

**John Paul the Great Catholic University**  
**CAMPUS SECURITY & EMERGENCY RESPONSE**  
May 1, 2012

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus it is the responsibility of the President of the University or his designee to confirm the scope of the emergency or dangerous situation and the response to the emergency.

**REPORTING SECURITY PROBLEMS AND EMERGENCIES**

Students should report criminal actions, suspicious activity, or emergency situations to the Residence Life Director or other member of the administration. Criminal actions are then reported to, and handled by, the San Diego Police Department as well as internally per University procedures. In case of a medical emergency, a member of the staff will call the San Diego Police (858) 538-8120 or dial 911.

In addition, the Student Life staff compiles campus crime statistics annually and publishes them by October 1st. Students and employees are individually notified of this publication by campus e-mail. Crime victims or witnesses are encouraged to report incidents to the Residence Life Director for inclusion in the annual statistical report. All such incidents are kept confidential.

**TIMELY WARNING**

In the event of known criminal activity or a safety hazard considered to be a threat to the community, a member of the staff will disseminate a timely warning for students, faculty, and staff.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

In the event of a significant emergency threatening the health or safety of the university community, the Dean of Students, Residence Life Director and student life staff will implement the emergency evacuation procedures and activate the University emergency contact system. This web-based system communicates with students via text message, e-mail, and phone.

To determine if an emergency exists, staff members will use common sense. If the situation is unclear, the President, Provost, and Dean of Students will collaboratively make a decision following the directives of the San Diego Police Department.

In addition, the Dean will notify the Residence Life Director via phone, who will in turn notify the Resident Assistants. If appropriate, the RA's can go to individual apartments and disseminate pertinent information.

Students should assemble in the front of the Legacy Apartment Clubhouse where a school official will notify them of the nature of the emergency, the evacuation center, and any specific instructions (e.g., "You are to go quickly and quietly to your apartment where the resident assistants will take role and assign you to a vehicle").

If an emergency occurs on campus, all students, faculty and staff should assemble in the parking lot and await further instruction. The President, VP of Administration, or Dean of Students will direct the University community according to the nature of the emergency. Further communication will be disseminated via the University emergency contact system.

Emergency information will be disseminated to the larger community via the University website, phone and e-mail communication.

## **AUTHORIZED “INITIATORS” FOR THE UNIVERSITY’S EMERGENCY RESPONSE SYSTEM**

Before the Emergency Response Notification System can be activated, the initiator must receive approval from at least one other administrator. The following personnel are able to initiate, verify, and activate the emergency response system:

1. VP of Administration
2. Dean of Students
3. Director of Information Technology
4. Residence Director

## **EVACUATION PROCEDURES & BEST PRACTICES**

### **1. Safely stop your work**

- Shut down equipment that could become unstable or present a hazard
- Gather your personal belongings such as glasses, prescription medication, keys, and purse

### **2. Quickly evacuate the building using the nearest door marked with an EXIT Sign**

- Classes in session must evacuate. No one may remain inside a building when an evacuation is in progress.
- Do not use elevators
- Go to the nearest safe stairway
- Help those who need special assistance, such as disabled persons and small children
- Touch closed doors before opening. If the surface is hot, do not open — use another exit route
- Close, but do not lock, all doors as you leave
- Note the location of trapped and injured victims and notify emergency responders

### **3. Report to your designated assembly area**

- Stay in your designated assembly area for a head count
- Report any missing individuals and last known locations to emergency responders
- Notify emergency responders about sensitive research, operating equipment, etc

### **4. Wait for instructions from emergency responders**

- Remain outside at your designated assembly area
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.)

## **ANNUAL TESTING**

This emergency evacuation procedure will be tested annually. The Dean will schedule a date for the drill and notify the University officials involved. The drill will be documented by the student life staff, who will describe the exercise, note its date and time, and whether it was announced or unannounced.

## **BEING PREPARED FOR AN EARTHQUAKE**

During a major earthquake, you may hear a roaring or rumbling sound that gradually grows louder.

You may feel a rolling sensation that starts out gently and, within a second or two, grows violent.

OR . . .

You may first be jarred by a violent jolt. A second or two later, you may feel shaking and find it difficult to stand up or move from one room to another.

During your earthquake, best practices include:

- **DROP down onto your hands and knees** before the earthquake would knock you down. This position protects you from falling but still allows you to move if necessary.
- **COVER** your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands. Try to stay clear of windows or glass that could shatter or objects that could fall on you.
- **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

## **MISSING STUDENTS**

If a student is reported missing, school officials will make a determined effort to locate the student. If this effort is unsuccessful and a student has been missing for more than 24 hours, the Residence Life Director or Dean of Students will notify local law enforcement agencies so they can commence an investigation. If a missing student is under 18 and not emancipated, the Dean of Students will notify a custodial parent or legal guardian, in addition to any contact person designated by the student. The Dean of Students will also notify a parent or legal guardian if the student is over 18 and has signed a consent form to release information. A student who does not sign a consent form has the option to name a confidential contact person to be notified in case a student goes missing (only authorized college officials and law enforcement will have access to this information in order to further a missing person investigation).

Missing students should be reported to the Dean of Students or Residence Director.

## **SECURITY AND LAW ENFORCEMENT**

Students are responsible for locking all doors in their apartments. The Residence Life Director and Summit Security monitor entry at the apartments, enforce parking regulations, and provide general campus security. Only the Residence Life Director, apartment maintenance staff, and some college administrators have access to keys to all of the buildings at the apartments leased by John Paul the Great Catholic University. Maintenance problems that affect apartment security are to be reported to the Residence Life Director. Resident Assistants and the Residence Life Director enforce the rules of residence.

Students are advised to exercise care and reasonable caution when walking on trails and roadways adjacent to the campus, as well as around campus and the Legacy Apartments, especially after dark.

Violations of local, state, or federal laws are reported to the appropriate authorities. Even though the University does not have any off-campus student organizations, we expect our students to obey the civil law both on and off campus. Security personnel on campus have the authority to detain individuals while criminal actions are being reported to the San Diego Police Department. Students, faculty, and staff are encouraged to report crimes promptly. As appropriate, staff members are

encouraged to notify persons of the procedure for confidentially reporting a crime for inclusion in the annual statistical report.

## **INFORMING STUDENTS ABOUT CAMPUS SECURITY AND CRIME PREVENTION**

Students are informed of campus security procedures at freshman orientation, by the Student Handbook, and by periodic student life meetings. As part of the University's crime prevention efforts, serious crimes are reported to the entire community in a timely manner. A crime log is maintained by Student Life staff and is available upon request. All documentation is also uploaded on the University website.

## **ALCOHOL AND DRUG POLICY**

The possession or use of alcohol and/or illegal drugs is strictly forbidden on campus and may entail expulsion from the program, except when alcoholic beverages are served by the University to those of legal age. The University also reserves the right to dismiss a student from the program for any serious or repeated violations of the Student Code of Conduct. The University strongly disapproves of off-campus use of alcohol by those under legal age, as well as the use of illegal drugs, narcotics and marijuana because it violates the civil law and is harmful to the student and University community. Infractions may be brought to the attention of a student's parent(s) or guardian.

## **PROGRAMS TO PREVENT DRUG AND ALCOHOL ABUSE**

During Orientation all new students participate in a drug and alcohol abuse program. Students also have access to campus ministers, counselors and academic mentors to provide additional and personal assistance. Currently the prevention program is in the form of a Powerpoint presentation. This presentation is available to all students, faculty, and staff.

## **SEXUAL CRIMES**

Schools that certify students as eligible for a Stafford Student Loan or a Pell Grant are required to have a "sexual crime prevention program." The University partners with local counselors to provide training and assistance. The Dean of Students is also available to instruct students with regard to the moral and spiritual dimensions that arise in connection with sexual matters. In the event of a sexual offense, a student should notify the Residence Life Director or the Dean for Students.

It is important for victims to seek immediate medical attention for their own safety and to collect and preserve any evidence of a sexual crime. Criminal actions are reported to, and handled by, the San Diego Police Department. A student always has the option of reporting a sexual crime directly to the San Diego Police. The University is available to assist a student who wishes to contact authorities. If an incident should occur, counselors are available. Upon request, the Dean of Students will review the possibility of changing a student's academic or living situation, if such changes are reasonably available. In the event of an alleged offense, both the accuser and the accused will come before the University Disciplinary Committee. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both will be informed of the school's final determination of such a proceeding. Sexual offenses normally entail expulsion.

The Campus Sex Crimes Prevention Act requires the University to advise the campus community that information provided by the State of California concerning registered sex offenders may be obtained on-line at <http://www.meganslaw.ca.gov> or by contacting the San Diego County Sheriff's Department, 9621 Ridgehaven Court San Diego, CA 92123-1636 (858) 974-2222.