request. Students may visit their online student portal and change their classification, which would subsequently restrict what information is able to be released. Students can do this with whatever frequency they choose. Employees who need to restrict directory access to personally identifiable information should contact Human Resources. The University can provide written notification to students and employees about existing resources available within the University.

## REPORTING A COMPLAINT

### Confidential Reporting Options:

You can seek advice from certain resources that are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These are individuals who the University has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. If personally identifiable information is shared, it will only be used as necessary with as few people as possible, and all efforts will be made to protect individual privacy.

If one desires that details of the incident be kept confidential, he or she may speak with on-campus counselors. Campus counselors are available to help free of charge, and may be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Office of Student Affairs  
(714) 683-1379

Office of General Affairs  
(714) 683-1390

Jung Ja Kang, Title IX Coordinator  
(714) 683-1389

#### Non-Confidential Reporting Options:

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, human resources, faculty members, advisors to student organizations, general affairs staff, admissions officer, student activities personnel, and others). The University considers these people to be “responsible employees.” Notice to them is official notice to the institution. You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

#### REPORTING PROCEDURE

Any individual who believes he or she has been subjected to discrimination or harassment, or who has witnessed or has knowledge of such discrimination or harassment, may report to any University employee including administrators, faculty, staff or notify one of the following offices as soon as possible after the incident.

Advisor, Office of Student Affairs, Prof. Eun Chul Kim, office 306, Phone (714)-683-1379, [Ekim170@buc.edu](mailto:Ekim170@buc.edu) , Chair of Doctor of Ministry in the theology Department, Dr. Jung Ja Kang, office 310, Phone (714)683-1389, [jungja.kang@buc.edu](mailto:jungja.kang@buc.edu) . Coordinator for Title IX, Discrimination and Harassment and Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794 (Section 504) investigations.

Director of Athletics, Michael Gonzalez, office 207, Phone (714)-683-1371, [m.gonzalez@buc.edu](mailto:m.gonzalez@buc.edu), Human Resources Officer, Mrs. Young Hwa Kim, Office of General Affairs, office 318, Phone (714)-683-1390, [young@buc.edu](mailto:young@buc.edu), Jong Ho Chung, Chief Financial Officer, Phone 714-683-6029, [jonghochung@buc.edu](mailto:jonghochung@buc.edu), Vice President, Dr. Esther Cho, Vice President’s



Office, Phone (714)-683-1378, [vp.esthercho@buc.edu](mailto:vp.esthercho@buc.edu) . Anaheim Police Department, Call 9-1-1 or (714) 765-1900, 425 S Harbor Blvd. Anaheim, CA 92805

## ADJUDICATION OF VIOLATIONS

Although the University asks that you submit a written complaint, any suspected incident of sexual assault or violence will be investigated and addressed promptly, whether reported in writing or otherwise. Any University employee including administrators, faculty, and staff who observes any incident of sexual assault or violence involving a student or receives a complaint or other notice of such harassment, shall, promptly, report this information to the Office of General Affairs, whether or not the targeted student files a complaint. Complaints must be filed within 180 days of the date of the alleged discriminatory events.

You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. The staff member in charge of the investigation will document all reports of incidents of sexual assault or violence. The University will immediately undertake an effective, thorough and objective investigation of the sexual assault or violence allegations. The complainant will be provided the opportunity to present relevant evidence including witness testimony.

The University will interview individuals who have knowledge relevant to the complaint, including, but not limited to, the complainant (petitioner), the person who was the subject of the discrimination if different, the person accused of discrimination, anyone who witnessed the reported discrimination, and anyone identified as having relevant information. The University will review any records, notes, memoranda, correspondence or statements related to the discrimination. The University may take other appropriate investigative steps, such as visiting the location where the discrimination is alleged to have taken place.

The University shall determine whether interim measures are necessary during, (and pending,) the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher. Any such actions, whether interim or permanent, shall avoid or minimize to the extent possible any burden on the student who complained.

The University will investigate reports of sexual assault or violence promptly and will complete its process and report the outcome within 60 days of receiving complaint notice. Depending on the specific nature of the problem, remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities
- ensuring that the complainant and alleged perpetrator do not attend the same classes
- moving the complainant or alleged perpetrator to a different residence hall
- providing counseling services providing medical services
- providing academic support services, such as tutoring
- Procedure used by the University in addressing Stalking, Dating Violence, Domestic Violence
- assess immediate safety need of the complainant
- assist complainant with contacting local police if complainant request
- provide written instructions on how to apply for Protective Orders
- provide written information to complainant on how to preserve evidence
- assess need to implement inter or long-term protective measures to protect the complainant, if appropriate
- provide a “No Entry” directive to accused part if deemed appropriate
- In the case of student involvement adjudication will use the preponderance of the evidence standard.

At the conclusion of the investigation the University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. The accused will also receive a verbal and written report of the investigation. For all crimes of sexual assault, date violence, domestic violence or stalking, the University will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report of the results of any disciplinary proceedings conducted by the University against a student who is the alleged perpetrator of such crimes or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

2019-2021 CRIME STATISTICS

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIMES  
STATISTICS ACT

Offense	Year	On-Campus	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>				
Murder and Non-negligent Manslaughter	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Negligent Manslaughter	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
<b>Sex Offenses</b>				
Rape	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Fondling	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Incest	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Statutory Rape	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Robbery	2019	0	0	0
	2020	0	0	0
	2021	0	0	1
Aggravated Assault	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Burglary	2019		0	1
	2020	0	0	1
	2021	0	0	0
Motor Vehicle Theft	2019	0	0	1
	2020	0	0	0
	2021	0	0	0
Arson	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Ethnicity	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

Offense	Year	On-Campus	Non-Campus Building or Property	Public Property
Sexual Orientations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Gender	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Religion	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Race	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Disability	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Liquor Law Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Drug Abuse Violations	2019	1	0	1
	2020	0	0	2
	2021	0	0	0
Illegal Weapons Possession	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
VAWA Amendment Offenses				
Dating Violence	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Domestic Violence	2019	0	0	0
	2020	0	0	1
	2021	0	0	0
Stalking	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

2019 There was one commercial burglary at adjacent property.

There was one motor vehicle theft at adjacent property

There was one drug law violation at the campus. There was one drug law violation at the campus. It was reported that there was one drug law violation at our property (#19-106097) on July 22, 2019 from Anaheim Police Department but it was regarding a call from transients trespassing on our property. The committee reviewed the details of the incident

and found no students and employees were involved in his violation.

There was one drug law violation at adjacent property.

There were no hate crimes at the property.

2020 No Crime Reported at the campus.

There was a commercial burglary (2020-99662), a domestic violence assault (2020-117775) and two drug abuse violations (GO20202610, GO202017163) at the adjacent property

There were no hate crimes at the property.

2021 No Crimes, hate crimes or arrests at the campus.

At immediately adjacent property there was one domestic violence related robbery (GO#202113837)

Bethesda University strives to cultivate a safe and healthy learning environment that represents diversity and inclusion of all member of the school community. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. If a crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a crime even though there is no requirement to report the crime classification in any other area of compliance documentation. If the facts of the incident indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability the assault is then classified as a hate crime.

To report a crime please uses one of the following resources:

Bethesda University 714-683-1212

Office of General Affairs 714-683-1390

Office of Student Affairs 714-683-1379

Anaheim Police Department 714-765-1900

## CRIME PREVENTION

Bethesda University offers information designed to inform students, faculty and employees about campus safety procedures and practices. Students, faculty, employees and visitors are encouraged to be vigilant and responsible for their own safety and for the safety of others on

campus. Crime prevention programs include safety education briefing, distribution of materials and discussion. The Office of General Affairs, The Office of Student Affairs, and Human Resources staff participation in the prevention and safety briefing with all existing students and employees along with new students and new employees.

## PROGRAMS AND SERVICES FOR CRIME PREVENTION AND SAFETY AWARENESS

Annual Employee Orientation: All current and new part-time and full-time employees attend an orientation meeting hosted by Officer of Human Resources. Training includes topics of campus safety, workplace injury, University policies and practices, emergency procedures and the responsibilities of Title IX reporting.

New Student Orientation: Incoming students are required to attend Orientation meeting addressing topics including crime prevention, personal safety, evacuation procedures, earthquake response, how to report a crime, how to report a sexual assault, shooter in campus, and shelter-in-place procedures.

We suggest those followings for your safety.

Report all suspicious activity to Campus Safety or the Anaheim Police Department.

Office of General Affairs Phone number into your phone 714-683-1390.

Avoid walking alone at night travel with friends.

Be aware of your surroundings. Instead of texting or looking down at the ground, watch for cars and people around you.

Carry your keys and BU identification card and access card or your cellphone to access the building at all times and do not lend them to anyone.

Lock car door and close window before leaving your car.

Do not leave valuables in your car, especially where they can be noticed.

Inventory your personal property and have it appropriately covered with your insurance.

## REPORTING A COMPLAINT

Confidential Reporting Options:

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others.

These are individuals who the University has not specifically designated for purposes of putting the institution on notice and for whom mandatory reporting is required, other than in the stated limited circumstances. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best.

If personally identifiable information is shared, it will only be used as necessary with as few people as possible, and all efforts will be made to protect individual privacy.

## SEXUAL VIOLENCE

The purpose of Bethesda University's anti-harassment policy is to comply with all applicable legal requirements prohibiting harassment against any member of Bethesda University. We are a Christian community, Bethesda University has committed itself, unequivocally, to ensuring working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work, academic, and campus environment free of unlawful harassment, which includes sexual assault, violence, or misconduct.

Members of the University community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Bethesda University has a zero-tolerance policy for sexual misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

While Bethesda University utilizes different standards and definitions than the California Code, sexual misconduct often overlaps with the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by federal laws, specifically Title IX and the Clery Act, which mandates the contents of the report.

## DEFINITIONS

Sexual Misconduct Offenses Include, But Are Not Limited to:

1. Sexual Harassment: unwelcome, verbal or physical conduct that is, sufficiently severe,

persistent or

pervasive that it, unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; bullying.

2. Non-Consensual Sexual Contact: any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force. Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse: any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

4. Sexual Exploitation: when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Exploitation includes: Invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), non-consensual sharing of explicit pictures of a former girl/boyfriend, engaging in voyeurism, knowingly transmitting a STI or HIV to another student, exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, sexually-based stalking and/or bullying.

#### ADDITIONAL APPLICABLE DEFINITIONS

Gender-based violence: Gender-based violence is violence that is directed against a person on the basis of gender. It constitutes a breach of the fundamental right to life, liberty, security, dignity, and equality between women and men.



Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

Previous relationships or prior consent cannot imply consent to future sexual acts.

Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent. (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”)

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.

When someone makes clear to you that they do not want sex that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. In order to give effective consent, one must be of legal age.

Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB,

Brundage, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

Use of alcohol or other drugs will never function as a defense to a violation of this policy.

## HOSTILE ENVIRONMENT

When such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity. Bethesda University considers a variety of related factors to determine if a hostile environment has been created; and also considers the conduct in question from both a subjective and an objective perspective.

## SANCTION STATEMENT

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from suspension to expulsion, depending on the severity of the incident, and taking into account any previous campus conducts code violations.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of expulsion.

Any student found responsible for violating the policy on Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conducts code violations.

Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct. (2019-2020 Student Handbook p.40, II.)

Other Misconduct Offenses (will fall under Title IX when gender based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens

or endangers the health or safety of any person;

2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;

3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity.

5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

6. Violence between those in an intimate relationship to each other;

7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community, this includes cyber stalking.

## PREVENTION AND EDUCATION PROGRAMS

Bethesda University offers prevention and education programs in an effort to prevent sex offenses including sexual assault, domestic violence, dating violence and stalking within the University community. Programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

Provides an overview of the Annual Security and Safety report in compliance with the Clery Act.

Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.

Provide safe and positive options for bystander's intervention.

Defines what behavior and action constitutes domestic violence, dating violence, sexual

assault and stalking.

Identifies domestic violence, dating violence, sexual assault and stalking and prohibited conduct.

## BE AN ACTIVE BYSTANDER

Every campus has a population of bystanders who support sexual violence. They may not mean to do so, yet by not intervening when they see something happening, not reporting actions or dismissing certain behaviors, they are essentially sending a message to perpetrators that their actions are okay. If you think someone is at risk for sexual assault, consider it an emergency and get involved. Don't wait for someone else to act.

In order to be a proactive bystander who helps prevent cases of sexual harassment or sexual violence, you can...

Proactive Bystander Strategies:

- Work to create an environment where sexual violence is unacceptable
- Treat people with respect
- Speak up when you hear people making statements that blame victims
- Talk openly with friends about the issues and how to confront them
- Encourage friends to trust their instincts in order to stay safe
- Be a knowledgeable resource for survivors
- Don't laugh at sexist jokes or comments
- Look out for friends at parties and bars
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower survivors to tell their stories

In order to be a reactive bystander who positively intervenes in instances of sexual harassment or sexual violence, you can...

Reactive Bystander Strategies:

- Get campus police or other authorities involved
- Create a distraction
- Get help
- Ask someone in a potentially dangerous situation if he/she is okay and/or wants to leave
- Make sure he/she gets home safely

Intervene if you hear someone “targeting” another person

Separate someone too intoxicated to consent from a potential perpetrator

Say or do something

## RISK REDUCTION

With no intent to blame a victim and recognizing that only abusers are responsible for assault and violence the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place

immediately.

14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try: Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing.

Your friends or family can then come to get you or make up an excuse for you to leave.

Make up a reason. If you don't want to hurt the person's feelings it is better to make up a reason to leave than to stay and be uncomfortable, scared, or worse.

Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

15. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

16. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## ALCOHOL AND DRUG POLICIES

Bethesda University (BU) is committed to providing its students, faculty and employees a drug and alcohol free workplace and learning environment. Toward that end, BU prohibits the unlawful possession, use, manufacture, or distribution of unauthorized drugs and alcohol in the workplace, on the campuses, or at any BU activities. BU, including each of its colleges and centers, shall provide a safe, responsive environment for all students, faculty and employees.

## DRUG-FREE SCHOOLS AND COMMUNITIES ACT (DFSCA)

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require Bethesda University to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit drugs both by BU students and employees either on its premises and as a part of any of its activities. At a minimum, Bethesda University must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

## SUBSTANCE ABUSE POLICY

BU takes seriously the problem of drug and alcohol abuse and is committed to providing a work-place free of such substances. This Substance Abuse Policy applies to all students, faculty and employees of BU.

No students, faculty and employees are allowed to consume, possess, sell, or purchase any alcoholic beverage on any property owned by BU, or in any vehicle owned or leased by BU. No students, faculty and employees may use, possess, sell, transfer, or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity while working for BU. The exceptions are over-the-counter pain relievers and the like, used as intended and directed, and any other drugs that have been prescribed to the all students, faculty and employees, and which are being used as prescribed by the doctor.

## UNIVERSITY DISCIPLINARY SANCTIONS FOR VIOLATION OF POLICY

University Employees

Faculty or staffs who violate this policy will be handled under the appropriate discipline policy. Sanctions may include disciplinary action up to and including termination of employment. Disciplinary action may include participation in and successful completion of a drug and alcohol rehabilitation program approved by the University.

BU will not tolerate employees that are impaired by or under the influence of alcohol or drugs while working.

In cases where the use of alcohol or drugs poses a threat to the safety of other people or property, employees must report the violation. Employees who violate our Substance Abuse Policy will be subject to disciplinary action, up to and including termination.

All tested employees will be able to receive a copy of the laboratory results that certify the results or the testing done. It is a condition of the employment and continued employment with BU that employees comply with the Substance Abuse Policy.

As a part of BU's policy to ensure a drug and alcohol-free workplace, within the limits of applicable federal, state, and local laws, BU reserves the right, in its sole discretion, to test for drugs and alcohol at its own expense. Some such situations may include, but are not limited, to the following:

- A. In conjunction with an offer of employment with BU;
- B. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
- C. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
- D. On a random basis, where allowed by statute;
- E. As a follow-up to a rehabilitation program, where allowed by statute;
- F. As necessary for the safety of employees, customers, or the general public where allowed by statute.

## Students

Students found to violate the University alcohol and drug related policies will be held accountable to the procedures outlined in the Student Code of Conduct, which can be found in the Catalog and



Student Handbook. Sanctions for violations include attendance at an alcohol and/or drug education workshop. The workshop educates students using a harm reduction model. Students need to know how their body responds to substances and understand the negative consequences of over indulgence. This program educates students about low risk drinking, dealing with peer pressure, when to go to the hospital, when to get help and what they can do to help their friends that may be in trouble. Additional sanctions may include, but are not limited to, disciplinary probation, financial restitution, suspension or permanent expulsion from the University.

Students must also be aware that there are federal financial aid penalties for drug-related convictions – received prior to and/or while receiving aid – that can affect student eligibility to receive federal financial aid. For additional information regarding federal financial aid and the implications of drug-related convictions, please visit the Office of the US Department of Education's Federal Student Aid website.

#### DRUG AND ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION

BU urges individuals with substance abuse problems to seek assistance and support. Students are encouraged to seek help through available national and community resources and hot-lines including, but not limited to, the following examples:

- National Council on Alcoholism and Drug Dependence, Inc. (NCAD)
  - Telephone: 1-800-NCA-CALL (622-2255)
  - Website: <https://ncadd.org/>
- Substance Abuse and Mental Health Services Administration (SAMHSA)
  - Telephone: 1-800-662-HELP (4357)
  - Website: <http://www.samhsa.gov/>
  - Treatment Finder: <https://findtreatment.samhsa.gov/>
- National Institute on Alcohol Abuse and Alcoholism (NIAAA)
  - Telephone: 1-800-662-HELP (4357)
  - Website: <http://www.niaaa.nih.gov>

- Treatment Finder: <http://www.niaaa.nih.gov/alcohol-health/support-treatment>
- National Institute on Drug Abuse (NIDA)
  - Telephone: 1-800-662-HELP (4357)
  - Website: <http://www.drugabuse.gov/>
- Alcoholics Anonymous (AA)
  - Telephone: see local telephone directories
  - Website: <http://www.aa.org/>
- Al-Anon
  - Telephone: 1-888-425-2666
- National Cocaine Hotline
  - Telephone: 1-800- COCAINE (262-2463)

A list of Federal Trafficking Penalties for various drug offenses is located at [www.dea.gov/pr/legis.shtml](http://www.dea.gov/pr/legis.shtml) (last accessed on November 24, 2014)

## CONTACTS

For further questions or assistance regarding the information outlined in this program, please email Young Kim, [young@buc.edu](mailto:young@buc.edu).

## BIENNIAL REVIEW

Bethesda University will conduct biennial reviews of alcohol violations, controlled substances violations, and related fatalities as required by section 485(f)(6) of the Higher Education Opportunity Act. This will

be conducted by the Office of General Affairs and the Chair of Student Affairs and will include the number of violations and related fatalities reported to campus officials that occurred on BU property of at BU activities as well as the number and type of sanctions imposed by the University.

## EMERGENCY EVACUATION PROCEDURES AND POLICIES

## Emergency Phone Numbers

Emergency: Dial 911

Police Department (non-emergency):

425 Harbor Blvd.  
Anaheim, CA 92805  
714-756 1986

Fire Department (non-emergency)

201 South Anaheim Blvd.  
Anaheim, CA 92805  
714-765-4000

Red Cross Santa Ana Office:

601 North Golden Circle  
Santa Ana. CA 92705  
714-431-5300

## Hospitals

Gateway Medical Center  
710 N Euclid St.  
Anaheim, CA 92801  
714-517-2000

Anaheim Health medical center:  
1111 West La Palma Avenue  
Anaheim. CA 92705  
714-774-1450

West Anaheim Medical Center  
3033 W Orange Ave.  
Anaheim, CA 92804

Poison Control: 1-800-222-1222

## PROCEDURE TO CALL 911

1. State your emergency.
2. Stay calm
3. Give your name and address.
4. Listen. Allow 911 employees to direct conversation
5. Be prepared to answer questions in a clear, calm manner.
6. Remain on the telephone. Do NOT hang up until the dispatcher says to do so.

## PREPARING YOUR SCHOOL SITE FOR DISASTER

### CONTROLLERS CHECK LIST

#### GENERAL

- 1. Determine who will be your designee (when you are absent) in the event of an emergency.
- 2. Develop a relationship with the local police and fire departments. [Note: For large critical incidents, schools are mandated to use SEMS – the Standardized Emergency Management system, which is a nationally recognized emergency operations plan. There is a clear chain of command among law enforcement, emergency personnel of the fire department and paramedics. The California Attorney general recommends developing a Memorandum of Understanding (MOU) between the school and these emergency responders. Refer to the publication “Crisis Response Box” listed under references.]
- 3. Review emergency plan annually with the local police and fire. Discuss their expectations of actions outlined in emergency plan. Ask for guidance about how to determine when certain emergency actions are required. For example, when should a bomb threat be taken seriously and the school be evacuated? What criteria should be used to make this decision?
- 4. Contact your local City or County Office of Emergency Services. Determine how you will be able to coordinate with them in an emergency. Use this office as a resource.
- 5. Review emergency plan annually with staff. Ensure that all staff members are aware of their responsibilities and actions in the event of an emergency.
- 6. Review with staff the procedure for calling 911.
- 7. Do a hazard Assessment for your school site
- 8. Remove or correct hazards found in the Hazard Assessment where possible.
- 9. Develop and maintain the file of students and staff susceptible to respiratory problems, as mentioned under air pollution episode section
- 10. Perform and document all emergency preparedness drills.

#### COMMUNICATION

- 1. Develop communication network at your site.
- 2. Have battery operated AM radio in office.
- 3. Build a relationship with RACES (HAM radio- see page ii of Appendix).

#### STAFF INSTRUCTION

- 1. Inventory staff for skills such as First aid and CPR. Encourage staff to become certified in First Aid and CPR and to maintain their certification. Encourage frequent parent volunteers to become certified as well. The Red Cross offers classes in First Aid and CPR.
- 2. Assign Teachers in a “buddy system” to assist each other during any disaster.
- 3. Inform staff of California government code 3100, designating all public school employees as Disaster Service workers. This may require their presence at the school for several days.
- 4. Instruct staff to prepare emergency backpacks for classroom and individual student emergency kits. Each teacher is to prepare their own backpack and make sure the students bring the supplies requested for their individual emergency kits and for the canned dry food earthquake supplies.

#### PREPARING FOR A FIRE

- 1. Prepare fire drill map of school site
- 2. Conduct fire drills monthly at the elementary school level, quarterly at the secondary school level
- 3. Obtain fire extinguisher training for self and staff.
- 4. Know number and locations of fire extinguishers. Check them monthly/have them serviced annually.

#### PREPARING FOR EVACUATION

- 1. Prepare evacuation plan for school site (refer to p. 13-15). Identify primary and secondary sites. Become familiar with evacuation routines.
- 2. Determine how many busses would be needed to accommodate the entire student population and staff. Also assess availability of alternative vehicles (especially if your district does routinely bus the majority of the student population.).
- 3. Conduct a full-scale evacuation drill annually.

#### PREPARING FOR A CHEMICAL ACCIDENT

- 1. Prepare shelter-in-place map of school site
- 2. Conduct shelter-in-place drills quarterly.

## PREPARING SCHOOL SITE FOR DISASTER

### STAFF'S CHECKLIST

- 1. Prepare your own family and home for disaster in the event that you may be required to be away for a few days.
- 2. Review the school emergency plans with the Controller.
- 3. Teachers should prepare the emergency backpacks for classroom and individual student emergency kits. Each teacher is to prepare their own backpack and make sure the students bring the supplies requested for their individual emergency kits and for the canned or dry food earthquake supplies
- 4. Correct or remove hazards identified in your area by the hazard assessment of the school site.
- 5. Instruct students in emergency preparedness: fire prevention, clothing on fire with STOPDROP-ROLL, earthquake readiness and DUCK-COVER-HOLD, hazardous materials accident with SHELTER-SHUT-LISTEN, and other emergencies.
- 6. Participate fully in all emergency drills.
- 7. Know your buddy assignment and coordinate with your buddy teacher.
- 8. Become certified in First Aid and CPR through Red Cross.
- 9. Become prepared to perform your Emergency Team assignments in the event of an earthquake.
- 10. Take fire extinguisher training.

### HAZARD ASSESSMENT OF SCHOOL SITE

A qualified structural and/or civil engineer should perform the hazard assessment of the school site where appropriate.

The interior and exterior portions of the school buildings as well as the school grounds should be assessed for potential hazards.

The hazard assessment should include evaluation of the following potential hazards to impact the school site, staff or students:

Proximity of toxic, flammable, corrosive, chemically reactive or radioactive material, including

proximity to industry and trucking and railroad routes.

Proximity of high voltage power lines.

Proximity of fault lines

Likelihood and possible effects of flooding, including proximity to dams in the event of their failure.

Likelihood and possible effects of Wild land fire.

Likelihood and possible effects of severe weather.

Probable safety areas for evacuation, after earthquake or other disaster. Consider the proximity of gas, water and sewer lines locating these areas.

Stability of bookcases and shelving in classrooms as well as objects on the shelves, cabinets and hanging on walls.

Stability of water heaters.

Prevention of the school piano from rolling during an earthquake.

Security of AV equipment, computers, TV monitors, aquariums, etc. from motion during an earthquake.

An effort should be made to remove or correct the identified hazards to the school site if possible, to do so.

## PROCEDURE TO EVACUATE A SCHOOL SITE

### Evacuation of the Building:

Students and staff should leave the building in an orderly fashion using the primary or alternative fire routes shown on p.14. These routes should be selected considering students with disabilities. The emergency backpacks and student kits should be brought along. The assembly area should be selected as a safe location on the school campus away from the building and any emergency response equipment, which may arrive at the school. Roll should be taken and attendance reported to the Controller/designee.

### Evacuation of the School site (leaving campus):

This action should be implemented if it's not safe to remain on school campus. The students and staff should evacuate the building as above. The campus should be left by vehicle or by walking. The emergency backpack and student kits should be brought along.

### To Evacuate by Bus:

Enough busses should be brought to the school site to accommodate the entire student population and staff. Consideration should be given to keeping classes together to allow teachers to account for all students. Take roll before leaving the campus. Bus drivers should take the safest route to

the pre-identified evacuation sites (refer to p.15). Dangers should be avoided such as driving through flooded roads, crossing bridges of swollen rivers, etc. Upon arrival at the safe site, students should exit the bus and roll should be taken again.

Attendance should be reported to the Controller/designee. Students should remain quiet and seated while on the bus. Students should keep their head, hands, etc. away from open windows.

#### To evacuate by other Vehicles:

If busses are unable to get to the campus quickly or not enough available, consider other modes of transportation. A list should be developed of school owned vehicles, staff vehicles and parent vehicles that are available. Drivers should take the safest route to the pre-identified evacuation sites. Students should be accounted for before transportation occurs and after arrival at the safe site. This method of evacuation should only be used in extreme emergency since there is a great potential to lose track of students.

#### To evacuate by Walking:

If it is safe to do so, students may be walked to evacuation sites nearby. Students should be lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site (p.15).

### AIR POLLUTION EPISODE

This event could affect students and staff who are susceptible to respiratory problems.

#### RESPONSIBILITIES:

- Controller 1. Develop and maintain a file for students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day.
- Controller 2. Meet with physical education teachers and other teachers directing strenuous activity programs and determine alternate programs available during air pollution episode.
- Controller 3. When notified from district office or via news media of a smog advisory, the Controller shall inform all staff and notify those individuals in file to stay indoors and minimize physical activity.
- Controller 4. Cancel all athletic competitions and practices and any other activities which require strenuous physical activity such as marching band, pep squad etc.
- Controller 5. Instruct employees to minimize strenuous physical activity.
- Controller 6. Cancel any events, which require the use of vehicles.
- Controller 7. Urge staff and high school students to minimize use of vehicles.



## BOMB THREATS

In the vent that the school receives a bomb threat, by letter or telephone, the following procedures will be accomplished.

### RESPONSIBILITIES:

- Staff 1. If the bomb threat is in the form of a letter, note the manner in Which it was delivered, who found it and where it was found. Take care while handling the message by immediately placing it in an envelope so that possible fingerprints may be detected.
- Staff 2. If the bomb threat is a telephone call, keep the caller on the line. Delay the caller with statements such as "I am sorry, I did not understand you. What did you say?" Note the time the call was received, manner of caller, background noises and what the caller is saying. Use the worksheet that follows to assist you.
- Controllor 3. Immediately notify the police and fire departments (or designee) (call 911)
- Controllor 4. If the caller is still on the phone, call the phone company to trace the call.
- Controllor 5. Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use these devices during this threat.
- Staff 6. Caution students against picking up or touching any strange objects or packages.
- Controllor 7. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Staff 8. Evacuate students using primary and alternate routes (p.14).  
Take Emergency backpack and student kits. Check to be sure all students have left the building.
- Staff 9. Upon arrival at the designated safe site, take roll. Notify the controller/designee and emergency response personnel of any missing students.
- Staff 10. Do not return to the building until emergency response officials determine it is safe.

## BOMB THREAT CHECKLIST

Remain calm! Notify other staff by prearranged signal while caller is on the line. Listen. Do not interrupt the caller except to ask:

1. When will it go off?
2. Where is it planted?
3. What does it look like?
4. What floor is it on?
5. Why are you doing this?
6. Who are you?

Call received by: \_\_\_\_\_ Time of call: \_\_\_\_\_ Date: \_\_\_\_\_

**Description of caller:** Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_

**Approximate age of caller:** \_\_\_\_\_

**Voice characteristics:** Loud \_\_\_\_\_ soft \_\_\_\_\_ High \_\_\_\_\_ Pitched \_\_\_\_\_ Deep \_\_\_\_\_  
Raspy \_\_\_\_\_ Pleasant \_\_\_\_\_ Intoxicated \_\_\_\_\_  
Other \_\_\_\_\_

**Speech:** Fast \_\_\_\_\_ Slow \_\_\_\_\_ Distinct \_\_\_\_\_ Distorted \_\_\_\_\_ Stutter \_\_\_\_\_

**Language:** Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_ Foul \_\_\_\_\_  
Other \_\_\_\_\_

Use of certain phrases: \_\_\_\_\_

**Accent:** Local \_\_\_\_\_ Not Local \_\_\_\_\_ Foreign \_\_\_\_\_ Regional \_\_\_\_\_ Race \_\_\_\_\_  
Other \_\_\_\_\_

**Manner:** Calm \_\_\_\_\_ Angry \_\_\_\_\_ Rational \_\_\_\_\_ Irrational \_\_\_\_\_  
Coherent \_\_\_\_\_ Incoherent \_\_\_\_\_ Deliberate \_\_\_\_\_  
Emotional \_\_\_\_\_ Righteous \_\_\_\_\_ Laughing \_\_\_\_\_

### Background noises:

Office machines \_\_\_\_\_ Street traffic \_\_\_\_\_ Factory machines \_\_\_\_\_  
Airplane \_\_\_\_\_ Bedlam \_\_\_\_\_ Trains \_\_\_\_\_ Animals \_\_\_\_\_  
Voices \_\_\_\_\_ Quiet \_\_\_\_\_ Music \_\_\_\_\_ Mixed \_\_\_\_\_  
Party Atmosphere \_\_\_\_\_

## CHEMICAL ACCIDENT

Chemical accidents of a disaster magnitude could result from transportation accident or an industrial accident. Should any such accidents endanger students or staff, the following will be accomplished.

### RESPONSIBILITIES:

- Controller 1. Have all students report to nearest designated building. (or designee)
- Staff 2. Close all doors and windows, shut off ventilation, and listen to the radio
- Staff 3. Take roll. Notify Controller or designee of any missing students.
- Staff 4. If necessary, use tape, rags, clothing or any other available material.
- Controller 5. CONTINUE TO SHELTER-IN-PLACE UNTIL ADVISED TO DO OTHERWISE. Monitor and radio station for further instructions.
- Staff 6. If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breathes.
- Controller 7. If evacuation orders are received, proceed with school evacuation plan.
- Staff 8. Evacuate students. Take the class roster and emergency backpack and student kits.
- Controller 9. A check should be performed to be sure all students have been evacuated.
- Controller 10. A notice should be left on the office door stating where the school has been relocated and notify the school district.
- Staff 11. Upon arrival at safe site, take roll and report attendance to Controller/designee immediately.

## CHEMICAL ACCIDENT (ONSITE)/THREAT OF EXPLOSION

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Should any such accidents endanger the students or staff, take the following actions.

### REPSONSIBILITIES:

- Controller 1. Determine if evacuation is required. (Or designee)
- Controller 2. Notify appropriate local authorities of incident (call 911)

- Controller      3. If necessary, proceed with the school evacuation procedure using primary or alternative routes, avoiding exposure to chemical fumes.
- Staff              4. Evacuate students from the building using primary and/or alternate fire routes. Take class roster and emergency backpack and student kits. Check to be sure all students have left the school building.
- Staff              5. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.
- Staff              6. Upon arrival at evacuation site, take roll and report attendance to Controller/designee immediately. Notify emergency response personnel of any missing students.
- Staff              7. Do not return to the building until emergency response personnel have determined it is safe.

#### CRIMINAL ACT

This incident could occur if a crime has been committed on the campus.

#### RESPONSIBILITIES:

- Staff              1. If there is a victim of a crime, care for the victim. Provide any medical attention that is needed.
- Controller        2. Notify the police (dial 911).
- Controller        3. Identify all parties involved (if possible). Identify witnesses, if any.
- Controller        4. Deny access to crime scene until police arrive.
- Controller        5. If an individual is armed with any type of weapon, USE EXTREME
- CAUTION. Do not attempt to remove weapon from their possession, allow police to do so.

#### FIRE (ONSITE)

This incident could occur if the school building is on fire; should any such events endanger the students or staff, the following will be accomplished.

WARNING: The school fire alarm sounds.

#### RESPONSIBILITIES:

- Controller 1. Notify the fire Department (call 911). (or designee)
- Controller 2. Proceed to evacuate the school using the primary or alternate fire routes.
- Controller 3. An inspection will be performed to be sure all students and personnel have left the building.
- Controller 4. Evacuate students from the building using primary or alternate fire routes. Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Staff 5. Take roll. Report any missing students to the controller/designee and emergency response personnel
- Staff 6. Do not return to the building until the Fire Department determines it is safe.

## FLOODS

This event could threaten the safety of students or staff if a severe rainstorm has caused urban streams to rise. If such event occurs, the following shall be accomplished. WARNING: An alert message will be broadcast over the weather radio located in your school office.

### RESPONSIBILITIES:

- Controller 1. Determine if evacuation is required. (or designee)
- Controller 2. Notify local police department of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.
- Staff 3. Evacuate students using evacuation plan (p13-15). Take the class roster, emergency backpack and student kits. Take roll before leaving campus.
- Controller 4. An inspection shall be performed to be sure all students have been evacuated.
- Staff 5. Students should not be left unattended at any time during evacuation process.
- Controller 6. A notice should be left on the office door stating where the school has relocated and the district office should be notified.
- Bus drivers 7. If evacuation is by bus, DO NOT drive through flooded streets/roads. DO NOT cross bridges of flooding rivers,
- Controller 8. Monitor AM radio station for further information.

- Staff 9. Upon arrival at the safe site, take roll. Report any missing students to controller/designee and emergency response officials determine it is safe.
- Staff 10. Do not return to school site until emergency response officials determine it is safe.

RIOTS/CIVIL DISORDERS

INSIDE SCHOOL:

RESPONSIBILITIES:

- Controller 1. If the students are engaging in civil disobedience, keep the students confined to one room in the school building.
- Controller 2. Set up a communication exchange with the students, staff and controller. Try to restore order.
- Controller 3. If unable to calm students, call police (dial 911) for assistance.

RIOTS/CIVIL DISORDERS

OUTSIDE OF SCHOOL:

RESPONSIBILITIES:

- Controller 1. If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads.
- Controller 2. Once students are in the school building, lock the doors and secure the facility.
- Controller 3. Notify police (dial 911).
- Staff 4. Close all curtains and blinds.
- Staff 5. Instruct students to DUCK AND COVER, lie on the floor and keep students calm
- Controller 6. Cancel all outside activities.
- Staff 7. Care for the injured. If any.
- Staff 8. Remain with students until all clear is given.

THREATENING INDIVIDUALS

This incident could occur if a belligerent person or armed person appeared at the

school site. Should such an individual threaten safety of students or staff, the following shall be accomplished.

- Controller 1. If any students are outside, get them inside the school (staff) building. If unable to do so, have students lie down and cover their heads.
- Controller 2. Once students are in the school building, lock the doors and secure the facility.
- Controller 3. Notify the police (dial 911).
- Staff 4. Close all curtains and blinds.
- Staff 5. Instruct students to DUCK AND COVER, lie on the floor and keep students calm.
- Controller 6. Cancel all outdoor activities.
- Staff 7. Remain with students until all clear is given.
- Controller 8. If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so.
- Controller/Staff 9. Disconnect school television system in classrooms so the individual cannot view news coverage and see locations of police/students/etc.

## EARTHQUAKES

### DURING AN EARTHQUAKE:

If indoors:

Stay inside, move away from windows, shelves, heavy objects or furniture which may fall over. Take cover under a table or desk. Instruct the students to "DUCK-COVER-HOLD"

In halls, stairways, or other areas where cover is not available, move to an interior wall.

In library, immediately move away from windows and bookshelves. Take appropriate cover.

In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals, which may spill

In the multi-use room, take cover under tables or move close to the interior walls away from windows.

If outdoors:

Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers, which may demand movement.

On the school bus, stop the bus away from power lines, bridges, overpasses and buildings. Students should remain in their seats and hold on.

#### NOTE

Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the door becomes jammed, it may be necessary to use the pry bar and gloves (in emergency backpack) to open door or break windows to exit the classroom. If it is still not possible to exit the classroom, blow the whistle (in emergency backpack) to alert rescuers.

Teachers should be organized in a “Buddy system”. If one teacher is injured, the buddy teacher should evacuate both classes according to the earthquake evacuation procedure

#### AFTER THE EARTHQUAKE

- Staff 1. Evacuate students from building. Take class roster, emergency backpack and student kits. Check to be sure all students have left the school building. Tag the room with a green search and rescue tag if everyone is accounted for and is able to evacuate the room. If there are trapped or injured left in the room, tag the room with a red search and rescue tag and alert search and rescue teams.
- Staff 2. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.
- Staff 3. Upon arrival at prearranged safe site, take roll and report attendance to Controller/designee immediately.
- Controller 4. Set up emergency Operations Center with your Emergency Operations Center team.
- Controller 5. Notify Police and fire (dial 911) if you have trapped or missing individuals. Organize search and rescue (SAR) teams, consisting of adults, to search for missing or trapped people.
- Search & Rescue Teams 6. Begin a search of the entire school building. Search rooms tagged with red Search and rescue tags for missing, trapped or injured people. When everyone has been removed from the room, change the red tag to a green tag. Check rooms with green search and Rescue tags to be sure no one is left in the rooms. Report activities to Controller or



designee. After each room is searched and no one is left in the room, close and lock the door if possible.

- Controller 7. Organize the other Emergency Response Teams: the First Aid team, Security/damage Assessment team, Students Release Team and the Support team.
- Security/Damage Teams 8. Inspect all utilities or leaks. Shut off the mains of any known or suspected leaking utilities. Notify Controller/designee of actions.
- Controller 9. Notify utility companies of any break or suspected break in utility lines as reported from Security/Damage Assessment team.
- First Aid Teams 10. Set up treatment area. Categorize patient injuries. Care for the injured. Report casualties and injuries to the Controller/Designee.
- Support team 11. Provide for the welfare and positive morale of the student population. Set up the cooking area to prepare food service for the students and staff. Maintain the food and water supplies. Provide for sanitation needs.
- Student Release Team 12. Students should be released only to authorized adults. Fill out student release forms for each student allowed to leave.

## POST-EARTHQUAKE

### Evacuation of school building

Before evacuating the building after an earthquake, consider the following:

There may be dangers outside of the building, which you must consider before evacuating the students.

There may be no safe assembly area in the immediate vicinity.

There may be no clear route out of the building to evacuate the students. Primary or alternate evacuation routes may need to be cleared before the students can be evacuated.

The lighting inside the building will probably be out; it will be dark.

#### Before evacuating students, do the following:

Assess the situation. Coordinate with your Buddy teacher.

Determine if the assembly site is safe. If not, select an alternate assembly site.

If wires are down. They should be avoided.

Areas near chain link fences should be avoided; they are an electric shock hazard if live wires touch them.

Don't forget to consider students with disabilities as you determine your evacuation routes.

After you have determined is safe to do so, proceed with the evacuation of the school building.