



CALIFORNIA
NORTHSTATE
UNIVERSITY

Emergency Operations Plan

&

Annual Safety Report

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INTRODUCTION

Emergencies, disasters, accidents, crisis', injuries, and crime can occur at any time without warning. Being physically and psychologically prepared to handle unexpected emergencies is an individual and organizational responsibility. The preservation of life and property is an inherent responsibility of local, state, a federal government as well as California Northstate University. The University has prepared this Emergency Operations Plan to ensure that the most effective and efficient response to any type of emergencies or disasters that may affect the University community.

This plan was developed to minimize the impacts resulting from an emergency or disaster on the University, with the response priorities of saving lives, protecting property, and safeguarding the environment. Please read this plan thoroughly before an emergency or disaster occurs, become acquainted with its contents, and keep it in a visible, accessible location in your office for immediate reference. Do not file this document. Once you are better familiar with the enclosed information, you will be better prepared to assist yourself and your coworkers in the event of an emergency.

Each University administrator, department chair, director, and functional manager is directed to take necessary actions to implement the EOP. The objective of this plan is to incorporate and coordinate all the facilities and personnel of the University into an efficient organization capable of responding to any emergency. This EOP is an extension of the local and state emergency operations plans and will be utilized in support of local emergency management operations. It will be reviewed and exercised regularly and revised as necessary to meet changing conditions.

The University's administration gives its full support to this plan and requires all University personnel assigned with emergency management responsibilities to read and understand all components within this plan. This promulgation letter provides formal authority for all assigned University personnel to perform their identified roles and responsibilities during emergency operations. In addition, the University's administration urges all officials, staff, faculty, and students, individually and collectively, to be familiar with the plan and take a role in their own efforts of personal emergency preparedness.

This EOP is written to provide guidelines for emergency management for the University, with the purpose of protecting life and property, and minimizing the impact of disasters and emergencies to the University as much as possible. The EOP will be reviewed by all departments that have assigned emergency management and response roles and responsibilities. The EOP will be submitted to Presidents Executive Council for review and adoption. Upon concurrence by the President, the plan will be officially adopted and promulgated. Revisions can be made to this plan with the authority of the President as proposed and reviewed by the Safety and Security Committee.

If you have questions about a unique situation that is not covered in the reference or would like additional emergency information, call the Director of University Operations at (916) 378- 3555.

Section 1: Campus Safety and Security

This section reviews the general campus safety and security protocols along with definitions of different types of offenses.

Campus Security Overview

The California Northstate University (CNU) system maintains a strong interest in the safety and security of its students, personnel, and constituents through education, communication, and investigation. Ultimately, we are all responsible for the safety, security and wellbeing of our campus community and the safety net only remains effective when individuals take the time and responsibility to report and document potentially dangerous activity. As such, all students, faculty, staff, and non-university personnel are strongly encouraged to report any suspicious or criminal activity that occurs on any campus or non-campus property, or any adjacent public property. Anyone who witnesses suspicious or criminal activity should find or contact onsite security or any school official to assist you with recording the incident in the daily crime log, and if necessary, help you contact local law enforcement for additional support.

To the best of their ability, CNU Operations and Security will utilize manned patrols, reports, audio/video technology, and law enforcement communications to confirm the presence of a tangible threat, including any situations that fall under Clery Act definitions. Once a threat has been confirmed, the University will issue a communication alert for immediate disbursement amongst the campus community and proceed to contact first responders, and assist others as needed. Furthermore, if a threat manifests itself, whether it is perceived or real, university personnel are automatically authorized to engage in lock down procedures, shut off access to the building, and take the necessary steps to ensure the safety of the campus community using whatever resources are available. Finally, a list of surrounding businesses and housing communities has been prepared in the event that the university becomes aware of a significant threat and must communicate the issue to our regional neighbors.

The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is a federally mandated law that requires universities, both public and private, to disclose information about violent crime that occurs in, on, and around their respective campuses. There are several components to maintaining compliance, the most prominent of which are the annual security report, the daily crime log, the timely warning and emergency notification system, and the Clery crime statistics for activities that have occurred within the institution's Clery geography over the last three consecutive years.

The Clery Act is enforced by the Department of Education and compliance is mandatory for any post-secondary educational institution that wishes to participate in federal financial aid programs. Under the Department of Education, the Clery Act Compliance Division is responsible for conducting investigations and reporting any violations they discover during the course of their inquiry. Institutions that willingly or even unintentionally violate the Clery Act requirements may face warnings, monetary penalties up to \$35,000 per citation, the limitation or suspension of federal financial assistance, or the loss of eligibility

to participate in federal student aid programs. Complaints regarding these matters may be filed with clery@ed.gov.

Clery Crimes Defined

The Clery Act requires post-secondary educational institutions to report crimes that reflect seven major categories, some with significant sub-categories and special conditions. The US Department of Education makes the following distinctions for violent crimes in The Handbook for Campus Safety and Security Reporting which are based on the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection [34 CFR 668.46 (c)(7)].^[1,2]

Group A Offenses

a) **Criminal homicide** is separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.

1. Murder and Non-negligent Manslaughter is defined as:

- The willful (non-negligent) killing of one human being by another (or)
- Any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.

2. Negligent Manslaughter is defined as:

- The killing of another person through gross negligence (or)
- Any death caused by the gross negligence of another, where gross negligence is defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another. In other words, it's something that a reasonable and prudent person would not do.

b) **Sex offenses** are separated into two categories: forcible and non-forcible.

1. Forcible Sex Offenses are defined as any sexual act directed against 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. The four subcategories are Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling.

2. Non-forcible Sex Offenses are defined as unlawful, non-forcible sexual intercourse. The two subcategories are Incest and Statutory Rape.

c) **Robbery** is 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 or violence and/or by putting the victim in fear.

1. Essential elements of a Robbery:

- Committed in the presence of a victim (usually the owner or person having custody of the property).
- Victim is directly confronted by the perpetrator.
- Victim is threatened with force or put in fear that force will be used.
- Involves a theft or larceny.

d) **Aggravated Assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

e) **Burglary** is the unlawful entry of a structure to commit a felony or a theft.

1. An incident must meet three conditions to be classified as a Burglary:
 - There must be evidence of unlawful entry (trespass). This means that the person did not have the right to be in the structure at the time the incident occurred.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The structure was unlawfully entered to commit a felony or a theft.

f) **Motor Vehicle Theft** is the theft or attempted theft of a motor vehicle.

g) **Arson** is 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 of another, etc.

h) **Arrests and Disciplinary Referrals for Violation of Weapons, Drug and Liquor Laws**

1. **Weapons.** Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, air powered devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
2. **Drug.** Defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
3. **Liquor.** Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

NOTE: Arrest is defined as persons processed by arrest, citation or summons.

NOTE: Referred for campus disciplinary action is defined as the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Group B Offenses

a) **Hate Crimes** are criminal offenses committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

In addition to all Group A Offense categories except "h", the following Group B Offense categories must be accounted for in the annual crime statistics (when bias has been determined to be the underlying reason for the offense):

1. **Larceny-Theft** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
2. **Simple Assault** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
3. **Intimidation** is 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.
4. **Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
5. **Any other crime involving bodily injury** is a general category for crimes that have been reported to local police agencies or Campus Security Authorities in which the victim's physical condition became impaired during the encounter or in which the victim endured substantial pain.

Clery Geography

In order to correctly report criminal activity that occurs in and around an institution's property lines, the administrative oversight must carefully identify their Clery geography, as it pertains to their specific location and the surrounding elements that make up their regional environment. Each campus' Clery geography is unique and must be individually assessed to ensure that all pertinent physical boundaries, vehicular routes, and foot traffic pathways are accounted for. This includes any unusual access points which, although were not initially designed or constructed to be egresses, have become so over time due to their consistent utilization to access the campus grounds. California Northstate University has adopted the rules set forth in The Emergency Operations Plan for determining our Clery geography and the subsequent reporting boundaries for our campus.^[3] For the purposes of reporting and collecting information on crimes that occur in our specific Clery locality, the following geographic points apply:

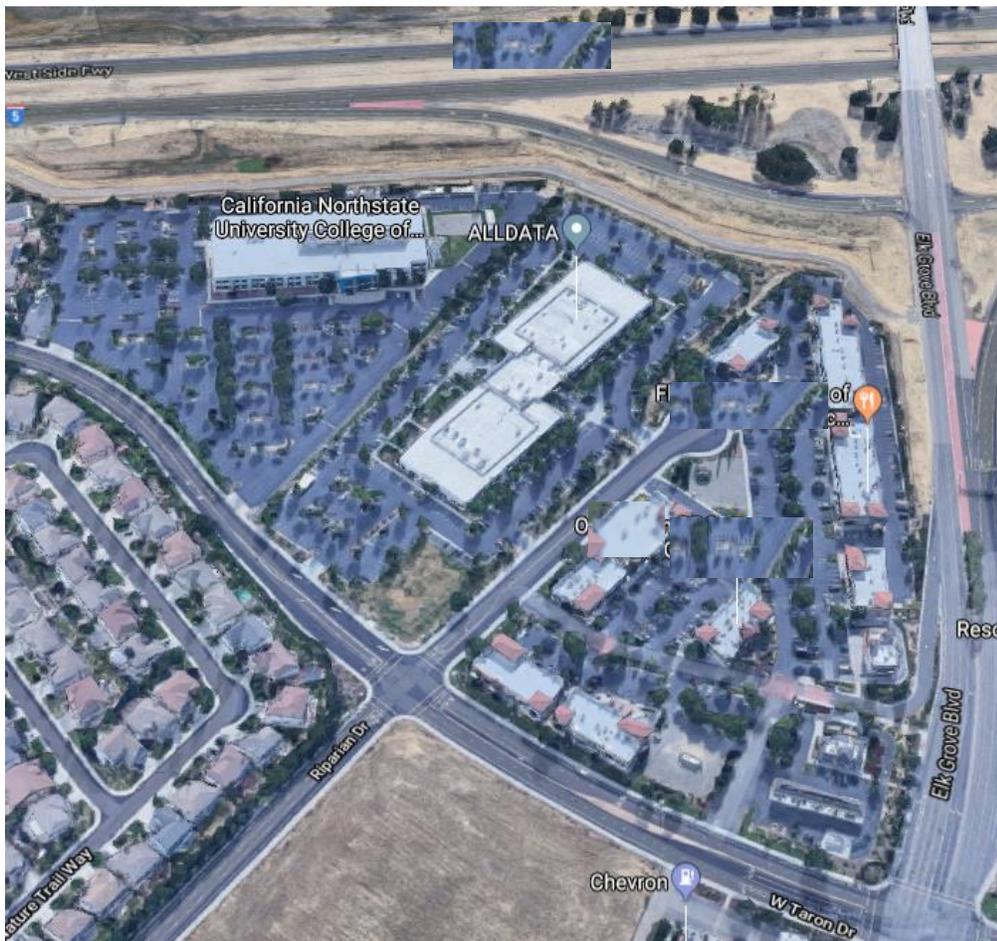
- a) **Campus property** is defined as any building or property owned or controlled by CNU within the same reasonably contiguous geographic area and used by CNU in direct support of, or in a manner related to, the University's educational purposes.
- b) **Public property** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus property, or immediately adjacent to and accessible from the campus.
- c) **Non-campus property** is defined as a building or property owned or controlled by a student organization that is officially recognized by CNU; or a building or property owned or controlled by CNU that is used in direct support of, or in relation to, the University's educational purposes, is frequently

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used by students, and is not within the same reasonably contiguous geographic area of the campus property.

At this time, CNU does not possess or control any non-campus property.

Our main building is currently located 9700 West Taron Dr. Elk Grove CA 95757, the Event Center is located at 9650 West Taron Drive Elk Grove, CA 95757. CNU is bordered by the following public property lines: the 9650 to 9744 block of West Taron Dr. and the 2500 to 2600 block of Riparian Dr. See map of CNU's campus and public property below.



Our Rancho Cordova campus is currently located at 2910 and 2920 Prospect Park Dr. Rancho Cordova, CA 95670 and is bordered by the following public property lines: the 10810 to 11000 block of Gold Center Dr. and the 2750 to 3030 block of Prospect Park Dr.



Campus Access, Security, and Law Enforcement Relations

California Northstate University is currently in control of three separate properties designated for student learning efforts. At this time, there are no facilities for student housing. The main Elk Grove campus encompasses 108,780 square feet of space in Elk Grove, CA. and the lobby is accessible from 7:30 AM until 5:00 PM Monday-Friday. The Rancho Cordova campus encompasses 91,632 square feet of space in Rancho Cordova, CA. and the lobby is accessible from 7:30 AM until 5 PM Monday-Friday.

Before and after open lobby hours, the front doors are programmed to lock, and access to each building becomes automatically restricted to authorized personnel and students. In general, students, employees, and select maintenance vendors are provided electronic identification cards which are programmed with user-specific access codes that allow them to enter the buildings and access the interior classrooms, collaboration spaces, and recreational facilities. Card entry information is logged electronically and monitored by University IT administrators. The campus building hours for students are posted at the entrances of each facility prior to each semester. Accessible hours may be extended prior to exam dates with sufficient notification to the student body.

Professional behavior dictates respect of equipment, furnishings, and building access by the campus community. Anyone not exhibiting professional behavior in regard to building access, including destroying property, allowing unauthorized guests in the building, or compromising building security, will be addressed through university judicial procedures. Please contact the Office of Student Affairs and Admissions (students) or the Human Resources Department (employee) for further details on disciplinary measures that relate to property destruction and violations of the professional code.

Securitas' specially trained personnel serve as both patrol officers and as escorts for the campus community. With respect to/for the Elk Grove complex, our uniformed officer is stationed 7 days a week on campus. The night patrol service stops by twice in the evening, once at a prescheduled time and once again at an undisclosed time. Uniformed officer for the Rancho Cordova location is stationed from Monday-Friday.

The onsite security officers must be contacted if an emergent situation is discovered, and they can be reached directly at the following contact numbers:

Elk Grove Security

(916) 869-1564

Rancho Cordova Security

(916) 738-1080

After Hours Security (Securitas)

(916) 564-2009 – Anytime suspicious activity is occurring and standard patrol staff is unavailable.

In terms of enforcing University policy, a security officer's jurisdiction is currently limited to the campus complex and its surrounding grounds. Although they cannot directly detain or arrest an individual during an incident, the security officer always has the authority to ask questions, request identification, and/or ask anyone to leave at any time. Furthermore, our campus security provider (Securitas) compiles daily reports and maintains a direct (informal) working-relationship with local law enforcement agencies. Any criminal incidents will be referred to the appropriate authorities for assessment, investigation, archival, and any necessary response. Lastly, the Chair of the Safety Committee is linked to the Sacramento Sheriff's instant alert notification system, which distributes information about reported criminal activity via text and/or email alerts, depending on the user's communications preference. Anyone can sign up for the service and the direct link is:

<https://www.tipsoftonline.com/Push/index2.aspx?ID=1101>

Information obtained from the Sacramento Sherriff Department's digital communications network will be forwarded to the appropriate parties for processing, and if necessary, secondary distribution using the procedures outlined in the Emergency Notification and Timely Warning section of this manual.

Maintenance of Campus Facilities

As part of our safety and security efforts, California Northstate University is committed to maintaining the grounds and facilities at our campus locations, while simultaneously monitoring the properties for obstacles or environmental components that could potentially lead to injury or property damage.

To ensure a safe learning environment for everyone, the Facilities Manager does a quarterly walk through of the buildings and grounds during the school year to locate any pertinent structural or landscaping issues, and then collaborates with the administrative leadership to address any necessary upgrades or repairs before classes resume. In addition, authorized personnel from operations, safety, and our nighttime custodial team report any emergent issues to the Facilities Management Group as needed (on a case-by-case basis), and at a minimum, the custodial team provides monthly inspection reports for the facilities team to review. In addition to keeping the building environment safe, the campus exterior is landscaped on a regular basis. Trees, shrubbery, and other vegetation are trimmed to prevent injurious contact with persons or property, allow line of sight for oncoming traffic, and to expose individuals with criminal intent who may use such vegetation for concealment. Where trimming is ill effective, the related vegetation is removed from campus. Again, any deficiencies in grounds-keeping are reported to the Facilities Manager.

Reporting Crimes and Emergent Situations

Students and the campus community should report any criminal activity, including violent crimes, sex offenses, and emergent situations to the Campus Security Authorities (CSAs) or other school officials for notification and processing. See “Who to Call When You Need Help to Report a Crime or Announce an Emergency” (see Pg. 13) for important contact information. To report on- or off-campus criminal conduct, including violence, sexual offenses, or other serious allegations of criminal activity in which the complainant believes that his or her safety is immediately threatened, please contact the Elk Grove Police or Sacramento Sheriff’s Department by dialing 911.

If at all possible, individuals should report an incident immediately, and campus security and/or administrative personnel can assist victims or witnesses in contacting the necessary authorities, even if the victim(s) is (are) incapable of reporting the crime themselves. To assist campus security, administrators, or other authorities with their investigation, victims are strongly encouraged to preserve as much physical evidence as possible to support their complaint, regardless of the nature of the crime. Promptly reporting a crime will ensure that the appropriate instant alert notifications are issued to the campus community and that the annual crime statistics are kept up to date. Anyone who wishes to report a crime may do so in complete confidence and have their identity hidden throughout the documentation process, thereby maintaining anonymity in so much as the law allows the University to do so. Moreover, if a victim(s) elects not to pursue justice through the University system or established legal channels, this information will still provide us with an accurate record regarding the number of incidents occurring in our region, and the data set will allow us to distinguish patterns of crime that reflect a particular location, method, or profile, and ultimately, help us alert the campus community to potential danger(s). A report filed anonymously is included and disclosed in the annual crime’s statistics file. Public documentation of the police report will be made available by contacting the Elk Grove Police or the Sacramento Sheriff’s Department.

Additional communications about crimes that involve students may be forwarded to the Associate Dean for Student Affairs and Admissions for further assessment and/or comment. Forwarding knowledge of crimes to this department ensures that an incident is also addressed at the program level and that any necessary actions can be taken to adjust the educational environment accordingly.

To report any incidents of unprofessional student behavior, or episodes of conduct that are disruptive to the educational environment, but do not qualify as crimes per say, please contact either the Office of Student Affairs and Admissions (OSAA) or the Office of Academic Affairs (OAA) directly for assistance and investigation.

Students may also report non-emergency incidents using the University’s official Student Complaint/Grievance Form located on the second floor near the library entrance or on the University’s web site (<https://californianorthstateuniversity.formstack.com/forms/anonymoureportcnu>). Once the Student Complaint/Grievance Form has been completed, please contact the OSAA to process and address the complaint. Additional resources and assistance will be provided at the time of submission.

→ **Who to Call When You Need Help to Report a Crime or Announce an Emergency**

Campus Security Authorities:

- Security Officer (Elk Grove): Kyree Lomack(916) 432-7615 or klomack@cnsu.edu

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- Security Officer (Rancho Cordova): Dustin Martorana, (916) 738-1080 or dustin.martorana@yahoo.com
- Director of University Operations: Natalie Vachalek, (916) 378-3555 or nvachalek@cnsu.edu
- Facilities Manager: Steele Snider, (916) 202-6589 or steele.snider@cnsu.edu

Local First Responders:

- Fire, Police, and Medical Emergency: 911
- Elk Grove Police Department: (916) 478-8000 [admin] or (916) 714-5115 [dispatch]
8400 Laguna Palms Way, Elk Grove, CA 95758
- Sacramento Sheriff's Department (East Division): (916) 875-9600
2897 Kilgore Road, Rancho Cordova, CA 95670
- Securitas, onsite security: (916) 432-7615 [cell] or (916) 686-7400 [main desk line]
- Cosumnes Community Services District Fire Department: (916) 405-7100
10573 East Stockton Blvd, Elk Grove, CA 95624
- Poison Control: (800) 876-4766
- Cal OSHA: (916) 263-2800

When you call:

- Report all injuries first, starting with the most severe
- Try to call from a landline phone, not a cell phone
- Describe the type of emergency (is it fire, medical, utility, or public safety-related?)
- If possible, give the phone number you are calling from (including any extension that may be necessary to reach you).
- Provide the address and the room number where the emergency has transpired.

Who to Call When You Need Help Reporting Disruptive or Unprofessional Student Behavior (non-criminal activity)

[CHS] Director of Student Affairs: Frances Wise, PhD, (916) 686-8378, ext. 9260 or frances.wise@cnsu.edu

[COP] Assistant Dean for Student Affairs and Admissions: Tiffany-Jade Kreys, PharmD, BCPP, (916) 686-8762 or tkreys@cnsu.edu

[COM] Assistant Dean of Student Affairs and Admissions: Tania Arana, (916) 686-7300 ext. 9264 or tania.arana@cnsu.edu

[Psy] Assistant Dean of Student Affairs and Admissions: Mark Ettensohn, PsyD, (916) 686-7300 or mark.ettensohn@cnsu.edu

[Graduate Studies] Dean Catherine Yang, PhD, (916)686-7400 or catherine.yang@cnsu.edu

The Daily Crime Log

Any crime reported to Campus Security Authorities (regardless of Clery Act status) will be entered into the Daily Crime Log. The crime log contains information about the nature of the crime, the date and time the offense was committed, the general location where the offense took place (if known), and disposition of the complaint (if known). Entries are generated from crimes reported directly to campus safety personnel, daily reports provided by our current security vendor, and data collected from local/state authorities. All crimes reported to the Campus Security Authorities are entered in the Daily Crime Log within two business days of receipt, unless such disclosure is directly prohibited by law or would ultimately jeopardize the confidentiality of the victim. All Campus Security Authorities are trained to update the log, which is digitally housed on our campus server, and this information is backed up daily, weekly, and monthly to preserve the database in case of a catastrophic loss, or equipment failure. The daily crime log (for the last 60 consecutive days) is always accessible to the public, and may be viewed digitally onsite at our Elk Grove campus during normal lobby hours. Any Campus Security Authority (classified as an employee) can access the portal drive to display the crime log. To request portions of the crime log 60 days or older, or to receive a printed copy of the database, a formal written request can be sent to Director of University Operation Natalie Vachalek nvachalek@cnsu.edu. The hard copy of the database will be made available for viewing or pick up at our Elk Grove campus (9700 West Taron Dr. Elk Grove CA 95757) within two business days.

Annual Security Report Disclosure

The Annual Security Report is an open resource document for the campus community and is compiled from information obtained quarterly via the Sacramento Sheriff's department and Elk Grove Police department database, requests made annually to the California Department of Justice, the daily crime log, and institutional policies and procedures. The updated Annual Security Report is released to the campus community via the University website each calendar year (as described in the annual email notification of its availability to all current students and employees) by the Safety Committee Chair prior to the annual test of the instant alert notification system and includes the most up-to-date version of our campus evacuation procedures and emergency scenario tips.

For the most current local crime statistics please visit:

Elk Grove Crime Stats:

http://www.elkgrovepd.org/crime/crime_statistics

Rancho Cordova Crime Stats:

<https://www.ranhocordovapd.com/programs/crime-statistics>

For campus crime statistic please contact the Information Desk at front.desk@cnsu.edu

Timely Warnings and Emergency Notifications

As stated previously, California Northstate University is committed to protecting its constituents and its personal assets. The University will therefore broadcast any communications it deems necessary to alert and enlighten the campus community about progressively dangerous situations occurring on campus (as

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defined by Clery geography parameters) that represent an immediate threat to the health and safety of students and employees.

If an emergent threat occurs, and Campus Security Authorities or other school officials have been alerted to the situation, onsite security will be contacted and deployed to confirm the presence of the threat using any information that is available through their relationship with local law enforcement, media resources, the campus community, and any other first responder personnel or support staff deployed by Securitas. As soon as the nature of the emergency has been confirmed, onsite security will move to notify campus officials that the threat is tangible, and action is required to inform the campus community. At that time, Campus Security Authorities, in conjunction with administrative leadership will apply the communication evaluation process (see Pg. 18) and the outreach decision tree (see Pg. 19) to discern whether the situation deserves timely warning or emergency status, what the content of the communication should be, who will receive the communication, and who can authorize the dissemination of the information. Once the campus administration has been updated, security is automatically authorized to contact law enforcement if the situation warrants their attention, especially in instances where detainment and subsequent arrest may be required.

California Northstate University will issue a timely warning to the campus community in a manner that is timely and will aid in the prevention of similar crimes on crimes that:

- Are identified as Clery Act Crimes (see crime definitions on pages 7-9),
- Are reported to a Campus Security Authority, and
- California Northstate University considers to present an ongoing threat to students and employees.

A timely warning will only be issued after information regarding a reported crime has been confirmed through the proper channels. CNU will follow up with supplemental information as it becomes available for distribution. Timely warnings are issued directly from the instant alert notification system and issued to the campus community through University email accounts, various text platforms, and voice messages.

An emergency notification will be issued to the applicable segment(s) of the campus community in the wake of an event which has presented a significant emergency or dangerous situation that involves an immediate threat to the health and safety of the campus occupants (see communication evaluation process, page 19). After the event has been confirmed and the University communication series has been initiated, CNU will continue to follow up with supplemental information as it becomes available.

Emergency notifications are issued directly from the instant alert notification system and issued to the campus community through University email accounts, various text platforms, and voice messages. In order to capture as much attention from our campus community as possible, and to reach individuals who may not have access to their phones or failed to receive an emergency communication due to technical failure, the intercom system will be used to pass along pertinent information and instructions, and safety personnel have access to personal communication devices to help them keep in touch and coordinate safety efforts in time of crisis. In addition, supplemental safety equipment like the pull alarms for the fire monitoring system can be activated to alert the campus anytime a fire is detected and is an important communication tool for the preservation of life and property.

In situations where issuing a timely warning or emergency notification would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency, CNU may exercise its discretion and elect not to initiate an alert.

To help maintain the University safety net, California Northstate University will test the instant alert notification system (IANS) at least once annually to ensure its functionality. Each test will be documented, including a description of the exercise, the date and time at which it occurred, and whether the exercise was announced or unannounced.

Emergency Response and Evacuation Procedures

In the event of an emergency, and after the appropriate communications have been issued to the campus community, campus security and safety personnel will, to the best of their ability, assist other campus occupants to take necessary action over their person and belongings as the situations allows.

Protocol

As a result of the University's education efforts designed to enlighten the campus community about campus safety and security procedures, students and University personnel will be expected to accept and act upon certain instant alert notifications, automated audio/visual signals, or respond to direct communication with other campus occupants. In such instances in which an emergency response is triggered and requires an evacuation, both employees and students have expected responsibilities, which include the following:

1. *All campus constituents:*

- Acknowledge emergency notifications and act in accordance with the information and instructions provided.
- Remain calm while exiting the building and to the best of your ability, assist others as needed, including any persons with disabilities, to exit the facility and find the rally points (located at the south and southeast parking lots) as quickly as possible without creating a panic situation.

2. *Student-specific procedural expectations:*

- Find your respective team group members and stay with them, so that you and your group can be quickly accounted for by instructors (using checklists if available) and Campus Security Authorities.
- Team group members are expected to remain together for the duration of the evacuation and are asked not to disband until the campus receives an "all-clear" signal from CSAs, law enforcement agents, or other first responders, and students are allowed back into the facility.
- Do not reenter the building, or leave the premises, even if you have checked in with the appropriate personnel. Your absence could be accidentally misinterpreted as a missing person situation (one in which you are assumed to be located/trapped in the building and still unaccounted for).

3. *Employee-specific procedural expectations:*

- If conditions permit, assist the evacuation monitors by helping them check rooms and offices to ensure that students, visitors, and other University personnel have safely exited the building

(searches may include checking common areas, restrooms, and even exterior patios to maximize coverage).

- Once evacuated, all employees are asked to gather in groups associated with their specific departments, so that their department heads can quickly account for their personnel and report back to CSAs with their respective tallies.
- Once accounted for, all employees are asked to continue to remain together until the campus receives an “all-clear” signal from CSAs, law enforcement agents, or other first responders, and people are allowed back into the facility.
- Do not reenter the building, or leave the premises, even if you have checked in with your department head. Your absence could be accidentally misinterpreted as a missing person situation (one in which you are assumed to be located/trapped in the building and still unaccounted for).

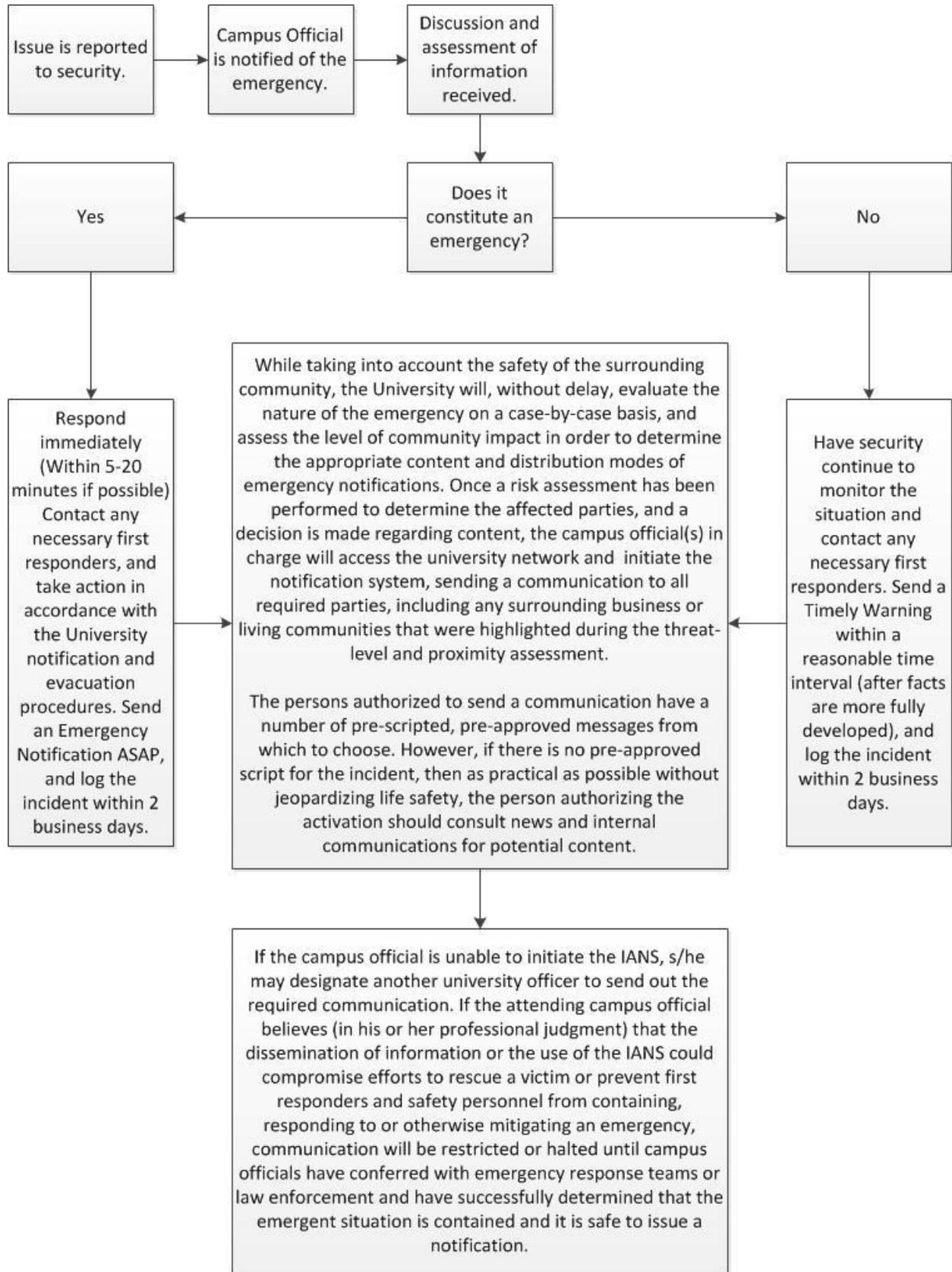
4. *Campus Security Authorities and/or Evacuation Monitor procedural and policy expectations:*

- While campus occupants exit the main building, safety and security personnel are expected to obtain previously stocked emergency equipment and deploy to implement evacuation procedures.
- Gather/recruit the necessary personnel to assist evacuation monitors in directing personnel to strategic exit locations and help individuals who may require additional assistance moving or finding their way out (due to disability, lack of consciousness, etc.).
- Check in with department heads and instructors to see if their constituent groups have been accounted for at the rally point.
- Work directly with first responders to provide any assistance, building access, location information, and (if requested) a status update of the emergency itself, as well as the pertinent condition of the students, personnel, and any other occupants who may have been involved in the incident.
- Keep the Safety and Security team continuously updated on the status of the evacuation and inform the team about any person or group of people who may be missing or the location of persons with disabilities/injuries who need immediate assistance. Pass on any related or learned information to first responders in order to expedite rescue efforts.
- Communicate the ability to reenter the structure after confirming that the student and employee tallies have been handled to satisfaction, and that the situation has been given an “all-clear” status update by CSA’s, law enforcement officials, or other first response professionals.
- Write up an incident report that defines the nature of the emergency and specifies the response of all responsible parties. Carefully archive the information for compliance and regulatory purposes per institutional policies.
- Assist the Safety and Security Committee and the OSAA to communicate the outcome of the emergency and the associated evacuation response, including any lessons learned from the experience, why those lessons are important for the campus community, what is being done to address the outcome, and how campus administrators are reflecting on the incident in order to prepare for future interventions.

Emergency Response Guide

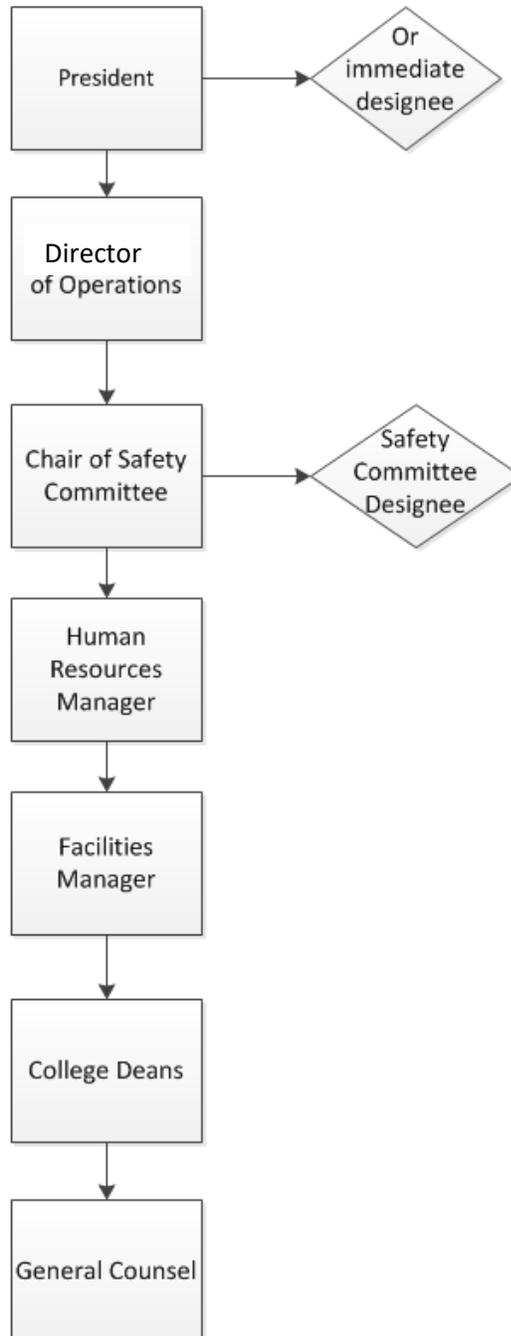
Please reference the section titled “Safety and Security Tips” for additional details on specific steps individuals can take when they encounter emergent situations.

Communication Evaluation Process



Decision Tree/Contact Lineage to Initiate Notification and Outreach

The following individuals are authorized to launch the activation of the Instant Alert Notification System and direct the release of emergency notifications or timely warnings, depending on the intensity of the situation at hand. The chain of command, with respect to availability, is as follows:



Campus Safety and Security Education

The University provides information to the campus community about our security procedures and practices through the annual safety and security presentations given to students during orientation and the various training opportunities and seminars we have in place for employees. Through these policies and practices, the University leverages technologies and relationships with law enforcement to prevent crimes (i.e. Daily Crime Log, Timely Warnings, etc.), how we address crimes that do occur, and how campus occupants can help the institution continue to prevent crimes from occurring/reoccurring on our campus properties. Furthermore, we strongly emphasize the responsibility we have for ourselves and the responsibility we have for each other to continue to maintain and promote an environment of safety and security. Lastly, in addition to the communication and forum discussions mentioned earlier, supplemental safety information consisting of tips, alerts, security protocols, sex offense prevention, and drug abuse awareness are delivered to students and employees via campus email distributions and special events scheduled throughout the academic year.

Safety and Security Training

For California Northstate University faculty and staff, safety and compliance training will be conducted during the first week of their employment, at annual communications presented at departmental and town-hall meetings, and under the following circumstances:

- Any time employee duties change
- Whenever response methods (to emergency situations) are updated, due to resource or personnel changes
- Monthly, via safety lessons provided by a third party safety consultant
- Annually, when prescribed by either the federal or California state governments
- Annually, when prescribed by the University administration

Basic safety training and subsequent expectations for faculty and staff will generally consist of the following elements:

- Employee duties upon discovering an emergency
- Procedures to be followed upon notification of an emergency
- Be familiar with the building evacuation routes and evacuation locations (See posted maps in common areas, offices, and research spaces)
- Methods of alerting employees of an emergency
- Active participation in mandated drills and training
- Completion of monthly safety lessons and associated quizzes
- Active shooter training

For students of California Northstate University, an overview of campus security is given annually in the fall during new student orientation to all incoming classes and includes:

- Reporting and documentation procedures
- Compliance issues
- Emergency alert communications

Emergency Response Guide

- Response procedures
- Active shooter training

For students and employees who engage in research activities, special laboratory safety training is provided during the initial visit to one of the University's research centers in Elk Grove or Rancho Cordova. This information is currently presented, either by the Laboratory Manager or the Vice President of Research to incoming students and new faculty members for policy alignment and compliance purposes. Primary safety training documentation is available for review by submitting a formal written request to the University Laboratory Manager.

Safety and Security Drills

Live drills serve as a functional test of our emergency systems, while simultaneously serving as an educational tool for the campus community. Under the direction of Campus Security Authorities, drills are developed, scheduled, initiated, and archived by the Safety and Security Committee. Campus drills are typically conducted twice a year, with a fire response drill occurring in the fall and an active shooter drill/seminar conducted in the fall or spring. The fire response exercise is unannounced and helps the safety personnel assess how efficiently campus constituents can vacate the premises in an emergency. It also helps the safety team evaluate the operation of the fire monitoring system, the audible and the visual alarms. The active shooter seminar covers shelter-in-place concepts and strategies for engaging an assailant if they discover you and threaten your personal space. The active shooter discussion also covers interactions with law enforcement, and what you can expect from them both during and after the encounter. The respective outcomes of these exercises are discussed at the next following safety committee meeting for assessment, commentary, and conceptual improvement. Problematic outcomes are noted by the safety committee and are forwarded to University administration for additional discussion, remedy, and continued monitoring.

Preventative Education

In addition to specific training and drills, the University understands its role in attempting to prevent certain dangerous and/or harmful behavior. Together, the Office of Student Affairs and Admissions (OSAA) and the Office of Human Resources offer educational programs and activities with two main goals: 1) the prevention of substance abuse and sexual violence on campus (i.e. rape, acquaintance rape, and all sexual offenses defined in the section titled *Sexual Offense Language Defined on page 20*), and 2) to provide relevant resources to those suffering from substance abuse and/or sexual violence. Maintaining these goals furthers the University's commitment to a safe and secure learning and working environment.

Educational programs and activities may include dissemination of information, interactive informational sessions, resource referrals for students and their families, event coordination with internal and external advocacy groups, and structural intervention within (and occasionally beyond) the University. Additionally, interested students may be afforded resources necessary to become peer activists and help fulfill the University's commitment to the progressive education of its students, and maintenance of a safe learning environment. A schedule of programs and events are posted on the monitors in the main lobby of each campus well in advance of appropriate events.

Safety and Security Tips

General Recommendations:

Emergency Response Guide

1. Avoid walking alone or appearing distracted by wearing headphones or talking on your cell phone.
2. Look assertive and be aware of your surroundings (at all times).
3. Have your keys in hand before you reach your vehicle or destination.
4. Share your class schedule with friends and family, effectively creating a buddy system. It is always a good idea to use the buddy system or travel in groups of two or more.
5. When you go out, let someone know where you are going and when you plan to be back.
6. Do not carry your passport, banking information or family details in your handbag, wallet, vehicle, cell phone or PC.
7. Avoid displaying large amounts of cash or other tempting targets such as jewelry, expensive clothing, or electronics.
8. Never leave your belongings unattended, even for a short amount of time.
9. At night, try to walk (or run) in well-lit, regularly traveled pathways. Your risk increases significantly in secluded and isolated areas, so avoid them as much as possible.
10. Report suspicious individuals, vehicles, or activities to campus security.
11. Never take drinks from other people (especially from someone you don't know) and don't leave your drink unattended.
12. Take your time in getting to know your companion or date. Don't spend time alone with someone who makes you feel awkward or uncomfortable. This means following your intuition and removing yourself from situations that you don't feel good about (trust your gut feeling and contact another friend, family member, or coworker and give them your exact location).

Section 2: Crisis Management

These sections review different aspects related to alcohol and substance abuse, sexual offenses and assaults, as well as mental health crisis.

Alcohol, Substance Abuse, and Violence Policies

Alcohol and Controlled Substances

California Northstate University is concerned about the use of alcohol, illegal drugs, or controlled substances as it affects the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the University. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the University to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees either on University property or during the workday (including meals and rest periods). Behavior that violates University policy includes:

- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- Driving a University vehicle while under the influence of alcohol; and
- Distribution, sale, or purchase of an illegal or controlled substance while on the job.

Violation of these rules and standards of conduct will not be tolerated. California Northstate University also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, California Northstate University reserves the right to conduct searches of University property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off University property will not be tolerated because such conduct, even though off duty, reflects adversely on California Northstate University. In addition, the University must keep people who sell or possess controlled substances off University premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may seriously impair the employee's value to the University.

California Northstate University will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The University is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the University obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second

opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the University's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

For additional details on drug and alcohol policies, including resources for those who may have a drug or alcohol problem please see the Student Handbook (Pgs. 51) and the Employee Handbook (Pgs. 60-61). Please also see the section titled "Preventative Education" on page 27 of this report for details on educational programs designed to prevent alcohol and substance abuse.

Violence

In line with the University's policies on alcohol and controlled substances, CNU has adopted a zero tolerance policy for acts of violence and threats of violence to ensure a safe environment for all of its constituents. This policy prohibits actual or threatened violence against any person on University premises, at any University-sponsored event, and/or while engaging in any University-related activity, both on and off-campus. Without exception, acts and threats of violence are not permitted and will not be tolerated. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to disciplinary measures, up to and including dismissal or termination, depending on whether the individual in question was a student or an employee.

Some examples of conduct that violates this policy include:

- Threats of any kind;
- Physically aggressive or violent behavior;
- Intimidating or harassing behavior; or
- Sabotage or destruction of any University property or the property of any employee

Furthermore, the possession of non-work related weapons on University premises and at University-sponsored events shall automatically constitute a threat of violence.

For additional details on violence-related issues, please see the Student Handbook (Pg. 44-45) and the Employee Handbook (Pg. 30-31 and 77-78). Please also see the section titled "Preventative Education" on page 27 of this report for details on educational programs designed to prevent episodes of violence and sexual offense.

Sexual Offense, Assault, and Harassment Policies

The University is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, the University prohibits acts of sexual offenses, including, but not limited to domestic violence, dating violence, sexual assault (including rape, acquaintance rape, or other forcible or non-forcible sex offense), stalking, assault, harassment, or any related retaliation against or by any employee or student. This policy applies to incidents involving accused individuals as well as accused groups.

To report a sexual offense, please see the section titled "Reporting Crimes and Emergent Situations" for detailed contact and procedural information. If a sexual offense is reported to campus security authorities, the individual who receives notice of the offense will assist the victim with contacting local

law enforcement for further investigation and processing, if requested to do so by the victim, or if the victim is incapable of reporting the crime themselves. In order to assist campus security authorities, first responders, or other administrators, victims are strongly encouraged to preserve as much physical evidence as possible to support their complaint.

To obtain the most recent law enforcement agency information provided through the California Department of Justice concerning registered sex offenders, visit www.meganslaw.ca.gov.

Sexual Offense Language Defined

Unless otherwise noted, the following definitions were taken from the Violence Against Women Act [see: 42 USC § 13925(a)] or from an applicable California State/regional Code.

- a) **Consent**, with respect to sexual activity, according to the California State Penal Code (Section 261.6), “shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under Section 261, 262, 286, 288a, or 289.” In addition, in situations “in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.”
- b) **Domestic violence** is abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to,
- sexual relations between the parties while sharing the same living quarters,
 - sharing of income or expenses,
 - joint use or ownership of property,
 - whether the parties hold themselves out as husband and wife,
 - the continuity of the relationship, and
 - the length of the relationship
- c) **Dating violence** is violence committed by a person—
- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - Length of the relationship;
 - Type of relationship; and
 - Frequency of interaction between the persons involved in the relationship.
- d) **Sexual assault** is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

e) **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

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

f) **Sexual harassment** is interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation;
- submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

g) **Hostile environment sexual harassment** is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity and whether it is threatening or humiliating.

[Lesbian, Gay, Bisexual, Transgender, and Queer \(LGBTQ\) Non-discrimination Policy](#)

The University has a no tolerance policy for any type of sexual harassment including harassment or discrimination of LGBTQ students. The policies and protection acts that focus on this non-discrimination stance include:

- a) **Equal Protection Clause of the 14th Amendment:** All students have a federal constitutional right to equal protection under the law. This means that schools have a duty to protect lesbian, gay, bisexual transgender, and queer (LGBTQ) students from harassment on an equal basis with all other students.
- b) **Title IX of the Education Amendment Acts of 1972:** Prohibits discrimination based on sex in education programs and activities receiving federal financial assistance. Although Title IX does not prohibit discrimination on the basis of sexual orientation, sexual harassment directed at a LGBTQ student is prohibited by Title IX if it is sufficiently severe and pervasive. Title IX also prohibits gender-based harassment, including harassment on the basis of a student's failure to conform to stereotyped notions of masculinity and femininity.

The Director of Student Support Services is the Title IX Coordinator for the University. Any violations of the Title IX Education Amendment Act should be reported to him/her in a timely manner.

[1st Amendment, Equal Protection & Due Process Clauses](#)

A transgender/queer student's right to dress in accordance with his or her gender identity may be protected under the First Amendment and the Equal Protection and Due Process Clauses of the U.S. Constitution. The First Amendment limits the right of school officials to censor a student's speech or

expression. Students also have a protected liberty interest (under the Due Process Clause) in their personal appearance. In addition, a transgender/queer student also has a right under the Equal Protection Clause to be treated similarly to other students of the same gender identity.

Sexual Offense, Harassment, and Disruptive Conduct Investigations

The University is committed to providing a prompt and thorough investigation of all complaints of sexual harassment, sexual assault, sex offenses, harassment, or any other conduct disruptive to the University notwithstanding any external investigative and legal processes. The University's investigation thus may occur alongside, rather than in lieu of, an independent law enforcement investigation or civil action.

Depending on whether the grievance is student or employee related, either the University Title IX Officer or the Human Resources department (respectively) will initiate an investigation after an alleged offense is reported to campus security authorities. The focus of the investigation is to collect as much information as possible to substantiate the initial complaint.

For student incidents, the accuser and the accused are entitled to the same opportunities to present information, including having others present during any meeting or disciplinary hearing. The accuser and the accused will be informed of the outcome of the investigation and/or disciplinary proceeding. If the claim against the alleged perpetrator is substantiated, disciplinary action by the institution may include suspension and/or dismissal from the University's educational programs or general employment. The institution has a responsibility to report crimes to local authorities. Perpetrators are therefore subject to state and federal criminal charges and sanctions which may include fines and imprisonment. A petition to appeal the University disciplinary hearing results may be made by the accused or the victim. The petition to appeal must be made in writing to the Title IX Officer within ten working days. A committee will be appointed to consider the appeal. The Committee's response will be provided to the petitioner within twenty working days. The decision from the Appeals Committee is final. For reference, these procedural rules also apply when a student has allegedly harassed an employee of the University.

For incidents involving employees, both parties will have separate and private opportunities to present their side of the situation, and any witnesses will be interviewed individually to maintain privacy and the integrity of the investigation. The HR Manager will make every effort to process the information received and respond to the allegations within 20 working days, but they may request more time if the inquiry prompts additional need for investigation. Once the HR manager has handed down their ruling on the matter, that decision is final and there is no process or opportunity for an appeal. For reference, these procedural rules also apply when an employee has allegedly harassed a student of the University.

California Northstate University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or sexual assault, the report on the results of any disciplinary proceeding conducted by the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, California Northstate University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Furthermore, in the wake of a sexual offense, the University is obligated to make reasonable changes to an alleged/substantiated victim's academic or employment situation after an alleged/substantiated offense has occurred and provide options for those changes if those changes are requested by the victim, regardless of whether the victim chooses to report the crime to proper authorities or law

enforcement. Examples of changes to a victim's academic situation may include team reassignment, classroom seating changes, and experiential education and/or lab location adjustments. Changes for a victim with employee status may include departmental changes, office/desk relocation, changes in committee membership or other alteration as the situation may require.

Lastly, it is a violation of University policy to engage in retaliatory acts against any employee or student who either reports an incident of alleged sexual harassment /violence or testifies, assists or participates in the proceedings, investigation or hearings related to such allegations.

Resources for Victims of Sexual Offenses

Students and employees who have experienced or have become victims of sexual offenses should be aware that the University has identified available options for addressing the mental and emotional support challenges that follow in the wake of a sexual offense.

Counseling/Mental Health Resources

- WEAVE (Women Escaping A Violent Environment): Crisis 24 Hour hotline 916 920-2952
- Victim and Witness Assistance Program: 916 874-5701
- Wellspring Women's Center: 916 454-9688
- National Domestic Violence Hotline: Crisis 24 hour Hotline 1-800-799-7233 (1-800-799-SAFE)
- Talk One2One: Crisis 24 Hour Hotline 1-800-756-3124

Online Resources

- *The Women's Justice Center* has developed several guides for rape victims and for those who wish to help them. Such guides focus on information that will help victims get support, protection, and justice in the aftermath of a sexual offense. (Available in English and Spanish)
- *AdvocateWeb* is a nonprofit organization providing information and resources to promote awareness and understanding of the issues involved in the exploitation of persons by trusted helping professionals.

Crisis Lines

- Rape Abuse and Incest National Network (RAINN) 1 800 656 HOPE ☒
- Rape Crisis Centers (Massachusetts) 1 800 870 5905
- National Domestic Violence Hotline (24 hour) 1 800 799 SAFE
- Stop It Now 1-888-PREVENT
 - Deaf and Hard of Hearing (24 Hour) 1 800 759 8331 TTY PIN: 8779516528 1 800 787 3224
- National Child Abuse Hotline (24 hour) 1 800 422 4453
- Gay Men's Domestic Violence Project (24 hour) 1 800 832 1901
- Domestic Abuse Helpline for Men (24 hour) 1 877 643 1120 access code 0757 e-mail: help@noexcuse4abuse.org
- Safe Horizon 1 800 621 HOPE
- CALCASA Rape Prevention Resource Center - Sacramento, CA (916) 446-2520

Bystander Intervention

What is a Bystander? A bystander, or witness, is anyone who sees a dangerous or unsafe situation. Bystanders may or may not know what to do, or may expect others to do something to help. Research shows that educating and engaging bystanders is a promising way to help prevent the widespread problem of sexual violence within communities. The following is a list of safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual:

Checklist for Bystander Action:

- Questions to ask BEFORE I take action:
 - Am I aware there is a problem or risky situation?
 - Do I recognize someone needs help?
 - Do I see others and myself as part of the solution?
- Questions to ask DURING the situation:
 - How can I keep myself safe?
 - What are my available options?
 - Are there others I may call for help?
 - What are the benefits/costs for taking action?
- Decision to take action:
 - When to act?
- How to Intervene:
 - See violence for what it is. A lot of times, we don't want to admit that violence is happening. We often choose to ignore the situation, look away, or call it something else. It is important to remember that no one has the right to be violent, even if two people are dating. Examples of violence include grabbing someone, hitting, pushing, yelling, or verbal abuse.
 - Violence doesn't stop violence — use words! If someone is being abusive, threatening or trying to fight the abusive person is only going to make the situation worse. Instead, ask questions like "Is everything okay?" while looking at both people. It's a way to interrupt the fight without causing more drama.
 - Don't silence or ignore the victim. Be sure that you don't put all the focus on the abuser. The victim's voice should be heard and respected. Ignoring victims makes it seem like their feelings and voices don't matter.
 - Learn from the situation. What could have been done differently? Did you respect the victim's rights? Did you avoid violence? Talk to your peers and get their perspective on the situation.
 - Remember, violence doesn't end after one action. Sometimes the violence will continue, or the individuals will continue to stay together. This can be frustrating, but it's important to remember that while you can't control what another person is going to do, you can take a stand against violence.

Mental Health

In any setting, a crisis requires both quick thinking and a coordinated, efficient response. At California Northstate University, we may be presented with a number of such challenges, including student deaths, suicide attempts, the impact of major stressors on our students such as the loss of their friends or family members, disruptive behavior in classrooms and other parts of the university community—among many others.

When a student in the university community is facing a crisis, the entire university may be affected. Therefore, it is critical that a basic framework exist to enhance coordinated efforts that protect the safety and well-being of the student in crisis and each member of the campus community. The primary goals of these crisis response strategies include the following:

- 1) Provide support and assistance to the student in crisis and to insure their safety and the safety of others.
- 2) Respond, as confidentiality regulations permit, to persons or groups such as:
 - a. the student's parents, legal guardians, and/or significant others,
 - b. the student's friends, roommates,
 - c. various University offices to provide services and support to the student and other affected members of the University community, California Northstate University communities, as appropriate.
- 3) Address system-wide issues surrounding the crisis.
- 4) Work toward the prevention of similar crises in the future.

Please keep in mind that the strategies listed in Part II are not all-inclusive. As additional needs for specific intervention strategies arise, these additions/modifications will be addressed.

Confidentiality

University staff members who respond to crises must remain aware that students have a right to privacy and that, in some instances, they may not wish to have information shared with others. At the same time, there are situations in which it is necessary and legally permissible for professional staff, faculty members and other members of the community to release information. For example, information should be disclosed to appropriate individuals in connection with an emergency when the knowledge of such information is necessary to protect the health or safety of the student or other individuals. In other situations, the need to release information without the permission of the student is less clear and, in such cases, the Vice President of Student Affairs or the University Counsel should be consulted. In any situation, it is best to attempt to obtain the student's permission to release information.

Different University records are subject to varying standards of confidentiality. For example, Counseling Department records are subject to stricter standards of confidentiality under state law than many other kinds of records. The general principal is that such records should not be released without the written permission of the individual to whom the record pertains. There are a few exceptions to this principle, most notably, as mentioned above, records may be released to appropriate persons and entities when necessary to prevent serious harm to the client or another person.

Judgment

Any staff member involved in a crisis at the University must use his/her own best judgment regarding how to respond. Questions which should be addressed include:

- 1) Which issues require immediate action?

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- 2) What else should be done for the student in crisis?
- 3) Who else may be affected, and what support is available for them?
- 4) Who should be notified?

These questions must be answered quickly in an emergency. When in doubt, consult with other professionals.

Coordination

Crisis prevention, intervention and postvention involve a number of different units of the University that typically communicate with each other and share responsibility for intervening and deciding whom else to involve. In general, the Vice President of Student Affairs will coordinate notification and crisis intervention services but, in some specific cases, other offices might be more appropriate for coordination.

Coordination of services involves a number of steps that include:

- 1) Assessing the situation, with particular attention to the nature and extent of the crisis;
- 2) Identifying person(s) who may need support;
- 3) Determining who will provide direct and indirect services;
- 4) Informing appropriate individuals or offices of the situation;
- 5) Following up with individuals and offices about what action they will take;
- 6) Following up to assess the impact of interventions;
- 7) Determining whether or not future action is necessary;
- 8) Holding a postvention review two weeks after the crisis to examine the effect of the response.

Persons who were involved in responding to this crisis, including all back-up and support services, will be involved in this review. In addition, persons affected by the crisis will be invited to provide feedback regarding the response.

Support

Support may be provided to a student in crisis through a number of methods. Since students in crisis are often more receptive to intervention, staff members may use this opportunity to help them learn from their experiences. Students who are in crisis may benefit from personal, academic and/or financial support. Providing support is a responsibility that can be shared among staff members, family, friends, and other persons. As part of a broad-based umbrella of support, a student can be referred to such services as Counseling Services, Financial Aid, and other units as appropriate.

The following steps, adapted from Suicide Prevention and Crisis Service, suggests a framework for providing support in a crisis.

- 1) Stay Calm. Since a person in crisis may lose perspective, it is important that you stay calm so that the situation can be assessed, and an intervention planned.
- 2) Make contact at a feeling level rather than a factual level. As crises often involve loss or grief, it is important to try to identify feelings that the student may have, such as anger, sadness, and hopelessness. Keep in mind that the student has a right to experience his/her feelings and try not to rush the student through this phase. Stay attuned to your responses to the feelings and try to respond without being judgmental or dogmatic.

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- 3) Explore the current problem. Focus on the past six weeks and identify what might have occurred to precipitate the onset of the crisis. Ask open-ended questions and encourage the student to be specific.
- 4) Summarize the problem. Summarize the problem so that you and the student are in agreement regarding the issues.
- 5) Focus on amelioration and explore resources. It is important to ask the student about what resources/willingness they have to resolve the crisis. Questions can focus on the nature of the student's support system, the positive things in their life, and their willingness to seek appropriate assistance.
- 6) Contract. Set up a contract, preferably written and signed, containing steps that the student will take to help him/herself through the crisis period.
- 7) Consult. If there are any questions, please contact Counseling Department (916-686-8549).

Support may also be provided to students in the academic and financial areas. For example, if the close friend of a student dies suddenly or if the student is the victim of a fire, the Division of Academic Affairs (Graduate or Undergraduate Deans) can be notified of this situation, which may result in the student's being permitted to take incompletes in all courses.

Below are listed some possible methods of response to student crises that can be made by academic staff. When appropriate, academic chairpersons and/or deans should be consulted.

- 1) Recommending counseling services;
- 2) Extending a deadline;
- 3) Offering special tutoring, make-up work, or examinations;
- 4) Excluding one or more test grades from the final grade computation;
- 5) Computing the final grade or class standing, without all work being completed;
- 6) Facilitating a personal or medical withdrawal.

In the case of financial crisis, the Offices of Financial Aid may be able to assist by suggesting whom to notify in order to alter payment schedules, receive emergency funds, or facilitate other arrangements.

What To Do To Respond To Immediate Danger To Self Or Others

In the event of a dangerous or hazardous condition, such as physical danger due to potential violence or suicide, bomb threats, or similar situations, call the Police Department at 911.

Response Strategies For Specific Crises

- Attempted Suicide in Progress
- Threat of Harm to Self Or Others
 - Disruptive Behavior
 - Other Crises

Attempted Suicide in Progress

Response Strategies for Specific Crises

While the nature of suicide attempts varies greatly, each suicide attempt must be taken seriously. In order to protect a student's privacy, suicide attempts should be addressed with discretion. In all

Emergency Response Guide

instances, the best interests of the student as well as the university's aim to protect the student's welfare must be considered paramount.

Guidelines

Call 911. When a suicide attempt is in progress, 911 should be notified immediately by telephone. (Issues of confidentiality do not apply when a person's life is in danger).

In many instances a suicide attempt constitutes a medical emergency (e.g. bleeding from self-injury, confusion or coma from drug overdose).

University Staff will:

1. Arrange for emergency medical transport (call 911).

The student will be transported to the Emergency Department of the nearest hospital. It is the policy of the Emergency Departments to assess such patients medically, and then conduct a psychiatric assessment.

Notify the Department of Student Affairs, who will notify the Counseling Department so that any necessary follow-up may be made. For example, the Counseling Department will work with the Center staff in the event that the student who has attempted suicide might be an ongoing client of Counseling and Psychological Services.

Note: Decisions about the University's notification of parents or family members will be made by the Student Affairs based on:

- information provided by the student about who to contact in case of emergencies, and;
 - the recommendations of the appropriate licensed health care practitioners as well as other professionals knowledgeable about the student and/or the circumstances.
2. After a suicide attempt, the student should be referred for appropriate follow-up mental health services. While this is often done by the hospital Social Worker, a student who is not assessed or given referrals through the hospital may be scheduled for an assessment at Counseling and Psychological Services. Counseling Center clinicians will, on the basis of the assessment, make treatment/referral recommendations that are in the best interest of the student.
 3. Any member of the University community who is aware of a suicide attempt is strongly advised to call Counseling Department (916-686-8549) for assessment of ongoing risk, assistance with follow-up treatment planning for the student and planning of appropriate interventions for those in the campus community close to the student.
 4. To provide for adequate support of the student, with the student's consent, the Counseling clinician who assesses the student may do the following:
 - Facilitate contact with the student's parent, guardian or spouse to discuss a medical withdrawal or future treatment, if appropriate.
 - Consult with offices within the Divisions of Student Affairs, Academic Affairs, or other offices to coordinate future support services.
 5. If appropriate, the Vice President of Student Affairs will inform:
 - The President and Vice Presidents for executive notification;

- other offices as appropriate, so that further support can be provided.
- The Academic Dean's Office if special academic arrangements need to be made.

Threats of Harm to Self Or Others

All threats of harm must be taken seriously whether the threat is assault, homicide or suicide. It is essential that professional consultation be sought as soon as possible. No one should evaluate a threat on his or her own. Remember, when a person's life is in danger, safety takes priority over privacy.

Please note that at times threats are vague or ambiguous and/or may be aimed at a future event or time. These threats should also be taken seriously, and consultation should be sought as soon as possible.

Guidelines

1. Counseling Center should be contacted for a consultation to assess the lethality of the threat and to coordinate a plan for intervention. Call 916-686-8549 Monday through Friday from 9:00 AM to 5:00 PM.
2. Emergency mental health consultation is available through the Sacramento County Mobile Crisis Unit. Call 911, and the Sacramento Police or Sacramento Sheriff will come out with a Crisis Intervention Team trained specialist. Dispatch are hours Tuesday – Friday 9:00 am – 7:00 pm.
3. In all circumstances of clear and imminent danger call 911 for an immediate response.
4. Always remember that, when in doubt, consult with a professional.

Disruptive Behavior

Although disruptive behavior may be associated with a mental health or medical condition, it is best to focus on a student's behavior and its consequences. This ensures that the individuals due process rights are protected.

Guidelines

1. Except in cases of imminent danger, the Counseling Department 916-686-8549 should be contacted for consultation to help identify the possible presence of psychological, behavioral or substance abuse problems that may be contributing to the disruptive actions.
2. Counseling Department staff will facilitate intervention and support.
3. The Police Department (911) should be notified when a student's behavior is damaging to property or is a threat to the safety of self or other individuals. The Police will then take appropriate action.
4. The Vice President of Student Affairs should be notified so that a coordinated response may be made regarding the student and those affected by his/her behavior. The Vice President of Student Affairs or his/her designee will contact the following offices:
 - Offices of the Academic Dean, and other offices as appropriate to determine the extent of damage and disruption and to assist in identifying members of the University community affected by the disruptive behavior.
 - Offices within the Division of Student Affairs to obtain consultation if the student is a multicultural, international, or disabled student.

Other Crises

It is not possible to predict all types of crises. In the event of a crisis that is not listed in this manual, the following general guidelines may be helpful.

Emergency Response Guide

Guidelines

1. Contact the Police at 911. They will provide assistance and/or make appropriate referrals.
2. Contact The Counseling Department for consultation at 916-686-8549 Monday through Friday 9:00 AM to 5:00 PM. A counselor will respond promptly to provide consultation or other psychological services, arrange for assistance and/or make appropriate referrals.
3. Contact the Office of Student Affairs for additional assistance and support as needed.
4. Provide whatever support you can, using the guidelines outlined in this document.

Section 3: Unique Scenarios

This section of the Emergency Operations Plan reviews some but not all unique scenarios and what to do in the event that one occurs. As well as other emergency tools and systems.

Emergency Medical Situations and Workplace Injuries

Description

The following instructions serve as a reminder for providing emergency assistance, ONLY if you are trained or certified.

- If you suffer a serious injury, seek immediate medical attention.
- If necessary, dial 911, and be prepared to answer all of the dispatcher's questions.
 - Provide the exact location of where you are calling from and include any details that could help public safety personnel find you.
 - If necessary, they will send an ambulance and notify other public safety personnel to assist you.
- If you receive medical treatment for a workplace-related injury, do not give out your personal health insurance information. Instruct the hospital staff that you suffered a workplace injury, and you are an employee of California Northstate University.
- Do not attempt to move an injured person unless there is an immediate, life-threatening situation.
 - If you believe they may have been electrocuted, do not touch them for any reason, as residual electricity could be inadvertently transferred to you.
- Send someone to retrieve the first aid kit and the automated external defibrillator (AED).
- Send someone to guide first responders to the location where the individual needs assistance.
- Notify a supervisor or someone from the administration/safety group.
- If safe, trained, and willing, begin the steps of CPR/AED or first aid.

To Stop Bleeding

- Apply pressure directly onto the wound with a sterile gauze, clean handkerchief, or gloved hand.
- Maintain a steady pressure for five to ten minutes.
- If victim is bleeding from an arm or leg, elevate it.
- Stay with victim until help arrives.

Seizures and Unconscious Victims

- Do not leave victim alone, call 911 for assistance.

Heat-Related Illness

- Get victim to a cool place.
- Loosen tight clothing.
- Apply cool, wet cloths to the skin.

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- Fan victim.
- If victim is conscious, give cool (not cold) water to drink.
- Call an ambulance if victim refuses water, vomits, or loses consciousness.

Emergency Evacuation

- Treat every building alarm as an emergency.
- Follow exit signs to egress points and fire rated stairwells.
- If an exit or stairwell is blocked or filled with smoke, find a secondary egress route.
- Never use an elevator to evacuate.
- Once outside the building, do not reenter. Proceed to your designated meeting place away from the structure.
- Know your primary and secondary evacuation route.
- Know where the closest evacuation map and fire alarm pull station are (in proximity to your usual work area).
- Review your department's specific emergency procedures, if applicable.
- If you have an impairment or disability that requires a specific emergency evacuation plan, contact Human Resources or your emergency evacuation monitor ahead of time to discuss.

See Appendix 2 for Evacuation Routes

SUSPICIOUS PACKAGE OR OBJECT

Description

Suspicious packages are not limited to those delivered by commercial or U.S. postal carrier. If you receive or discover a suspicious package or foreign device, do not touch it, tamper with it, or move it. Contact the Elk Grove Police Department at (916) 478-800

Detecting Suspicious Packages or Letters

Suspicious packages are not limited to those delivered by a commercial or U.S. postal carrier. The U.S. Postal Service and the Bureau of Alcohol, Tobacco, and Firearms have designated the following characteristics as indicators of suspicious packages:

- Lumps, bulges, or protrusions on package
- A lopsided or heavy-sided package
- Excessive tape
- Handwritten addresses or labels from companies (check to see if the company exists and if they sent a package or letter)
- Packages wrapped in string
- Excess postage on small packages or letters ☐ No postage or uncanceled postage ☐
- Handwritten notes such as "To Be Opened By..."
- Restrictive markings such as "confidential" or "personal"
- Improper spelling of common names, places, or titles
- Generic or incorrect titles. Titles with no name attached

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- Oily discolorations or crystallization on wrapper
- Protruding wires, string, tape, etc.
- Hand delivered or “dropped off for a friend” packages or letters
- No return address or nonsensical return address
- Foreign mail, air mail, and special-delivery packages
- Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received

Immediate Actions

- If you are holding a suspicious package / object:
 - Gently set the item down on a solid surface or on the floor. If there is powder or liquid, try to set the item down in a container like a trash can or bucket.
 - If applicable cover the container to prevent aerosol/dust
 - Evacuate others from the immediate area.
 - Leave the immediate area.
- If you locate a suspicious package / object:
 - DO NOT touch or move the object.
 - DO NOT activate the fire alarm system.
 - Notify a supervisor or Campus Security Authority immediately
 - Contact the Elk Grove Police Department at (916) 478-8000 or the Sacramento Sheriff’s Department at (916) 875-9600.
 - Evacuate only the immediate area.
 - Isolate the area and do not allow anyone to enter until law enforcement or campus authorities have specifically stated that the area is safe.
 - Request other witnesses to remain nearby to speak with first responders.
 - Remain available to assist responders.

If you receive or discover a suspicious package or foreign device, do not touch it, tamper with it, or move it. Dial 911 immediately to report.

Packages or Letters Containing a Powdery Substance or Anthrax Threat Call 911

Immediately secure and evacuate area. Move people away. Do not move or open the package. Do not investigate too closely. Do not cover or insulate the package. Turn off ventilation, if able, or call Facilities Management at (916) 686-7400 to do so. Thoroughly wash hands, remove clothing, and place clothing in plastic bag. Do not return to area until cleared by the Department of Public Safety or the Environmental Safety Office.

BOMB THREAT

Description

A bomb threat may come to the attention of a member of the University community in a number of various ways. It is important to compile as much information as possible. The receiver of the threat should NOT attempt to notify or evacuate an entire building as this could take valuable time that would

be better used to gather information on the nature of the threat. It is important to keep in mind that the vast majority of threats are false and are primarily intended to elicit a response from the building occupants. In the event that the threat is written, it is vital that the document is handled by as few people as possible as the document is evidence, and it should be turned over to the local police department. If the threat is received via email, make sure that the information is saved on your computer. As most threats are transmitted over the telephone, the following instructions are provided with that assumption in mind.

Immediate Action

Remain calm and immediately refer to Telephone Bomb Threat Checklist. If applicable, pay attention to your telephone display and record any information shown in the display window. The objective is to keep the caller on the line as long as possible to attempt to gather as much information as possible. Try not to anger the caller at any time. While engaging the caller, try to pay attention to any background noise and distinctive sounds (traffic, machinery, other voices, music, etc.) that may provide clues on caller's location. Note any characteristics of the caller's voice (gender, age, accent, education, etc.). Attempt to obtain information on the location of the device (building, floor, room, etc.). Attempt to obtain information on the time of detonation and type of detonator. At the conclusion of the call, immediately notify 911 from an on-campus phone. If the threat was left on your voicemail, do not erase. Notify the immediate supervisor within your work area.

Next Actions

The decision to evacuate a University building shall be made after a thorough evaluation of the information available, including but not limited to, the following:

- Nature of the threat
- Specificity of location and time of detonation

All circumstances related to the threat (including series of events leading to the threat, political climate, etc.) Discovery of a device or unusual package, etc.

The local police department will dispatch a search team and will organize the search. Local emergency services will be notified of the threat and asked to stand by for further instructions. Persons leaving the building should report to that building's Emergency Management Area, or assembly location.

Subsequent Procedures / Information

The University Community can be of assistance to the police department in several ways. Staff will be more familiar with their work area than responders and may be asked to identify boxes or objects in their work area. If an evacuation of an academic building is necessary, classes will be dismissed or relocated. If a suspicious device, package, bag, etc. is discovered, CNU's Safety Officers will notify the Police Department for assistance. The decision to resume normal activities in the building will be made jointly by the Director of Operations and Police Department or a designee in consultation with appropriate individuals in University administration.

TELEPHONE BOMB THREAT CHECKLIST

Emergency Response Guide

INSTRUCTIONS: Be calm. Be courteous. Listen. Do not interrupt the caller. Notify Supervisor / Police Department of the situation following call.

Today's Date ___ / ___ / ___

Information on Call Date of Call:

Time of call: Duration:

Phone number called:

Name of Person receiving the call:

Phone number to call for follow up:

Questions for caller (Try to ask these questions and document responses)

- When will the bomb explode?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Where is the bomb located?
- What does the bomb look like?
- Did you place the bomb?
- Why did you place the bomb?
- Where are you now?
- What is your name?

Document exact wording of threat:

Information on caller Gender of caller Male Female Unknown

Approximate age of caller Does the voice sound familiar?

If yes, who does it sound like?

Description of caller (Check all that apply) Voice Speech Language Behavior Background Noise Clean Distorted Hoarse Loud Muffled Nasal Pitch – High Pitch – Med Pitch – Low Pleasant Raspy Smooth Soft Squeaky Unclear Other Accented Deliberate Distinct Fast Hesitant Lisp Slow Slurred Stuttered Other If Accented, Describe: Educated Foreign Foul Intelligent Irrational Rational Slang Taped / Recorded Uneducated Unintelligible If Foreign, Describe: Agitated Angry Blaming Calm Clearing Throat Crying Fearful Intoxicated Laughing Nervous Self-Righteous Other Airport Animals Baby Birds General Noise Guns Firing Gymnasium Machinery Motor Music Party PA System Quiet Restaurant Static Street Noise Talking Tavern / Bar Television Traffic Train Typing Water / Wind Other

EARTHQUAKE

Description

California Northstate University (Sacramento) does not sit on top of a known active faulty however smaller earthquakes are far more common. In any case take the following precautions to prevent

injuries. Most injuries occur when people inside of buildings try to move to a different location in the building or try to evacuate. The area near the exterior walls of a building is the most dangerous place to be with windows, facades, and architectural details often being the first parts of a building to collapse. In order to avoid these dangerous areas, stay inside if you are inside and outside if you are already outside.

Immediate Action

If you are indoors:

- Stay inside until the shaking stops.
- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is not a table nearby, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- Do not use the elevators.
- If you are in a stadium or arena: Stay at your seat and protect your head and neck with your arms. Do not try to leave until the shaking is over. Walk out slowly watching for anything that could fall in the aftershocks.

If you are outdoors:

- Stay there
- Move away from buildings, streetlights, and utility wires
- Once in the open, stay there until the shaking stops

If you are in a moving vehicle:

- Stop as quickly as safely possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Next Actions

After the shaking has stopped, evaluate your surroundings. Look for safety hazards such as fire, smell of gas or fumes, dangerous debris or obvious structural damage. Look for injured or trapped people. If you are in a building and there are no obvious hazards, do NOT evacuate. If the structural integrity of your building is compromised or your surroundings are hazardous, evacuate. Use the stairs. Assist in the building evacuation of people with special needs. Determine if emergency responders are needed. If yes, dial 911 from University phone.

Subsequent Procedures / Information

Expect aftershocks. These secondary tremors are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the initial earthquake.

Take steps to account for people. Work with Safety and Security members to assemble at designated assembly areas and determine if everyone is present, including employees and guests. If the building was evacuated, there should be an evaluation of the building to address any damage. Do not re-enter the building until this has been completed. Listen to a battery-operated radio or television for latest emergency information. The University operating status will be posted on www.cnsu.edu or announced through the emergency notification system. Use the telephone only for emergency calls. Stay away from damaged areas unless your assistance has been specifically requested. Inspect your work space for damage and report any damage to your supervisor. Open cabinets and doors cautiously. Beware that objects may have moved during the shaking. Clean up spilled liquids (bleach, gasoline, and flammable liquids) immediately if you are trained to do so. Leave the area and call 911 if you smell natural gas or fumes from other chemicals.

EXPLOSION

Description

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage.

Immediate Action

Get out of the building as quickly and calmly as possible. Call 911. If items are falling off of bookshelves or from the ceiling, get under a sturdy table or desk. If there is a fire, stay low to the floor and exit the building as quickly as possible. Activate the building fire system, if possible. If you are trapped under debris, tap on a pipe or wall so that rescuers can hear where you are. Assist others in exiting the building and move to designated evacuation areas. Keep streets and walkways clear for emergency vehicles and crews. Untrained people should not attempt to rescue people who are inside a collapsed building and should wait for emergency personnel to arrive. Once outside, move at least 150 feet away from the building and proceed to the designated area for evacuation. Keep roadways and walkways clear for emergency vehicles.

Next Actions

The emergency services department will make decisions regarding the control and abatement of the explosion incident and will determine if it is safe to re-enter or re-occupy the building.

Subsequent Procedures / Information

Depending on the nature and degree of the explosion incident, other support agencies and University resources may be brought in for services or assistance.

FIRE

Description

Emergency Response Guide

A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for people to evacuate the building quickly and safely and call 911. For University buildings, the Facilities Manager or Director of Operations shall work with emergency responders to provide information about the location and cause of the fire, if known, and to assist in a safe and orderly evacuation of the building.

Immediate Action

For the person discovering the fire:

Stop all activities. Manually activate the fire alarm system. If it is safe for you to attempt to extinguish the fire do so, remember to remain calm and RESCUE anyone in immediate danger.

→ *R.A.C.E. during fire response:*

Relocate – remove yourself from immediate danger.

Alarm – activate the fire alarm.

Confine the fire as you leave by closing doors and windows.

Evacuate – exit the building.

→ *P.A.S.S. when using a fire extinguisher:*

Pull the safety pin on the grip handle.

Aim the nozzle at the base of the fire.

Squeeze the handles all the way together.

Sweep the extinguisher from side to side.

After the fire is extinguished, call 911 if you have not already done so.

For occupants of the building: Close but do not lock the doors to your immediate area. EVACUATE the building via the nearest exit. Assist others in exiting the building. DO NOT use elevators. Avoid smoke-filled areas. Once outside the building, report to your designated meeting area. Wait for instructions.

See Appendix 2 for Meeting Areas

For persons evacuating from the immediate fire area: Feel door from top to bottom. If it is hot, DO NOT proceed; go back. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it. If no smoke is present, exit the building via the nearest stairwell or exit. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

Next Actions

The responding Fire Department will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University.

Subsequent Procedures / Information

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resources, or specialized contractors.

HAZARDOUS MATERIALS

Description

Emergency Response Guide

A hazardous materials incident may be a spill or release of chemicals, gas leak or biological materials inside a building or into the environment. The user may manage simple spills if they are adequately trained to do so. Major spills or emergencies require assistance from 24-hour emergency services. The University does not have a fire department or HAZMAT Team.

Immediate Action

Simple spills should be cleaned up by the person that caused the spill if they are adequately trained to do so. TURN OFF any sources of ignition. Prevent further release, but do not risk exposing yourself. Try to prevent the spill from entering drains or the environment by using any absorbent buffer which is available. If individuals have been exposed, brush off any dry chemicals and rinse the area thoroughly for 15 minutes or until medical assistance arrives. Provide assistance to the ill or injured (see Injury/Illness Procedure). Locate the Safety Data Sheet (SDS) for the material of concern and provide it to responders.

Biohazard spill

Leave the spill area to allow the aerosols to settle down for 15- 30 min and post a warning sign to inform other persons. Remove the contaminated clothing and place them in a biohazard bag. Wash affected area with soap and water for 15 min and remove contaminated PPE. Inform your supervisor or lab manager. Assemble clean up materials (Bleach, biohazard bags, forceps) and wear protective clothing. Cover with floor spill with disinfectant-soaked towels and leave for another 15 min. Remove the soaked towels with forceps and place them in a biohazard bag. Wipe away the surrounding areas, spray with disinfectant (10% Bleach) and allow to air dry. Use forceps to collect all towels in the biohazard bag. If spill in Biosafety cabinet, leave it turned on, don't put your face inside and begin cleaning immediately.

Major spills or emergencies: Report any spill or loss of containment to the Facilities Manager, University Operations, laboratory manager, the Safety Committee Team, or a night time supervisor (if no one else is available). Dial 911. Isolate the area and await assistance. Evacuate, assemble at a safe distance, and ensure a building representative is available to communicate with any arriving first responders. Request exposed individuals to remain nearby until emergency responders arrive. Account for all individuals. Wait for, and provide, information to responders.

If exposed to a chemical, use an eyewash station or emergency shower. Immerse yourself or your eyes for 15 minutes. Then seek medical attention if needed.

Gas Leak: Evacuate the premises, cease using all electrical devices, open doors and windows if possible, call 911 and if possible the gas company, and stay away until the location has been cleared for re-entry. The gas company and the fire department know how to test for a gas leak. They have the knowledge and safely enter the building and shut off the leak.

Next Actions

The decision to call for emergency assistance may be made by the user, a person discovering an incident, or the responders receiving the call for assistance.

Determine if emergency responders are needed. Determine if immediate hazards are under control and the situation is stabilized. Determine if the site can be reoccupied or if further remediation or repair is needed.

Emergency Response Guide

The decision that an incident is controlled and stabilized is made by the emergency response agency (local fire department, Environmental Safety Office, or a HAZMAT Team). After immediate hazards have been controlled and stabilized, the transfer of authority and responsibility for the site will be returned to the University.

Emergency Agencies may request input for decision making from University resources to determine that reoccupation is safe.

Subsequent Procedures / Information

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resources, or specialized contractors.

Tips for reporting a spill:

- Has anyone been exposed?
- What has been released (gas, liquid, solid)?
- Do you know what the material name is?
- How much has been released?
- Is it actively being released, or has it slowed/stopped?
- Is the release contained, or is it entering the environment (sewer, soil, vents, etc.)?
- Are there sources of ignition nearby?

INFRASTRUCTURE FAILURE / UTILITY DISRUPTION

Description

It is understood that from time to time that California Northstate University may experience infrastructure issues that could impact university operations. These include electricity, computer, steam, water, or telephone failures. In the event of a major failure try to remain calm. In the event of a major, campus-wide outage, CNU has emergency generators that will immediately provide emergency power to selected areas of campus.

Immediate Action

If a critical incident is experienced relating to water, electricity, steam, heating/cooling fire alarms building automation, or other unsafe conditions notify the Facilities Manager, the University Operations Chief, or the Safety Committee Chair, for all local, non-emergency utility issues. If a critical incident is experienced relating to telephone or computer systems, call Information Technology Services.

In case of Major, Campus-Wide Power Outage: Remain calm. Follow directions from the University Operations Department. If evacuation of a building is required, seek out people with special needs and provide assistance. Laboratory personnel should secure all experiments and unplug electrical equipment before evacuating. All chemicals should be stored in their original locations. Provide natural ventilation by opening all windows and doors. If this is not possible or natural ventilation is inadequate, evacuate the laboratory until the power is returned. Do not use candles or other types of open flame for lighting. Unplug all electrical equipment, including computers and turn off light switches. Do not use elevators. Emergency lighting for exit pathways will function for fifteen to thirty minutes following a power outage. In areas with poor natural light, evacuate promptly. Doors equipped with key-card readers will lock and

limit entry. To exit, use the “emergency” push bar. Key-card access will be available when power is restored.

If People are Trapped in an Elevator: Tell passengers to stay calm and that you are getting help. Use the “Call Button” in the elevator and provide information. Stay near passengers until assistance arrives, provided it is safe to stay.

Next Actions

The first responders will determine whether a critical incident exists and will report to the appropriate department heads. In the event that a critical incident exists, the Incident Management Team will be convened.

Subsequent Procedures / Information

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resources, or specialized contractors.

TERRORISM

Description

Terrorism is defined by the Federal Bureau of Investigation (FBI) as “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian populations, or any segment thereof, in furtherance of political or social objectives.” Weapons of Mass Destruction (WMD) may potentially be deployed by terrorists and can be categorized into five groups using the acronym CBRNE – chemical, biological, radiological, nuclear, and explosive.

First responders have been trained to recognize the effects resulting from a CBRNE attack and to respond accordingly. Hospitals across Sacramento have decontamination equipment and personnel trained to treat the effects of CBRNE agents.

The network of local and state public health department, local hospitals, pharmacies, and the federal Strategic National Stockpile (SNS) maintains supplies of antibiotics, antivirals, and vaccines to treat known biological agents. In the event of a need to vaccinate or otherwise distribute medication to a large segment of the local population, the local and state public health departments maintain plans for mobilizing regional resources.

Immediate Action

Instruction on what to do in the event of a CBRNE attack will be disseminated through the City, County, and University Administration. It is recommended that you have a battery operated radio or television available for listening / viewing for use in this type of emergency.

Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crises, such as being alert to your surroundings – including any conspicuous or unusual behavior, having a personal plan, and being familiar with the evacuation plan for your building. In the event of a terrorist attack, follow the directions of authorities and the procedures drawn up in the preparedness plan.

Emergency Response Guide

Mask: Put on breathing protection such as a mask or cover mouth and nose with a cloth.

Move: If indoors, move to the highest, most interior room of a house or building. If outdoors, move laterally and upwind away from any smoke or aerosol cloud.

Shelter: Seek shelter in a building or covered structure. If in a vehicle, pull over and turn off the engine, air conditioner, heater and vents, and roll up the windows. Turn off all electrical appliances, fans, air conditioners, furnaces, etc. Close and lock all windows, vents, doors, and other openings. Seal room windows and doors with duct or masking tape. Seal door thresholds with wet towels. Sit adjacent to an inner wall and away from outer walls and windows. Do not smoke, light candles, or use any sources of open flame.

Next Actions

Evacuation: Be prepared to evacuate your home or workplace if circumstances require it. Follow the steps in your personal Family Disaster Plan to be sure you have the necessary items with you.

Listen: Keep calm and listen to the radio / TV for official news updates. Stay indoors until notified by the Public Information Officers that it is safe.

Decontaminate: Minimize contact with all outside surfaces. Remove contaminated clothing and jewelry as soon as possible and place in separate, sealed plastic bags. Wash exposed skin with soap and water and shampoo hair.

Seek Care: If exposure is known or suspected, report to the nearest medical facility as directed by public health officials for evaluation and treatment. Inform the staff you may be contaminated.

Assist Others: As circumstances and your training permits, assist others in your building or neighborhood. Depending on the magnitude of the incident, assistance from emergency services personnel may be significantly delayed. Preparing beforehand by seeking training through the American Red Cross, the Neighborhood Emergency Response Team (NERT), or other organization can provide a valuable community service.

Subsequent Procedures / Information

Depending on the nature and needs of the incident, assistance and services may be brought in from other public support agencies, University resources, or specialized contractors.

VIOLENT INCIDENT

Description

Violent incidents, including but not limited to acts of terrorism, an active shooter, assaults, or other incidents of workplace violence where you should shelter-in-place, can occur on campus or in close proximity with little or no warning. An “active shooter” is considered to be a suspect or assailant whose activity is immediately causing serious injury or death and has not been contained.

California Northstate works with the local law enforcement regarding the proper response procedures to contain and terminate such threats as quickly as possible. The following information regarding law enforcement response will enable you to take appropriate protective actions for yourself. Try to remain

calm as your actions will influence others. The following instructions are intended for incidents that are of an emergent nature (i.e., imminent or in progress).

Immediate Action

- If possible, report the emergency to local authorities by dialing 911. Provide as many details as possible and, if necessary, request medical assistance.
- Obstruct any pathway that could provide the shooter access to your location.
- Gather small objects that are easy to pick up and have enough weight to be thrown as an offensive weapon.
- In the shortest amount of time possible, rally colleagues, friends, mentors, and all non-personnel to commit to one task, overwhelming the target with flying objects and forcing them to the ground.
- Position personnel in a half circle around the nearest egress and have each individual hold at least one object to throw at the assailant.
- If the assailant makes his/her way into the room, immediately throw blunt objects in their direction, aiming at their face and neck, until someone from the group has an opportunity to bring the assailant to the ground.
- Using people or heavy objects incapacitate the assailant and prevent them from moving or reaching any additional weapons they might have on their person.
- Once the assailant is contained, immediately seek help and bring law enforcement agents to the area where they have been detained/incapacitated.

Secure the Immediate Area

- Whether in a classroom, residence hall room, office, or restroom:
- Lock or barricade the door, if able. Block the door using whatever is available – desks, tables, file cabinets, other furniture, books, etc.
- After securing the door, stay behind solid objects away from the door as much as possible.
- If the assailant enters your room and leaves, lock or barricade the door behind.
- If safe to do so, allow others to seek refuge with you.

Protective Actions

Take appropriate steps to reduce your vulnerability:

- Close blinds
- Block windows
- Turn off radios and computer monitors
- Silence cell phones
- Place signs in interior doors and windows, but remember the assailant can see these as well
- Place signs in exterior windows to identify your location and the location of injured persons
- Keep people calm and quiet
- After securing the room, people should be positioned out of sight and behind items that might offer additional protection – walls, desks, file cabinets, bookshelves, etc.

Unsecured Areas

If you find yourself in an open area, immediately seek protection:

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

What to Report

Try to note as much as possible about the assailant, including:

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

Un-securing the Area

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

Law Enforcement Response

CNU Safety Officers will immediately respond to the area assisted by other local law enforcement agencies if necessary. Remember help is on the way. It is important for you to:

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

Injured Persons

Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized and the area is secure.

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

Shelter-in-place

- In some emergencies, it is safer to stay indoors than it would be to evacuate.
- You may need to shelter-in-place for a variety of reasons, such as severe weather, chemical spills/hazards, biological hazards, or public safety emergencies.
- If there is a hazardous condition which requires you to shelter-in-place, you may be notified through any of the following means (Note: You may not know which hazard you are sheltering from at the time of the notification):
 - Instant Alert Notification System: e-mail, text phone message/voicemail.
 - Face-to-face verbal communication.
 - Public address system of a building or emergency vehicle.
 - AM/FM radio broadcast.
 - Television broadcast.
 - NPR Weather Radio Broadcast.
 - NOAA or EC Weather Radio services
- If you are outdoors, immediately move to the nearest building, warning others in the area

Evacuation

Responding officers will establish safe corridors for persons to evacuate. This may be time consuming. Remain in secure areas until instructed otherwise. You may be instructed to keep your hands on your head. You may be searched. You may be escorted out of the building by law enforcement personnel. Follow their instructions. After evacuation, you may be taken to a staging or holding area for medical care, interviewing, counseling, etc. Once you have been evacuated, you will not be permitted to retrieve items or access the area until law enforcement releases the crime scene.

Next Actions

Assistance from local and state law enforcement agencies will be provided under existing mutual aid agreements. The decision to call in outside supporting agencies or to close all or a portion of the campus will be made by the appropriate individuals in the University administration. Information will be released to the CNU Community as quickly as circumstances permit.

Subsequent Procedures / Information

We cannot predict the origin of the next threat. Assaultants in incidents across the country have been students, employees, and non-students. In many cases, there were no obvious specific targets and the victims were unaware that they were a target until attacked. Being aware of your surroundings, taking common sense precautionary measures, and heeding any warning information can help protect you and other members of the community.

SEVERE WEATHER

Description

Severe weather conditions can occur suddenly or be predicated ahead of time. Severe weather likely to occur in this area includes dense fog, icy roads, heavy rains, and high winds. To determine if a work day is interrupted or cancelled due to severe weather please contact the main campus line at (916) 686-7400 [main desk line] or check your email and cell phone for emergency notifications. You can also check the National Weather Service website for (CA) information at:

<http://www.nws.noaa.gov/view/prodsByState.php?state=CA&prodtype=warnings>

Immediate Action

Heavy Rains and Flooding: In the event of extensive roof or window leaks or imminent flooding of ground floor areas, unplug electrical devices and secure all equipment by moving or covering it.

High Winds: Remain inside the building, away from windows. If outside, avoid areas with the heaviest concentration of trees. Stay clear of sagging or downed power lines.

Automobile: Check with local news stations to see if inclement weather has affected your region/commute. Plan ahead. Leave early to accommodate for slow conditions. Adjust your speed and maintain a safe following distance. Ensure you have plenty of windshield washer fluid. Keep your car's fuel tank as full as possible.

Next Actions

The decision to close campus or discontinue normal campus operations is made by the President. This CNU Community would be notified of this decision through email and emergency notification system.

FLOODING / WATER LEAK

Description

Flooding at California Northstate University would most likely be a result of area flooding from multiple, major rainstorms or a nearby water-main break. In the event of weather-related flooding, the Department of Public Safety will monitor the National Weather Service and other emergency advisories to provide guidance on any necessary actions including evacuation of areas and cancellation of classes. Notify the University Facilities Manager, the University Operations Chief, or the Safety Committee Chair, for any flood, back-up or leaking water.

Reporting a problem

- What is the source of the water (pipe, seepage, roofing, etc.)?
- How much water is present?
- How fast is the water entering the area?
- Is there any sewerage or hazardous materials involved?
- Has anything been damaged or in danger of being damaged? Specify if CNSU-owned property, such as books, collections, equipment, or infrastructure have been damaged.
- Are any other utilities involved?

Immediate Action

Emergency Response Guide

In case of Minor Imminent Flooding: Do not enter standing water. Secure vital equipment, records, and chemicals by moving to higher, safer ground. Shut off all electrical equipment. Secure laboratory experiments. Wait for instructions from the Operations Department for immediate action. If you have been evacuated from your building, do not return to it unless you have been instructed to do so by someone from the University.

In case of Major Imminent Flooding: In the event of major, water-main failure, the impacted areas of campus should be evacuated immediately. Do not risk exposure to save property.

Next Actions

After a Flood: Flood dangers do not end when waters begin to recede. Listen to communications from the University, as well as local media, and do not return to the area until authorities indicate it is safe to do so. Stay out of buildings if floodwaters remain in or around the building.

WILD ANIMALS or SUSPECTED RABID ANIMAL

Description

Urban wildlife animal communities consist of species that utilize human dominated ecosystems. Although urban species vary in their use and exploitation of developed areas, they all come into contact with humans either in cities or on the woodland-urban interface. Examples of common urban wildlife species in the United States include both native species (e.g. raccoons, red-tailed hawks, and coyotes) and invasive species (English sparrows, European starlings, house mice, rock doves, and Norwegian rats) (Urban Wildlife Group, 2012).

Immediate Action

Notify the security team, a Campus Security Authority, or an administrative representative of the situation, as well as the animal's location, and needs of the campus.

- A Campus Security Authority will contact the Elk Grove Animal Control Services team at (916) 687-3042 (Mon-Fri 8:00 AM - 5:00 PM)/ Rancho Cordova Animal Control (916) 851-8852, or the Elk Grove Police Department for after-hours animal services at (916) 714-5115 or Rancho Cordova at (916) 362-5115.

If necessary, direct students and staff to quietly enter the building and stay in their respective classrooms or office spaces.

- Close all doors and lock down the entrances if necessary.
- Notify other employees and students in the vicinity.

If the animal is believed to be "healthy" and unthreatening, we must attempt to trap it prior to having Animal Control come out to collect the captured animal. If the animal is suspected to be rabid, call Animal Control first, explain the situation, and wait for their arrival to assist you with the capture.

- If the animal is suspected to be rabid, please remain in building until an "all clear" announcement has been made.

Next Actions

Work with Animal Control and once the animal is contained, they will notify administration.

Cyber Attack

Description

Information security is a critical asset to this university. Cyberattacks on higher education institutions are becoming more common. It's critical for CNU employees and students to learn how to secure their data, their computer, and CNU's network. The goal of the Department of Information Technology (DIT) is to protect the needs of the individuals and the University at large.

Often, there are signs that an email or website shouldn't be trusted. Look for:

- Short messages that give little context as to why someone is contacting you or what they are sending to you (e.g., "Check out these new pics!")
- Unusual URLs and domain names (e.g., "cnsu.university.com" instead of "cnsu.edu.")
- Unexpected attachments, or attachments with unusual file types, especially attachments that end in .exe, .vbs, or .lnk
- Strange notifications that don't look like the normal messages
- Apps that require excessive access to your device. For example, a flashlight application should not need access to your camera and text message

Immediate Action

In the event that a CNU employee or student becomes aware of a suspected information security incident, they should report it as quickly as possible to the Department of Information Technology (CNUIT Helpdesk help@cnsuedu.on.spiceworks.com).

These basic security measures can be used to help protect computer systems, files, and data:

1. Keep passwords secure, do not share accounts, and use caution when giving your personal information out on the internet.
2. Make sure that your computer has antivirus and anti-spam software that is installed correctly and current.
3. Back up your data by manually backing up your files to another resource, using a backup program, or backing up to the Cloud.
4. Use extreme caution when downloading from the internet or when opening e-mail attachments from unknown senders, only download software from legitimate sources.
5. Check permissions to see what information an app may collect about you
6. Don't click on links in pop up banners

Next Action

Depending on the seriousness of the cyberattack, other support agencies and University resource units may be contacted for services or assistance.

PERSONAL PREPAREDNESS

- Be familiar with how to obtain information from reliable sources during an emergency.
- Know whom to contact for different types of emergencies, both to obtain assistance and report problems within your department.
- Be vigilant in your areas and report situations that seem dangerous or suspicious.
- Take personal responsibility for your own preparedness by taking steps to educate and equip yourself for an emergency.
- Review other safety resources such as the Chemical Hygiene and Safety Plan, guidance from your local HR department or supervisor, www.ready.gov and www.arcbrcr.org for helpful tips and advice.
- Know the evacuation routes and meeting sites for your office and places you visit during the business day.
- Know your school or department policies regarding emergencies.
- Know how you will get information from your school/department during an emergency.

Special Monitoring Declarations

Automated External Defibrillator Declaration

To augment our internal safety net, the university has installed two Automated External Defibrillators (AEDs) which are electronic systems designed to help revive someone who has suffered from a sudden cardiac arrest (an electrical failure of the heart). The precise locations of these life-saving devices are communicated annually to the campus community and to our local EMS providers every time a new unit is installed. Currently, the first unit is located behind the receptionist desk on the first floor, and the duplicate system is located on the second floor, at the end of the landing, where the stairs and the elevators intersect with the main pathway. Brochures outlining the general details of the device are posted next to each unit for quick reference. To supplement the presence of the AED's, we have an average of 4 trained staff per unit deployed. These individuals are trained and certified under an accredited American Heart Association AED/CPR education program. To ensure that these devices are ready at any time, our AEDs are inspected monthly (by law), for power status and the availability of supplemental contact pads and power packs. The documentation to prove the visual inspection is stored in the wall cabinet with each, independent unit. In addition, the leasing agent does a mandatory 6 month inspection to make sure that the unit remains viable and performs any necessary software upgrades or swap outs for outdated components. Lastly, these units are protected from any potential tampering or theft, twenty-four/seven, via an audible alarm system, onsite patrol, and networked video surveillance.

An AED may be used any time a recognizable cardiac episode occurs or when someone is discovered lying down and/or appears unresponsive. If an AED is deployed, the Samaritan should request immediate assistance from individuals in the vicinity, and have them contact 911/Emergency Medical Services at their first opportunity. Prior to the arrival of EMS personnel, any available, trained employee

may provide assistance to the victim within the scope of their training (CPR, initiate the AED sequence, first aid, etc.). To ensure that the incident is managed and archived properly, any scenario involving the deployment of an AED requires an automatic entry into the incident log for immediate follow up. Finally, if the first responding team determines that the situation is far more serious or wide spread, and calls for a disseminated message, the emergency notification system will be engaged to warn others of any potential threat.

Missing Student Declaration

At this time, California Northstate University does not have or provide on-campus housing for students; therefore, the University does not participate in missing student notification procedures.

Fire Safety Report Declaration

At this time, California Northstate University does not provide on-campus student housing facilities; therefore, the University does not currently maintain a fire-specific incident log or collect fire-related statistical information for the purposes of generating an annual fire safety report.

Monitoring for Criminal Activity at Off-Site Locations Affiliated with Student Organizations Declaration

At this time, California Northstate University's institutionally recognized fraternal and student-run clubs do not control or possess any off-campus facilities (including meeting spaces or housing). Since there are no affiliated student organizations currently residing at off-campus sites, CNU does not engage in selective activities to monitor or record information from local law enforcement archives that would reflect student criminal activities connected to off-campus sites controlled by recognized student organizations.

Requesting a Hard Copy of this Report

To obtain a hard copy of this report, please submit a formal written request to campus_safety@cnsu.edu, and a printed copy will be made available for pick up at our Elk Grove campus (9700 West Taron Dr. Elk Grove, CA 95757) within two business days.

APPENDIX 1: Acronym List

CBRNE - Chemical, Biological, Radiological, Nuclear, Explosive

DPS - Department of Public Safety

HAZMAT - Hazardous Materials

NERT - Neighborhood Emergency Response Team

CNU – California Northstate University

SNS - Strategic National Stockpile

WMD - Weapons of Mass Destruction

APPENDIX 2: Evacuation maps, Safe Point Location and Parking Maps

Location: 9700 West Taron Drive, Elk Grove, CA 95757



CALIFORNIA
NORTHSTATE
UNIVERSITY

CALIFORNIA NORTHSTATE UNIVERSITY EVACUATION MAP - 1ST FLOOR



- LEGEND**
- Green Section - Exit through the classroom back door and proceed to Safe Point 1 SW corner of parking lot
 - Purple Section - Exit through classroom back door and proceed to Safe Point 1 SW corner of parking lot
 - Red Section - Exit out the South entrance to Safe Point 1 SW corner of parking lot
 - Blue Section - Exit out the main entry to Safe Point 2 NE corner of parking lot
 - Orange Section - Exit out the North entrance to Safe Point 2 NE corner of parking lot
 - Yellow Section - Exit out the South receiving door entrance to Safe Point 1 SW corner of parking lot
 - Light Blue Section - Exit out the North student lounge entrance to Safe Point 2 NE corner of parking lot



Location: 9700 West Taron Drive, Elk Grove, CA 95757



CALIFORNIA NORTHSTATE UNIVERSITY

CALIFORNIA NORTHSTATE UNIVERSITY EVACUATION MAP - 2ND FLOOR



- LEGEND**
- Green Section - Exit through the 2nd floor South West back stairs and proceed to Safe Point 1 SW corner of parking lot
 - Purple Section - Exit through the 2nd floor North West back stairs and proceed to Safe Point 1 SW corner of parking lot
 - Red Section - use South 2nd floor stairs and proceed to exit out the South 1st floor entrance to Safe Point 1 SW corner of parking lot
 - Blue Section - Use main lobby stairs and proceed to exit out the main entry to Safe Point 2 NE corner of parking lot
 - Orange Section - use North 2nd floor stairs and proceed to exit out the North 1st floor entrance to Safe Point 2 NE corner of parking lot



Location: 9700 West Taron Drive, Elk Grove, CA 95757



CALIFORNIA
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UNIVERSITY

CALIFORNIA NORTHSTATE UNIVERSITY EVACUATION MAP SAFE POINTS



LEGEND	
	Green Section - Exit through the classroom back door and proceed to Safe Point 1
	Purple Section - Exit through classroom back door and proceed to Safe Point 1
	Red Section - Exit out the South entrance to Safe Point 1
	Blue Section - Exit out the main entry to Safe Point 2
	Orange Section - Exit out the North entrance to Safe Point 2
	Yellow Section - Exit out the South receiving door entrance to Safe Point 1
	Light Blue Section - Exit out the North student lounge entrance to Safe Point 2



Emergency Response Guide

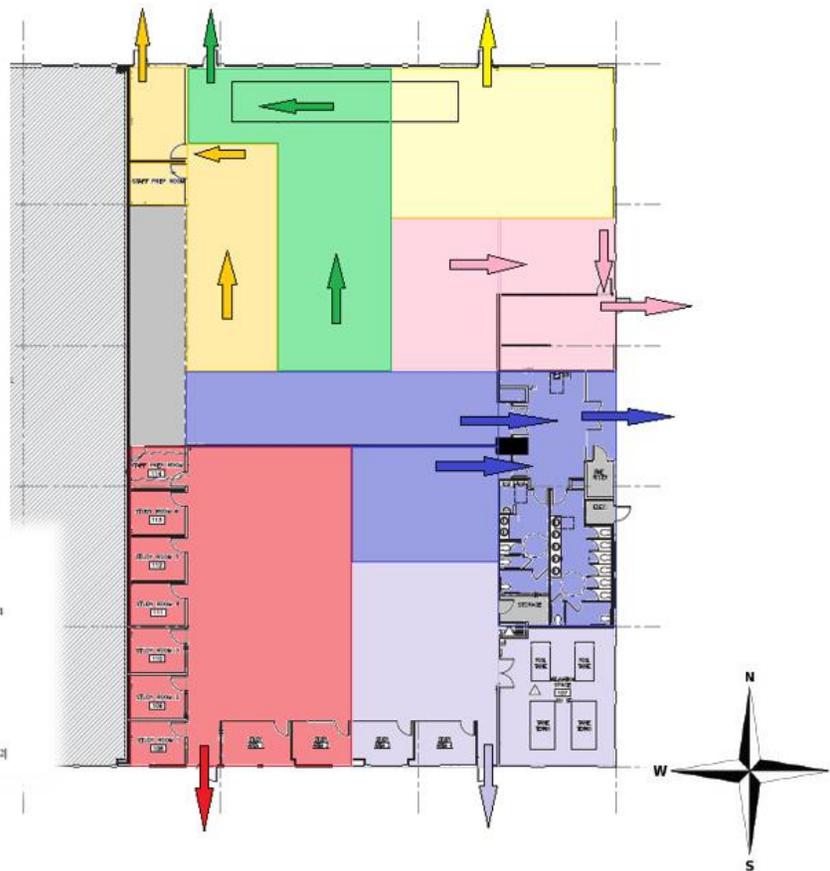
Location: 9650 West Taron Drive, Elk Grove, CA 95757



Event Center – Evacuation Routes

Legend

-  Orange Section – Exit through southwest exit and proceed to Safe Point 1
-  Green section – Exit through middle north exit and proceed to Safe Point 1
-  Yellow Section – Exit through northeast exit and proceed to Safe Point 1
-  Pink Section – Exit through kitchen east exit and proceed to Safe Point 1
-  Blue Section – Exit through main front doors and proceed to Safe Point 1
-  Red Section – Exit through southwest exit and proceed to Safe Point 2
-  Lavender Section – Exit through southeast exit and proceed to Safe Point 2



Emergency Response Guide

Location: 9650 West Taron Drive, Elk Grove, CA 95757

Revision Date: 04.13.2021
SS



CALIFORNIA
NORTHSTATE
UNIVERSITY

CNSU Event Center: EVACUATION MAP SAFE POINTS



Legend

- Orange Section – Exit through northwest exit and proceed to Safe Point 1
- Green section – Exit through middle north exit and proceed to Safe Point 1
- Yellow Section – Exit through northeast exit and proceed to Safe Point 1
- Pink Section – Exit through kitchen east exit and proceed to Safe Point 1
- Blue Section – Exit through main front doors and proceed to Safe Point 1
- Red Section – Exit through southwest exit and proceed to Safe Point 2
- Lavender Section – Exit through southeast exit and proceed to Safe Point 2



Emergency Response Guide

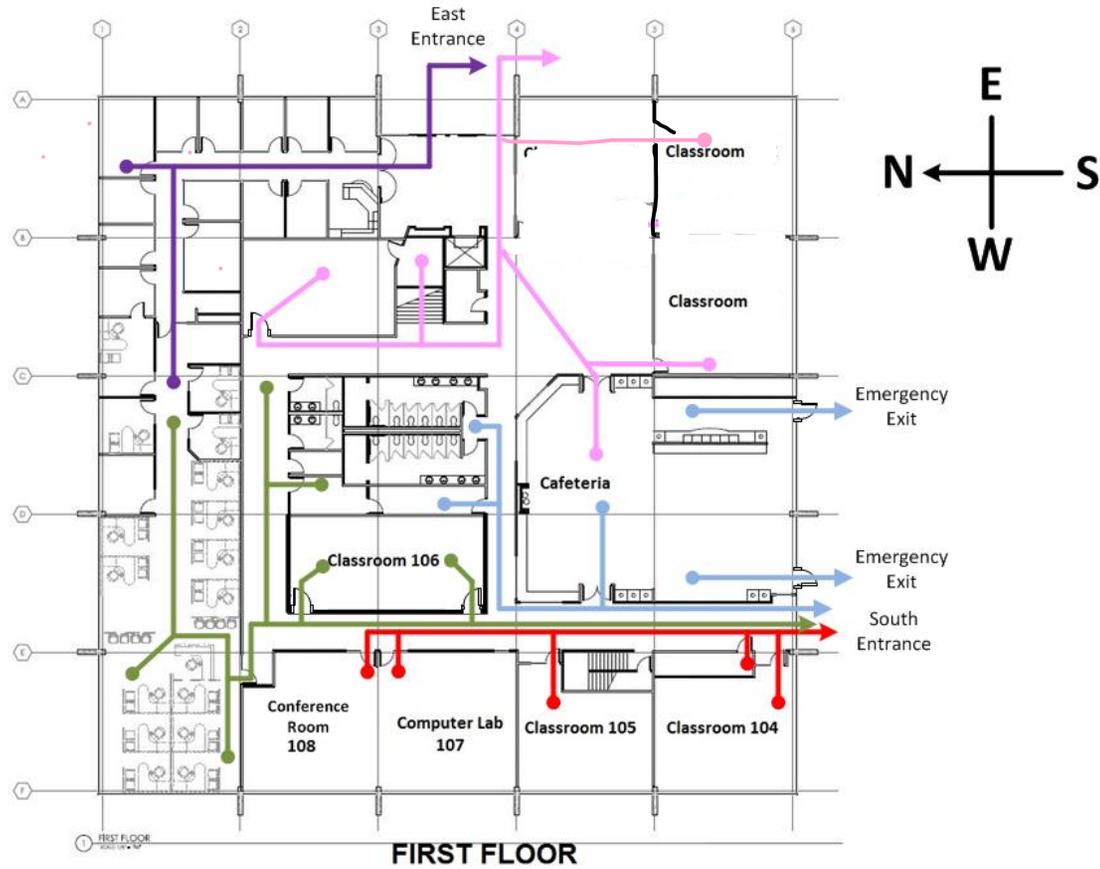
Location: 9700 West Taron Drive, Elk Grove, CA 95757



Emergency Response Guide

Location: 2910 Prospect Park Drive, Rancho Cordova, CA 95670

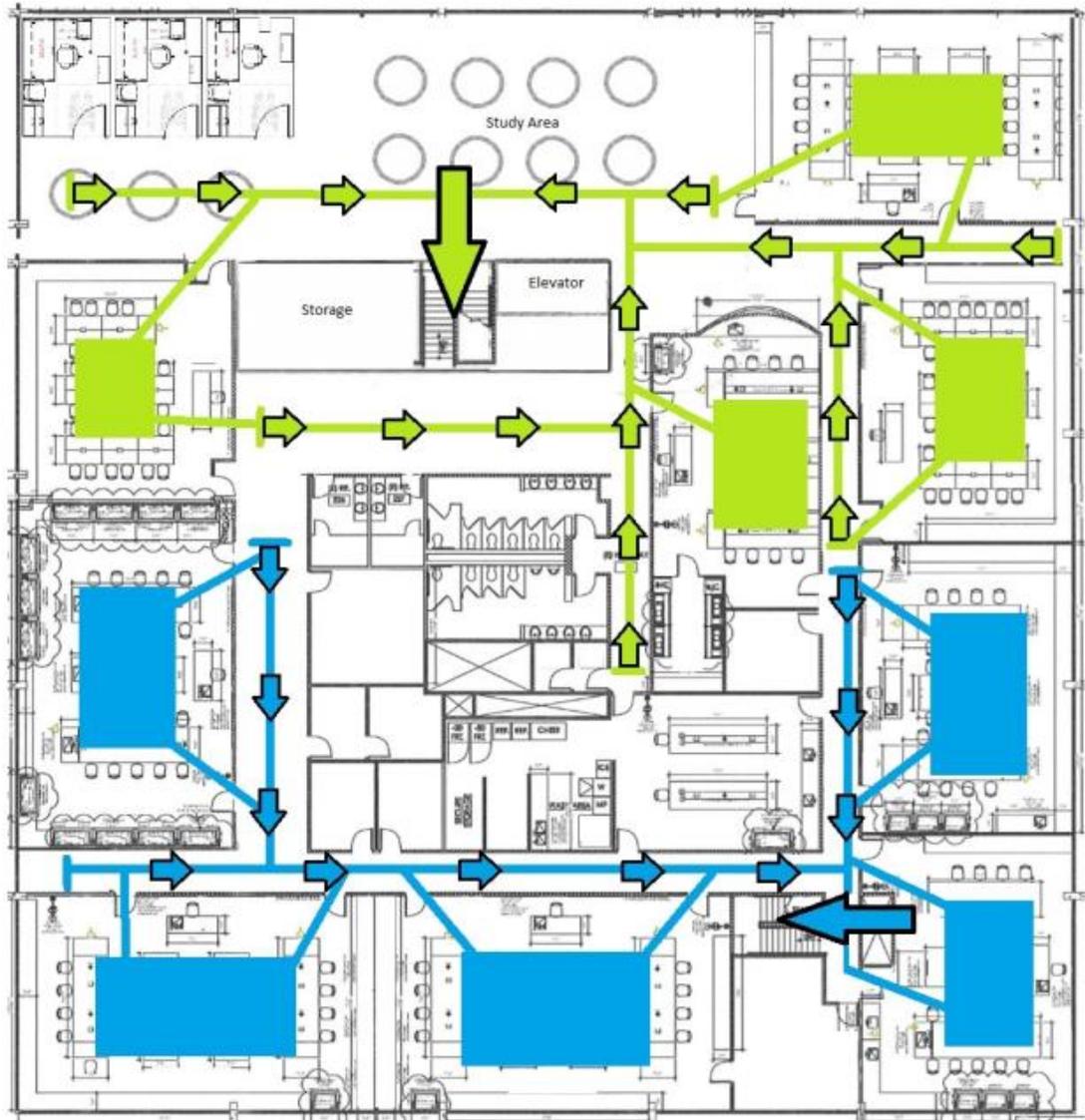
CHS Campus - Evacuation Routes for the First Floor



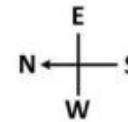
Revision Date:
10/27/16

Emergency Response Guide

Location: 2910 Propsect Park Drive, Rancho Cordova, CA 95670



CHS Second Floor Evacuation Plan



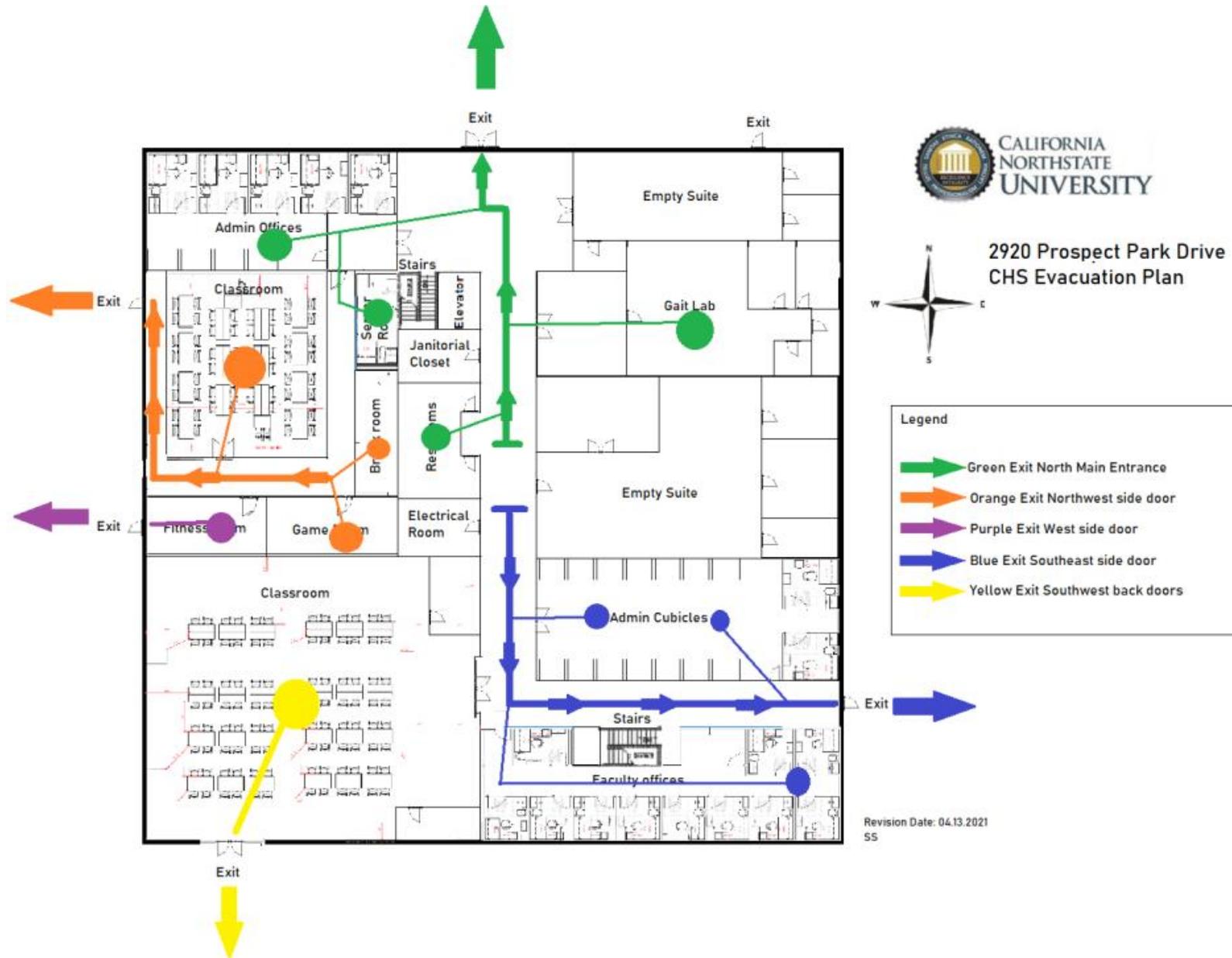
Legend:

-  Proceed to East stairwell and 1st floor East exit
-  Proceed to West stairwell and 1st floor South exit

Revision Date: 04.13.2021
SS

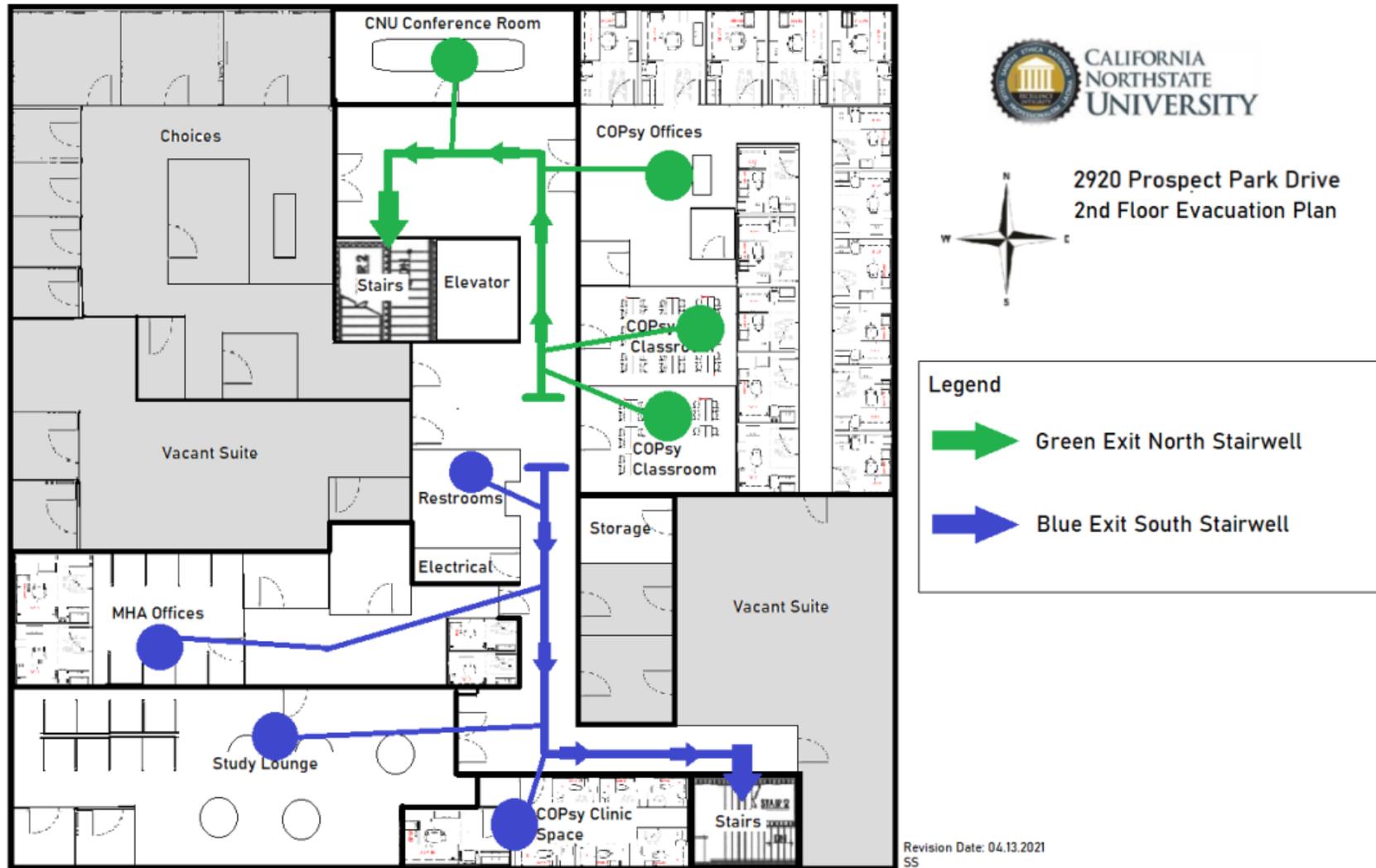
Emergency Response Guide

Location: 2920 Prospect Park Drive, Rancho Cordova, CA 95670



Emergency Response Guide

Location: 2920 Prospect Park Drive, Rancho Cordova, CA 95670

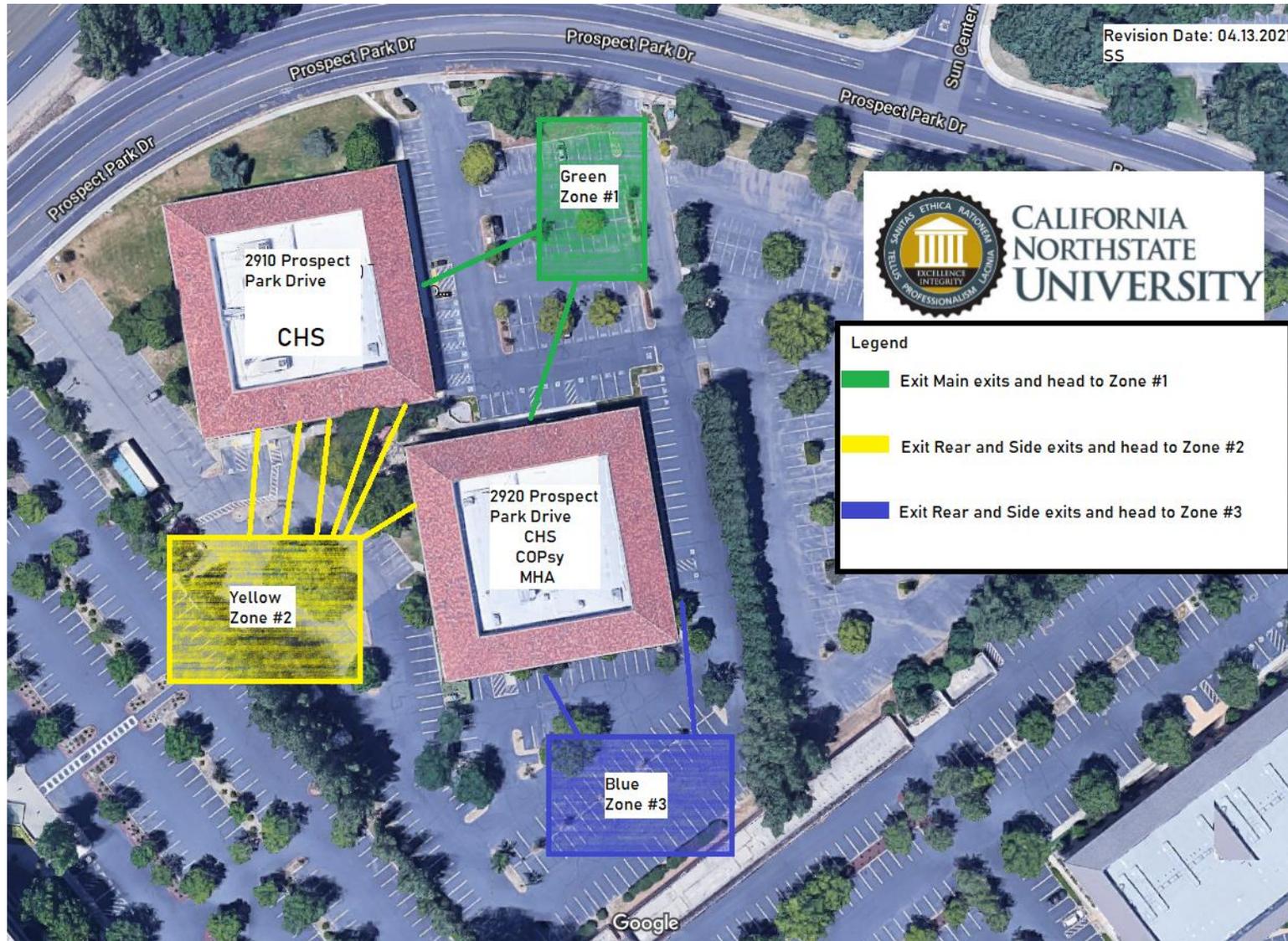


2920 Prospect Park Drive
2nd Floor Evacuation Plan



Emergency Response Guide

Location: Rancho Cordova Campus



Location: Rancho Cordova Campus



Appendix 3: Mental Health Crisis Charts

Guide to Working with Distress or Disruptive Students



CALIFORNIA
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The Counseling Center has developed this informational guide to aid faculty and staff as they assist students experiencing distress or may be disruptive in the classroom.

Important Contact Information:

Counseling Center

- (916) 686-8028

Counselor Contact Information

Katelyn Shields

Katelyn.Shields@cnsu.edu

Tracy Papagiannis

Tracy.Papagiannis@cnsu.edu

Emergency and Safety Concerns:

- If you are concerned for your immediate safety or that of others, call 911 regardless of the time of day.
- If you are concerned that a student is considering suicide, but is not in immediate danger, call the Counseling Center at (916) 686-8028
- If you have a concern or question regarding a student's disruptive behavior, call the Dean of Student Affairs.
- If you have general questions for the police call the local police department.

Working with the Student Counseling Center for Students in Distress

A student that is in distress may seem anxious, depressed, troubled, have physical or mental pain and much more. When possible, don't ignore the student's distress, try and help this student find the resources that are available at the university. The services of the Counseling Center are free to any currently enrolled CNU student. All information shared by the student is not a part of the student's official university records. For more information on the Counseling Center visit

www.cnsu.edu/counseling

Some Warning Signs of Suicide

- Threatening or talking about hurting or killing one self
- Talking or writing about death, dying, or suicide when these actions are out of the ordinary for this person
- Communicates a feeling of hopelessness
- Demonstrates rage or uncontrolled anger or seeking revenge
- Acting reckless or engaging in risky activity
- Expressing that there is no way out
- Increasing alcohol or drug use
- Withdrawing from family and friends
- Communicates the inability to sleep and feeling anxious or agitated
- Dramatic mood changes
- Communicates they see no reason for living or having no sense of purpose

There are different levels of distress that students may exhibit. When presented you may start to have concerns about the student's well-being. The severity observed may indicate the urgency of your actions

Category One:

Although the student is not disruptive to others in class, behaviors may indicate that something is wrong, and that help may be needed.

- Declining grades
- Unaccountable change from good to poor performance
- Change from frequent attendance to excessive absences
- Change in patter of interaction
- Marked change in mood, motor activity, or speech
- Marked change in physical appearance

Category Two:

These behaviors may indicate significant emotional distress, reluctance or an inability to acknowledge a need for personal help:

- Repeated request for special consideration
- New or regularly occurring behavior which pushes the limits and may interfere with class management
- Unusual or exaggerated emotional response

Category Three:

These behaviors usually indicate that the student is in crisis and needs emergency care immediately:

- Highly disruptive behavior
- Inability to communicate clearly
- Loss of contact with reality
- Overt suicidal thoughts
- Homicidal threats

The Do's and Don'ts in Responding to a Student in Distress:

Do show that you take the student's feelings seriously.

Do let the student know that you want to help.

Do listen attentively and empathize.

Do reassure that with help they will recover.

DO Stay close until help is available, or risk has passed.

DON'T try to shock or challenge the student.

DON'T analyze the student's motives.

DON'T become argumentative.

DON'T react with shock or disdain at the student's thoughts and feelings.

Do listen attentively and empathize.

Making a Referral

- Be frank with the student about the limits of your time, ability, expertise, and/or objectivity.
- Let the student know that you think they should get assistance from another source.
- Assure them that many students seek help over the course of their college career.
- Assist the student in choosing the best resource.
- Try to help the student know what to expect if they follow through on the referral.

Ways the Counseling Center can help you:

- Consultation regarding your concerns and how to proceed
- Assessing the seriousness of the situation
- Suggesting potential resources
- Finding the best way to make a referral
- Clarifying your own feelings about the student and the situation

Counseling Center: (916) 686-8028

Local 24-Hour Crisis Numbers

Sacramento County Mental Health (888)881-4881 or (916)875-1055

The National Suicide Prevention Lifeline: 1-800-273-8255

References

[1] U.S. Department of Education, Office of Postsecondary Education, pgs. 35 - 70 (2011). *The Handbook for Campus Safety and Security Reporting*, Washington, D.C.

[2] U.S. National Archives and Records Administration. *Code of Federal Regulations*. Title 34. Student Assistance General Provisions. 2009.

[3] U.S. Department of Education, Office of Postsecondary Education, pgs. 12 - 32 (2011). *The Handbook for Campus Safety and Security Reporting*, Washington, D.C.