



TOURO COLLEGE
Los Angeles

**Annual Security & Fire Safety
Report 2019**

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****Please Note that the TUV online division is a distance education-only school, and per Department of Education Guidance on Campus Safety and Security s EXEMPT from HEA Clery Compliance. Any reference to TUV or TUV administrative offices are included solely for internal record keeping and administrative purposes. Therefore, all TUV reporting for Clery purposes will only engender its brick-and-mortar campus at TCLA.****

NOTICE OF NONDISCRIMINATION

Touro University Worldwide and Touro College Los Angeles treat all employees, students, and applicants without unlawful consideration or discrimination as to race, creed, color, national origin, sex, age, disability, marital status, genetic predisposition, sexual orientation or citizen status in all decisions, including but not limited to recruitment, the administration of its educational programs and activities, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment. Inquiries or complaints concerning the non-discrimination policies should be sent to Melody Erbes, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@tuw.edu. Employees or students may alternatively file a complaint with the Office for Civil Rights by contacting their regional office /or the US Department of Education.

Please refer to the link provided for locations:

<http://www2.ed.gov/about/offices/list/ocr/addresses.html> or <https://ocrcas.ed.gov/cas.cfm>

OVERVIEW

In accordance with the Jeanne Clery and the Higher Education Opportunity Act, Touro University Worldwide (“TUW”) and Touro College Los Angeles (“TCLA”) (collectively referred to as “Touro” or “University”) has created this report identifying the following:

- Operations of the Office of Campus Safety and Security
- University policies pertaining to adherence to state and federal laws
- Policies and procedures regarding reporting of incidents, missing students, access into facilities, fire safety, emergency response and notification systems
- Crime prevention programs
- Statistical information on crimes that occurred in or near Touro property over the past three years
- Fire related incidents that occurred in student residential facilities
- Life safety systems installed in student residential facilities.

Touro prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Security Department, information provided by University offices and other Campus Security Authorities and information provided by local law enforcement agencies in the communities where Touro has sites.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

Faculty, staff and students are notified by email of the availability of the Annual Crime Statistics & Fire Safety Report on the website. Hard copies of this brochure are also available in the Office of the Registrar upon request.

ANNUAL SUBMISSION OF REPORTS:

An Annual Security Report (“ASR”), including Crime Statistics for the reporting calendar year, will be prepared timely by security director/designee(s) and the Office of Institutional Compliance and published in accordance with federal regulations under the Clery Act.

- A) The ASR will be posted to the TUW and TCLA website on or before the first (1) day of October of each year.
- B) The ASR will include Crime Statistics by appropriate location, where applicable, and will include the previous three (3) years of reported statistics.
- C) Notification of the availability of the ASR must be sent on or before the first (1) day of October of each year to students, faculty and employees by available means. The notification will include the link to the report and the Crime Statistics.
- D) Touro College provides the notification via email communications and, where applicable, posting on bulletin boards within the facility.
- E) Distribution is made electronically via web page, portal, email communication or hard copy upon request.
- F) Documentation of the steps taken to comply with the notification process is required, when available.

BUILDING ACCESS & SECURITY POLICY

During regular business hours, TCLA is open to the University community, guests and others with legitimate college business. The hours of operation for the campuses vary based on the academic school year.

The TUW Administrative Office is only open to University Administrators, staff or any other individuals who have previously approved meetings. Students are not permitted to enter the premises. As TUW operates online, any meetings, discussions or requests shall be had exclusively via telephone or online/electronic means.

LAW ENFORCEMENT RELATIONSHIPS

It is Touro’s Campus Security policy to work in conjunction with all state and federal law enforcement agencies, local police agencies and emergency management organizations to assist with the monitoring and recording of criminal activity and the investigation of alleged criminal incidents both on and off campus, where applicable. In the event that a serious crime or death was to occur, Campus Security is mandated to notify the proper law enforcement agencies. TCLA also has a close relationship with the Los Angeles Sheriff’s department who will be contacted should any issues arise.

The county or country in which the crime took place would then either assume responsibility or delegate its authority to another agency to investigate the criminal matter or prescribe action to be taken.

The State police are requested through local police agencies and Touro University has no formal relationships with any State police agency. This may mean involvement by other agencies either state or Federal at the request of the local police.

REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES

While the University prefers that community members promptly report all crimes and other emergencies directly to the Security Department, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

All Campus Security Authorities are required to report a crime in writing to the Campus Security Department if they have a reasonable basis for believing the information is not simply rumor or hearsay. If a Campus Security Authority is unsure whether the information was provided in good faith, he/she should report the information to the Campus Security Department. A Campus Security Authority is not responsible for determining authoritatively whether a crime took place. It is the function for Campus Security and/or Law Enforcement Personnel to determine whether a crime took place.

SECURITY

The University attempts to provide for the security of individuals and their belongings through a security system that may include locks for rooms and buildings, controlled access to buildings, alarm systems and/or video monitoring.

Security measures are only as effective as the individuals on campus choose to make them. Students are encouraged to use sound judgment at all times. Campus buildings have controlled access. Students are not to distribute access to non-students.

At times it may be necessary to establish other security checks and procedures and it is expected that students will cooperate fully in carrying out security procedures, all of which are designed to promote the safety and security of the University community.

All students, faculty and staff are expected to assume reasonable responsibility for personal safety. By using common sense, safety practices such as walking in groups, reporting suspicious activities, keeping money, books and other personal items protected, locking car, room and office doors when leaving and generally being alert to personal welfare will ensure personal safety on and off campus. All threats and/or altercations (verbal or physical) that are based on religious, gender or racial bias by either a member of the University community or a stranger must be reported.

Students should be their own safety advocates and take these strategies seriously:

- Stalker – If you feel someone is stalking you, make an immediate report to the college administration. A restraining order or some other action may be taken to keep you safe. If someone is following you suspiciously, head towards crowds, lighted areas or occupied buildings.
- Obscene Calls – Don’t engage an unknown caller in conversation or give any personal information. Keep track of unwanted phone calls and document the time and content of

these calls. Save harassing or obscene phone messages, and turn over all of this information to the University administration.

- Walking Around - Don't walk alone after dark. Stay in well-lit and populated areas.
- The Element of Surprise – Make it difficult for someone to surprise you. For example, don't walk around or jog with headphones when you are alone.
- Protect Your Personal Property – Don't leave backpacks, purses or other bags unattended; always lock your bike or car; don't leave valuables in plain sight; don't leave large amounts of cash in your room or on your person.
- Cyber-Safety - Despite the perceived anonymity of cyberspace, the internet and spam can pose serious threats. Releasing personal information (particularly your Social Security number or phone number) over the internet can result in identity theft and/or stalking. Identity theft is a long-hard road to overcome, often involving years of effort to reestablish damaged credit ratings and more.

To report or discuss security issues, contact Dean or Provost, or a member of the administration.

EMERGENCY PREPAREDNESS EFFORTS

Recognizing the importance of emergency preparedness, Touro has created a written document, Emergency Action Plan, outlining the University's response and recovery to any emergency or crisis that "threatens the University populations, programs, properties, reputation, and viability."

REPORTING OF CAMPUS EMERGENCIES

We ask for your cooperation with the reporting of any hazardous or emergency situation involving a threat to the health and safety of our University Community or loss of University property. Hazards, such as missing fire extinguishers, obstructed emergency exits, multiple or frayed electrical extension cords, candles, open flame devices or improperly contained hazardous materials must immediately be reported to the Dean of TCLA or Provost of TUW. Emergency situations involving imminent threat to health and safety, which may be medical, criminal or involve a fire, should be called into the Police Department by dialing 911, followed by a call to the Dean of TCLA or Provost of TUW.

EMERGENCY EVACUATION PROCEDURES

Both announced and unannounced emergency evacuation and/or preparedness tests/exercises are conducted at least annually (one each year at minimum) in Touro buildings, including all facilities, and are recorded and analyzed for assessment purposes. The emergency evacuation procedures are tested at least once each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The administrators do not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, administrative staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

TCLA has no residence halls and therefore is not required to do annual fire drills. We do, however, conduct building evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At TCLA evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

In the event of a fire or smoke condition, activate the building fire alarm system by pulling down the red handle on the fire alarm pull station. Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the alarm, always assume a fire exists and leave the building immediately. In the case of an emergency evacuation:

- Cease all activity and immediately proceed to the nearest exit.
- Check the surface of the door and/or the doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit. Ensure all doors are closed behind you.
- Follow the direction of the Fire Safety Marshal and leave the building via the safest and nearest available stairway exit.
- If you are an individual requiring assistance, notify security or call 911 and advise the city or first responders of your location. If safe to do so, proceed to the area of rescue assistance identified on the evacuation route map posted on the floor and wait for emergency responders
- Do not use elevators (Touro does not have an elevator)
- Evacuate at least 300 feet away from the building and await direction from the City or University

In the case of a blocked stairway or exit:

- Notify building security that all exits or stairways are blocked and advise them of your location.
- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, when smoke enters a room.
- Break top window first to expel smoke, then break bottom window to admit fresh air.

MISSING STUDENT POLICY AND PROTOCOL

Touro understands that students spend most of their time off campus. We have an obligation and a responsibility to report a student who has been missing for 24 hours to proper authorities. If a member of the campus community has reason to believe a student is missing, notification should immediately be made to the Dean of TCLA or Provost of TUW. In compliance with the federally mandated Missing Student Notification Policy and Procedures in the Higher Education Opportunity Act, an incident report will be generated and an investigation will be initiated.

After investigating the missing person report, should the Dean or Provost determine that the student is missing and has been missing for more than 24 hours, they will notify local law

enforcement agency and the student's emergency contact no later than 24 hours after the student is determined to be missing.

If the missing student is under the age of 18 and is not an emancipated individual, Touro will notify the student's parent(s) or legal guardian(s) immediately after it has been determined that the student has been missing for more than 24 hours.

Student's contact information will be registered confidentially and will only be accessible to authorized campus officials. This information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

A thorough search of all public areas will be conducted. This includes rooftops, basement areas, mechanical spaces, and bathrooms.

CCTV and Access control systems will be reviewed (where applicable).

TIMELY WARNING REPORTS & PUBLIC SAFETY NOTICES

During periods of a campus emergency, the CEO, Provost or Dean of the University, may place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

Touro has specific emergency response and evacuation procedures, including protocols for emergency notification communications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the college community. This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

Critical safety information is provided under two circumstances.

- Emergency notifications are near real-time information provided quickly for any life-threatening hazard. They will typically contain little detail, and will initially alert the community to a dangerous situation, provide information including where to get additional information (for example a website), and resolve or reassure the community the hazard has been controlled.
- Timely Warnings are distributed for certain crimes in federally defined "Clery Act Geographies" that represent a threat to the Touro community; the University will provide a "Timely Warning." If a crime takes place in the areas surrounding the campus, or is not one of the federally defined crimes (for example kidnapping), we will circulate a "Public Safety Notice."

Both types of communications are described below. Please review this information so you are familiar with how Touro will reach out during an emergency.

Campus Security will prepare a Timely Warning/Public Safety Notice when a report is received of a violent crime against a person, or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty, and staff. Timely Warning/Public Safety Notices may provide details of the crime, a description of the suspect if known, and information on whom to contact about the investigation, and crime prevention tips. When Campus Security becomes aware of crimes committed off-campus being investigated by local law enforcement that may present a serious or continuing threat to the campus community, a Timely Warning/Public Safety Notice may be issued. This will be determined by Campus Security on a case-by-case basis based on the facts of the situation, the possible impact to the campus community, and the information provided by local law enforcement.

Campus Security may not include some known information in a Timely Warning/Public Safety Notice if providing that information could risk compromising law enforcement efforts. Timely Warning/Public Safety Notices may be updated if new or more accurate information becomes available to Campus Security.

ALCOHOL AND CONTROLLED SUBSTANCES POLICY STATEMENT

It is the policy of Touro, as stated in the Personal Conduct section of the Student Handbook, that the unlawful use, possession, distribution, or manufacture of drugs or controlled substances on Touro property is strictly prohibited. Individuals who possess, use, distribute or manufacture drugs or controlled substances, are subject to disciplinary action, including but not limited to expulsion, as well as possible criminal prosecution. Improper use of prescription drugs is similarly prohibited. Students found in violation of these policies may be subject to disciplinary proceedings as described in the school catalog and student handbook. Student violators may be subject to the following sanctions and remedial measures:

Nature of Violation	Responses for First-Time Violations May Include, But Are Not Limited To:	Responses for Repeat Violations May Include, But Are Not Limited To:
Possession or use of alcohol or other drugs, including prescription drugs, in violation of Touro policy or federal, state, or local law	<ul style="list-style-type: none"> • Warnings • Disciplinary Probation • Counseling and treatment • Service to the University community 	<ul style="list-style-type: none"> • Disciplinary Probation • Mandatory referral for counseling and treatment • Suspension from dormitory (if dormitory student) • Parental Notification • University-Level disciplinary action

Possession or use of alcohol or other drugs, including prescription drugs, in violation of Touro policy or federal, state, or local law in a manner involving aggravated circumstances (e.g. actual/potential harm to self or others, disruption of the Touro community, repeated offenses)	<ul style="list-style-type: none"> • Warnings • Disciplinary Probation • Mandatory counseling and treatment • University-Level disciplinary action 	<ul style="list-style-type: none"> • Disciplinary Probation • Mandatory counseling and treatment • Service to the University community • University-Level disciplinary action
Distribution or intent to distribute a controlled substance, including improper distribution of prescription drugs, in violation of Touro policy or federal, state, or local law	<ul style="list-style-type: none"> • Legal action • University-Level disciplinary action 	<ul style="list-style-type: none"> • Legal action • University-Level disciplinary action

Each faculty and staff member of Touro is expected to abide by Touro's policies for maintaining a drug-free workplace. The policy statement on drug abuse pertaining to students also applies to faculty and staff. Furthermore, all faculty and staff are required to notify the Dean of TCLA or Provost of TUW of any criminal conviction relating to his or her own drug activity within five (5) days of such conviction. Faculty and staff (part-time or full-time) who violate Touro policies on drugs and controlled substances may be subject to disciplinary sanctions.

In both cases for students and faculty and staff, the existence of a progressive system of disciplinary sanctions measures does not preclude Touro from levying a heavy sanction, without first resorting to a lesser sanction. By way of illustration and not exclusion, Touro may expel a student or terminate a staff or faculty member for a violation of policy without first issuing a warning or putting that student or employee on probation. The following regulations apply to students, faculty and staff of Touro:

The consumption of alcoholic beverages by individuals under the age of 21 is illegal.

All persons are prohibited from consuming alcoholic beverages on the premises of Touro (unless at an event specifically sanctioned by Touro Administration in writing), or entering or remaining on Touro premises in an impaired state.

Alcoholic beverages may not be served to Touro students as part of University-sponsored events or non-official activities connected with the University - except for sacramental purposes, and then only under faculty supervision.

Any student, who falsely represents himself/herself at a sanctioned Touro event as being of age to consume alcohol, may be subject to disciplinary action as outlined in Personal Conduct Policy.

Any faculty and/or staff member of Touro who provides alcohol to a minor on Touro premises shall be subject to full penalty under the laws of California.

Forcing any student or faculty member to consume alcohol and/or drugs for the purpose of initiation into or affiliation with any Touro sanctioned organization is not permitted.

Alcoholism, while it may be a disability, does not excuse any faculty and/or staff member of Touro from violating a legitimate Touro policy or neglecting their responsibilities to Touro. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation/treatment program and may, in certain circumstances, lead to sanctions against that individual.

If you are an alcoholic, you may self-identify to the Dean of TCLA or Provost of TUW on your campus or your supervisor, as the case may be, and request confidential counseling and/or referral services to help with your problems. All inquiries and requests for assistance will be handled with strict confidentiality.

Substance Abuse Self-Identification and Amnesty

Touro recognizes that, sometimes, there may be health or safety emergencies related to the use of drugs or alcohol in which the potential for disciplinary action by Touro may deter students who want to seek assistance for themselves or for another member of the Touro community. In such instances, the health and safety of the at-risk student will be Touro's top priority. Therefore, should a student, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and/or alcohol, Touro's student conduct response to the over-consumption/abuse will be, first and foremost, focused on medical treatment, counseling, and/or educational interventions. However, Touro reserves the right to address any associated acts that compromises the well-being of its community and its members, such as harassment, violence, damage, harm to self or others, or distribution of illegal substances, on a case-by-case basis as deemed appropriate and necessary.

Reporting a Personal Concern

Students who have concerns about their use of alcohol and/or other drugs, or students who are concerned of such use by a friend are encouraged to seek assistance through one of Touro's support services. Confidentiality in these circumstances may be protected in compliance with Touro policy and applicable law (e.g. FERPA, HIPPA, etc.).

Know the signs:

- Passed out or difficult to awaken
- Cold, clammy, pale or bluish skin
- Slowed breathing
- Vomiting (asleep or awake)

Know how to help:

- Turn a vomiting person on his/her side to prevent choking

- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended

Substance Abuse Counseling

Many different mutual and self-help programs are available near Touro campuses. Although most programs are abstinence-based and follow the 12-step approach, there are also programs that support moderation and a goal and/or do not use 12 steps. Some of the programs listed below may have a religious affiliation; others may merely use spirituality as part of the program. Meeting times and locations are available upon contacting the corresponding phone numbers or websites. Each meeting is somewhat different from any other, even within the same program, both in terms of structure and participants. Many people find it helpful to explore different options.

United States

- National Drug & Alcohol Treatment Referral Service:
 - Phone: 800-662-4357
- Alcoholics Anonymous:
 - Phone: 323-936-4343
 - Website: www.lacoaa.org/
- Adult Children of Alcoholics:
 - Phone: 310-534-1815
 - Website: www.adultchildren.org
- Marijuana Anonymous:
 - Phone: 800-766-6779
 - Website: www.marijuana-anonymous.org
- Cocaine Anonymous:
 - Phone: 888-714-8341
 - Website: www.ca4la.org/
- Narcotics Anonymous:
 - Phone: 800-863-2962
 - Website: www.todayna.org/
- Al-Anon:
 - Phone: 818-760-7122
 - Website: www.alanonla.org
- National Council on Alcohol and Drug Dependency
 - Phone: 818-997-0414
 - Website: www.ncadd-sfv.org/

Israel

- Narcotics Anonymous:
 - Phone: 972-50-5947837
 - Website: <http://www.naisrael.org.il/>

- Retorno International Recovery Group:
 - Phone: 718-210-9755
 - 972-52-436-9888
 - Email: Soshana@retorno.org
 - Website: www.retorno.org
- Malkishua Drug Rehabilitation Center:
 - Phone: 972-46488222
 - Email: malikishua@malikishua.org.il
 - Website: <http://www.malkishua.org.il>
 - <http://www.malkishua.org.il/eng/> (English version)

If you would like to view the complete Touro Policy on Drugs and Controlled Substances it can be found as Appendix A of this ASR.

SMOKE FREE ENVIRONMENT

The California Indoor Clean Air Act of 1976 and Section 118885 of the California Health and Safety Code requires that educational institutions, among other public places and places of employment, be smoke-free inside and within a reasonable distance of entrances, exits, windows that open, and ventilation intakes. Under this Act, Touro prohibits smoking as defined below, including electronic smoking devices and hookahs, in all of its in-door public areas and classrooms, including but not limited to lobbies, libraries, lounges, bathrooms, conference rooms, and offices. No smoking shall be permitted within 15 feet of entrances, exits, windows that open, and ventilation intakes of any Touro facility. Violation of this policy may result in official reprimand; and if the violation persists or is repeated may result in expulsion.

Definitions

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

“Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

“Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

WEAPONS & FIREARMS POLICY

California law (Cal. Penal Code §§ 626.9(b), (c), 30310) now requires that concealed weapons license holders obtain written permission from authorized school officials before carrying firearms or ammunition onto college and university campuses, unless the unloaded firearm or ammunition is kept in a locked container or within the locked trunk of a motor vehicle. Touro does not give such permission and concealed weapons are prohibited on and within property of institutions of higher education. Touro expands the law to include prohibiting possession or carrying of weapons, firearms, or explosives; and possession or use of fireworks, ammunition, airguns, airsoft, or other weapons such as knives, tasers, swords, billy clubs, throwing stars, and nunchucks.

REAUTHORIZATION OF VIOLENCE AGAINST WOMEN'S ACT OF 2013

Touro prohibits the offenses of domestic violence, dating violence, sexual assault (i.e. rape, fondling, incest or statutory rape) and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, Touro issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

SEXUAL AND GENDER VIOLENCE

Defining Rape and Sexual Assault

This policy applies to all members of the Touro community, including students, faculty, and administrators as well as third parties (including, but not limited to, vendors, invitees, etc.). Discrimination or harassment of any kind in regards to a person's sex is not tolerated at our institution. Information and/or training regarding this policy are available to students, faculty, and staff.

Touro promotes an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. Touro will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment or sexual assault (i.e. rape, fondling, incest or statutory rape).

In general, it is a sex crime to engage in any sexual contact with a person who does not affirmatively consent, or to engage in sexual intercourse, deviant sexual intercourse, or sexual abuse if it is accomplished by forcible compulsion. California state law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally incapacitated, or physically helpless. Therefore, sexual abuse, sexual assault, and rape are sex crimes and violators will be prosecuted in accordance with California state law.

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention.

Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Compliance with Touro's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA) and a high quality campus life.

Those believing that they have been harassed or discriminated against based on their sex, including sexual harassment, should immediately contact the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

If you would like to review the complete policy, it can be found in Appendix B of this ASR.

Title IX Coordinator

The Title IX Coordinator or his/her designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro's anti-harassment policy. Touro's Title IX Coordinator's contact information is as follows:

Melody Erbes
Title IX Coordinator
10601 Calle Lee, Suite 179
Los Alamitos, CA 90720
(818) 575-6800 x85101
melody.erbes@tuw.edu

STALKING

Indicators/Signs of Stalking Behavior

- Persistent phone calls despite the fact that you have told the person not to contact you in any form.
- Someone waiting at or outside your workplace, residence, or school.
- Overt threats.
- Manipulative behaviors (i.e. stating that they will hurt themselves).
- Sending written messages, letters, emails, graffiti, etc.
- Sending of gifts.
- Defamation.

If You Become A Victim Of A Stalker, Do Not Take It Lightly:

- Notify the CEO, Dean, Provost or other Administrator at your location. Even if the problem is not campus/site related, they can assist you with reporting the problem to the local law enforcement agency.
- Apply for a restraining order. If you already have one, file a copy with the office on your campus.
- Document everything. Even if you have decided not to go the legal route, you may change your mind. Keep answering machine recordings, letters, gifts, etc. Keep a log of drive-bys or any suspicious occurrences.
- Have co-workers screen all calls and visitors.
- Do not accept packages unless they were personally ordered.
- Do not destroy discarded mail.
- If you think you are being followed, go to the nearest police station or public place.
- Never be afraid to sound your horn to attract attention.
- Do not be ashamed and think you caused this. Instead tell everyone you know that you are being stalked, from neighbors, to co-workers, to classmates so that no information about you is provided to the stalker.
- Tell the stalker NO once and only once, and never give him/her satisfaction of a reaction again.

Preserve any evidence that may help you obtain University help through no-contact orders, or court assistance with restraining orders. For help with this, contact the local police or Security right away. Some examples of evidence preservation include:

- Preserving any email, texts, or electronic messages on social media.
- Photographing any threatening messages that are not electronic.
- Asking friends to witness any overt behaviors such as being followed.
- Keeping a journal of stalking events.

Crime Prevention Education & Awareness Is Provided As Follows

- During the beginning of the semester
- During employee orientation
- Upon request by location
- As a result of trends identified

Crime Prevention Surveys are conducted by your resident precinct or local law enforcement upon request. In addition, Touro takes personal security issues seriously, and engages in an ongoing process of improving systems as they are implemented.

Rape & Sexual Violence

Sexual Assault/Improper Sexual Conduct is a criminal offense pursuant to the Penal Law. If a member of Touro community engages in improper sexual conduct, it may result in the severest disciplinary sanctions available to Touro. Touro will cooperate fully with Law Enforcement

authorities should the victim seek criminal prosecution. Touro also recognizes that confidentiality is most important to victims of sex crimes.

While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a “need to know basis.” The victim’s wishes not to report a sexual assault to the police will generally prevail, but Touro reserves the right to notify the police when it is believed that such reporting is necessary for the protection of others.

All reports of Rape and Sexual Violence must be investigated by the Title IX Coordinator. Any reports made to a member of the pastoral care or clinical services provider on campus must be reported for statistical purposes only.

Facts:

- Approximately 20% of women experience an attempted or sexual assault.
- Every person is a potential victim regardless of race, gender, age, or economic status.
- Approximately 90% of women know their assailant.
- Approximately 75% of the time, one or both parties are under the influence of a substance.
- Rapes perpetrated by strangers occur at all times of the day, every day. However, date rapes occur most frequently on weekends and during late evening hours.

If You Are Being Sexually Assaulted

- Keep your head. Stay as calm as possible, think rationally and evaluate your resources and options.
- Be realistic about your ability to protect yourself. Yelling, hitting, or biting may give you a chance to escape, but be aware it can also expose you to further harm.
- Passive resistance such as vomiting, urinating, or telling the attacker that you are ill or menstruating is another option.
- Knowing self-defense can help you to overcome fear and think clearly in emergencies.
- Do not try to defeat the attacker. Just get away as fast as you can. There is no right way to respond to an attack. If you escaped alive, you responded in the right way.

If You Have Been Sexually Assaulted

- You must NEVER BEAR the RESPONSIBILITY for being assaulted. Responsibility for the crime lies with the rapist alone.
- If possible do not shower, bathe, brush your teeth eat, drink, smoke, urinate or change your clothes.
- Do not disturb anything in the area where the assault occurred.
- Get immediate medical attention. An exam may reveal the presence of a physical injury.
- Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. A urine test conducted within 96 hours can determine if a drug was used.
- Write down a description of the assault, circumstances, and the attacker.

- Many police departments now have special victims units that are specially trained to deal with rape and/or sexual violence victims. In addition, many hospitals also have rape crisis units.
- Reporting the assault is an important step in ending this violence. You should feel comfortable with your decision.
- Call someone to be with you. You should not be alone. Contact a rape crisis center to help you deal with the aftermath.

If Someone You Know Is a Victim of an Assault

- See that they have a safe place to stay and will stay with someone.
- Give the victim your emotional support. Let them express their feelings. Do not pry into details.
- Do not be judgmental, instead listen, and provide understanding.
- Rape and/or sexual violence are never the victim's fault. Do not let them blame themselves or think that they did something to cause the attack
- Encourage the victim to get medical attention, contact a rape crisis center, and report the incident. Help the victim explore their options but let them make the decision.
- Point out that since they are still alive they have achieved a major victory.

Bystander Awareness

- Don't turn a blind eye.
- If you are attending a social gathering with a friend, remember the same principles apply in every scenario.
- Be mindful of your friend(s) and make sure you come and go together and if you don't leave together that your friend(s) is/ are able to make decisions for himself/herself/themselves.
- If you see someone at risk, get involved.
- Don't wait for someone else to take an action.
- Be honest and directly talk about the consequences of their actions.
- Solicit help from other bystanders.
- If the person is your friend, communicate by either asking the person "Are you okay," "Is he/she bothering you," etc.
- Give the person an out like calling their cell phone or distracting the other person.
- If it doesn't feel safe to say something, you can call the police or any other person of authority.

Don't let resentment prevent you from stepping in.

Victim Assistance

In cases of rape and/or sexual violence, there are many sources of support available to victims.

On Campus

- The Dean, Provost or other administrators are available to work with the Touro community to meet immediate need.
- Touro Staff are available to provide support and escorts around campus and in certain instances to assist the individual in getting home.
- Other available community resources may be provided based on student's individual needs.

Off Campus

CALIFORNIA

YWCA of Greater Los Angeles, Sexual Assault Services

- Phone: (877) 943-5778
- www.ywcagla.org

Peace over Violence

- Phone: (310) 392-8381
- www.peaceoverviolence.org

Rape Treatment Center at Santa Monica- UCLA Medical Center

- Phone: (310) 319-4503
- www.911rape.org

Hotline of Southern California

- Phones: (714) 894-4242
- www.hotlineofsocal.org/Hotline_of_Sox.html

CSP Sexual Assault Victims Services

- Phone: (714) 957-2737
- www.cspinc.org

Alternatives to Domestic Violence Hotline:

- Phone: (909) 683-0829; (800) 339-7233 (Toll Free)
- Website: alternativestodv.org

NATIONAL

WomensLaw.org

- www.womenslaw.org
- (707) 784-6844

RAINN

- www.rainn.org
- (800) 656-HOPE (4673)

loveisrespect

- <http://www.loveisrespect.org>
- (866) 331-9474

National Domestic Violence Hotline

- www.thehotline.org
- (800) 799-7233

ISRAEL

- www.1202.org.il/English/
- +972-2- 623 2451

Sex Offender Registry

Touro must make available to the public over the Internet information about certain sex offenders required to register under Megan's Law.

These sex offender Internet registry laws can be found at the following addresses:

<http://www.meganslaw.ca.gov/> (California)

* Israel does not have a sex offender registry accessible to the public. There are specific vocational restrictions for sex offenders.

EMERGENCY ACTIONS IN RESPONSE TO VIOLENCE

Individuals who have experienced an act of violence, such as domestic violence, dating violence, sexual assault and/or stalking requiring immediate emergency assistance are advised to take the following actions:

- Get to a place of safety. Dial 911 for local Police immediately if at continued risk.
- Seek any necessary medical attention as soon as possible.

Nearby hospitals include:

Los Alamitos Medical Center

3751 Katella Ave
Los Alamitos, CA 90702
(562) 598-1311

Long Beach Memorial Hospital

2865 Atlantic Ave Ste 104
Long Beach, CA 90806

Cedars-Sinai Medical Center

8700 Beverly Blvd.
Los Angeles, CA 90048

(310) 423-3277

Southern California Hospital at Hollywood

6245 De Longpre Ave
Los Angeles, CA 90028
(323) 462-2271

Ronal Reagan UCLA Medical Center

757 Westwood Plaza
Los Angeles, CA 90095
(310) 825-9111

Going to a California hospital for medical care after an incident of sexual violence does not obligate an individual to file a report with the University or the police.

REPORTING INCIDENTS OF RELATIONSHIP VIOLENCE

Upon addressing the immediate safety needs, individuals have multiple options for reporting incidents of relationship violence, depending on their comfort level and confidentiality needs. Students reporting incidents of sexual misconduct, to include sexual assault; sexual harassment; dating violence, domestic violence and stalking of a sexual nature, may contact:

Melody Erbes
Title IX Coordinator
10601 Calle Lee, Suite 179
Los Alamitos, CA 90720
(818) 575-6800 x85101
Melody.Erbes@tuw.edu

OPTIONS TO FILE A GRIEVANCE

A victim of any criminal act, to include domestic violence, dating violence, stalking and or sexual assault has the option to pursue a criminal complaint with the police and if requested may be assisted by campus personnel to make the call. If the victim and the accused are both affiliated with the University, a complaint of sexual misconduct may be pursued through the University or through both processes consecutively or concurrently. Regardless of the option, the University will promptly initiate an investigation of domestic violence, dating violence, sexual assault and stalking in a prompt comprehensive manner consistent with the obligations identified in VAWA and the University's Title IX Policy.

TITLE IX POLICY

Policies Concerning Sex Discrimination, Harassment and Complaint Procedure

This policy applies to all members of the Touro community, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.). Discrimination or harassment of any kind in regards to a person's gender is not tolerated at our institution. Information and/or training regarding this policy is available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Touro's mission, history, and identity. Touro will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact the Title IX coordinator. When Touro has notice of the occurrence, Touro is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Definitions

Discrimination and Harassment

Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment) is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's gender; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

Retaliation

Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has: (1) complained about alleged discrimination or harassment as defined above, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a proceeding regarding such allegations. Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

Touro does not allow, nor tolerate any conduct by any Touro community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described below in section 5.22 below, or for any other reason will not be tolerated.

Title IX coordinator

The Title IX Coordinator or his designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Touro's anti-harassment and anti-discrimination policy.

Melody Erbes
Title IX Coordinator
10601 Calle Lee, Suite 179
Los Alamitos, CA 90720
(818) 575-6800 x85101
Melody.Erbes@tuw.edu

Confidentiality

Touro has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, or retaliation received either through Touro's compliance hotline or otherwise. Touro wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for Touro to promptly and thoroughly investigate and resolve the matter.

PROCEDURES & IMPLEMENTATION

Duty to Report Violations

Any member of the Touro community including students, faculty, employees, and third-parties have a duty to report violations of this policy where individuals know, or should know, of accusations or actions which violate Touro Policy and will notify the Touro Title IX Coordinator of such violations promptly.

FORMAL INVESTIGATION AND RESOLUTION OF DISCRIMINATION, HARASSMENT, OR RETALIATION COMPLAINTS

Duty to Report Violations

All members of the Touro community are required to cooperate fully with any investigations of discrimination or harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the Touro Code of Conduct and/ or insubordination.

Likewise, all Touro employees are required to ensure that complaints about discrimination, harassment, or retaliation are directed to the appropriate administrative office for evaluation and investigation. Touro is committed to conducting an inquiry that is thorough, prompt and impartial.

Formal Investigation and Resolution of Discrimination, Harassment, Sexual Assault or Retaliation Complaints

Duty to Cooperate and Facilitate

All members of Touro are required to cooperate fully with any investigations of harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the Touro Code of Conduct and/or insubordination. Likewise, all Touro employees are required to ensure that complaints about harassment are directed to the appropriate administrative office for evaluation and investigation.

Right to Prompt and Impartial Proceeding and Complaint Process

Touro is committed to conducting an inquiry that is thorough, prompt and impartial. Accused and accuser will have the opportunity to object to Touro participants as impartial.

Victims have the options to notify proper law enforcement authorities, including on-campus and local police, or to decline to notify such authorities. Complaints concerning sexual harassment and/or sexual discrimination should be sent to Melody Erbes, Title IX Coordinator, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@touro.edu. Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable.

A complaint, which must be submitted within the later of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred. A complaint should include the following information:

- Complainant's full name, home address, email, telephone number, and Touro Student/Employee ID number.
- Name of the person against whom the complaint was made, including job title or student status, if known.
- The protected status that is the basis for the alleged discrimination, harassment, or retaliation based on the complainant's gender.
- A clear statement of the facts that constitute the alleged discrimination, harassment, or retaliation, including dates on which the acts were committed and any information to identify witnesses.
- Complainant should include the term and year of his/her most recent active employment, academic, or student status within the university.
- A student who is seeking admission to Touro should include the term and year in which he/she sought admission to the university.
- The full name, address, and telephone number of complainant's advisor or supervisor, if any.
- The specific harm that resulted from the alleged act and the remedy sought.
- The complainant's signature and the date on which the complaint was submitted.

The accused will receive notice of the complaint, along with references to the specific code provision violated, and notification of possible sanctions. While prompt reporting is expected, complaints older than 30 days will be processed. However, if more than 365 days have elapsed since the day of the complaint, the complaint may not be processed. Every effort is made to conduct a thorough and speedy investigation. Several factors may impact Touro's ability to conduct a prompt investigation, including, but not limited to: the Complainant's accessibility or unresponsiveness, witness availability or unresponsiveness, the number of witnesses, the timing of the investigation (i.e. if an investigation is being conducted at a time when students are taking final exams or on recess), etc. The process allows for extension with good cause shown.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Touro will provide written notification to the students and employees involved about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, Touro offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

Certain remedial measures may be taken to protect both parties during the pendency of the investigation, including changes to academic, living, transportation, and working situations or other protective measures. Touro may make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact Melody Erbes, Title IX Coordinator, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@touro.edu. If the victim wishes to receive assistance in requesting these accommodations, she or he should also contact Melody Erbes, Title IX Coordinator, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@tuw.edu.

Notice and Timely Access and Preservation of Evidence

The proceeding will be consistent with Touro's policies and transparent to both the accuser and the accused. Both accuser and accused will receive timely notice of meetings at which either accuser, accused, or others (upon request) may be present. Both accuser and accused will receive timely and equal access to information that will be used during formal and informal disciplinary meetings or hearings. Touro will endeavor to protect the privacy of the participating parties and/or witnesses.

It is very important that the victim preserve any proof or evidence of any criminal offense. Such incidents will be reviewed and investigated in an expedient and professional manner.

Intake Interview

After receipt of a complaint, the Title IX Coordinator or his/her designee will meet with the complainant as soon as possible, usually within one week, but not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.

The meeting will be an intake interview where the Title IX Coordinator or his/her designee will inform the complainant about the investigation procedure and timeline. The complainant will have an opportunity to provide or present evidence and witnesses on their behalf. The complainant may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so. A complaint will proceed even in the absence of a signed written complaint.

Complaints about Students, Faculty, Other Employees or Third Parties

Touro's disciplinary process includes a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final result. Upon receipt of a complaint, the Title IX Coordinator or his/her designee shall investigate the circumstances of the complaint. This investigation will include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any. Further, the investigation will include a review of relevant documents and any other evidence. Touro will use the preponderance of the evidence standard in the investigation and disciplinary action, as VAWA requires.

Investigation of Complaints

The Title IX Coordinator or his/her designee shall have thirty (30) days from the intake interview to complete the investigation of the event in question. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. Touro officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Such thirty (30) days may be extended in the event that one of the following occurs:

- Availability or unavailability of a witness or relevant/material documents;
- Reluctance of a witness and/or any necessary party;
- Delay or other uncooperative actions of any necessary party;
- Numerosity of witnesses;

- Holidays and vacation periods;
- Any other unforeseeable events/circumstances.

Both the complainant and respondent will have the same opportunities to have others present during any disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Touro will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding, but Touro may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

Generally speaking an investigation will take less than 60 calendar days following receipt of the complaint. This may not be practicable in every investigation and may vary depending on the complexity of the investigation and the severity and extent of the harassment. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused.

Notice of Determination and Further Action

The Title IX Coordinator or his/her designee shall report the findings of the investigation to a designated, impartial Fact Finder. The Fact Finder shall endeavor to issue a determination within fifteen day after receipt of the investigation file to determine and detail: (a) whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint, (b) a description of actions taken, if any, to prevent similar problems from occurring in the future, and (c) the proposed resolution of the complaint. Both parties will be informed of the outcome reached and sanctions imposed as a result of such investigation and determination.

Both the complainant, the party who filed the complaint or the alleged target of the sexual harassment or sexual assault, and the respondent, the accused, shall be informed of the fact finder's decision, including the outcome reached and sanctions imposed, in writing simultaneously within ten days of the conclusion of the fact finder's deliberation. They will both be notified simultaneously and in writing of the outcome of the proceeding; appeal procedures; any change to the result before it becomes final (if applicable); and when the result becomes final. Questions concerning these actions should be addressed to the Title IX Coordinator, Melody Erbes. Notification to the appropriate law enforcement officials and other assistance to the student or staff member in notifying law enforcement officials will be provided, if requested.

Touro will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to Touro about the misconduct.

Notification to Victims of Crimes of Violence

Touro will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Appeals

The complainant and respondent alike will be provided with at least one level of appeals.

Both the complainant and the respondent are eligible to file an appeal to the determination based on (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Title IX Coordinator within seven (7) business days following the date on the outcome letter. The Appeal should state the remedy sought by the appealing party. Each party may respond in writing to any appeal submitted by the other party. Written responses to the other party's appeal must be submitted within three (3) business days following delivery of the notice of the written appeal. Written requests for appeal submitted by one party will be shared with the other party.

Appeals will be conducted in an impartial manner by trained Touro officials without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Title IX Coordinator. The Appeals Panel can determine whether a change in the decision is warranted. If applicable, both the accuser and accused will have an opportunity to be present or have others present during any disciplinary proceedings. If a change in this decision is necessary, the Appeals Panel will review the appeal and rationale and make a final decision. Both parties will be informed of the outcome reached and sanctions imposed as a result of such proceedings.

Appeals will not be reviewed or considered beyond the Appeals Panel. Appeals decisions will be rendered within twenty (20) business days after the receipt of the formal request for appeal. The appeal decision will be provided in writing to both parties and the appeal decision is final.

Touro has a grade appeal process, which is not circumvented by this policy. This procedure is not a substitute for a grade appeal. A grade appeal may be suspended until a determination has been made by the fact finder.

Touro will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to Touro about the misconduct.

DISCIPLINE

Employees, faculty and students who violate Touro's policies may be subject to disciplinary action. Individuals who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action. Consistent with this Policy Touro will take prompt effective action to resolve any identified discrimination, and take steps to avoid a reoccurrence.

RETALIATION

Touro does not allow, nor tolerate any conduct by any Touro community member that may be regarded as retaliatory. Retaliation against any individual whether said person submitted a complaint through the method described above or for any other reason will not be tolerated.

AVAILABILITY OF COUNSELING

As required under Title IX, Touro through its investigations and/or Title IX Compliance officer will offer its internal counseling services to any complainant who has begun the complaint process. It is ultimately complainant's decision of whether or not to accept the counseling service offered by Touro.

EXTERNAL REPORTING

Members of the Touro community are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

Among other options, students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

San Francisco Office
Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813

Telephone: 415-486-5555
FAX: 415-486-5570; TDD: 800-877-8339
Email: ocr.sanfrancisco@ed.gov

CRIME LOG

The University maintains a database, which archives all crimes reported to the department, except when disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Information may be temporarily withheld if release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. The crime log data consists of the nature, date, time and general location of the crime and the disposition of the complaint, if known.

CRIME STATISTICS CATEGORIES AND RECORDING MEASURES

Statistical crime data is provided for the past three calendar years in accordance with the federal laws articulated in the Clery Act. Data included in the statistics column for Murder/ Non Negligent Manslaughter, Negligent Manslaughter, Domestic Violence, Dating Violence, and Stalking, Sex Offenses, Aggravated Assault, Larceny / Theft, Intimidation, Simple Assault, Vandalism and Motor Vehicle Thefts represent the number of victims in the crime occurrence. Similarly, cases involving arrests for Liquor Law, Drug Law and Illegal Weapons violations are recorded per person. Statistics captured under “Referred for Disciplinary Action” reflect the number of individuals in a reported incident submitted to a campus official authorized to administer and maintain a record of a disciplinary action. Statistics recorded for Robbery, Burglary and Arson indicate the number of occurrences only.

On Campus	2016		2017		2018	
	TCLA	TUW Admin.	TCLA	TUW Admin.	TCLA	TUW Admin.
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	1	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor law violation						
Arrests	0	0	0	0	0	0
Disciplinary action	0	0	0	0	0	0
Drug-related violation						
Arrests	0	0	0	0	0	0
Disciplinary action	0	0	0	0	0	0
Weapon possession violation						
Arrests	0	0	0	0	0	0
Disciplinary action	0	0	0	0	0	0
Violence Against Women Act (VAWA) offenses						
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

	2016		2017		2018	
Residential Facilities	TCLA	TUW Admin.	TCLA	TUW Admin.	TCLA	TUW Admin.
Murder and Non-negligent Manslaughter	n/a	n/a	n/a	n/a	n/a	n/a
Negligent Murder	n/a	n/a	n/a	n/a	n/a	n/a
Rape	n/a	n/a	n/a	n/a	n/a	n/a
Fondling	n/a	n/a	n/a	n/a	n/a	n/a
Incest	n/a	n/a	n/a	n/a	n/a	n/a
Statutory Rape	n/a	n/a	n/a	n/a	n/a	n/a
Robbery	n/a	n/a	n/a	n/a	n/a	n/a
Aggravated assault	n/a	n/a	n/a	n/a	n/a	n/a
Burglary	n/a	n/a	n/a	n/a	n/a	n/a
Motor vehicle theft	n/a	n/a	n/a	n/a	n/a	n/a
Arson	n/a	n/a	n/a	n/a	n/a	n/a
Liquor law violation Arrests	n/a	n/a	n/a	n/a	n/a	n/a
Disciplinary action	n/a	n/a	n/a	n/a	n/a	n/a
Drug-related violation Arrests	n/a	n/a	n/a	n/a	n/a	n/a
Disciplinary action	n/a	n/a	n/a	n/a	n/a	n/a
Weapon possession violation Arrests	n/a	n/a	n/a	n/a	n/a	n/a
Disciplinary action	n/a	n/a	n/a	n/a	n/a	n/a
Violence Against Women Act (VAWA) offenses	n/a	n/a	n/a	n/a	n/a	n/a
Dating Violence	n/a	n/a	n/a	n/a	n/a	n/a
Domestic Violence	n/a	n/a	n/a	n/a	n/a	n/a
Stalking	n/a	n/a	n/a	n/a	n/a	n/a

	2016		2017		2018	
Public Property	TCLA	TUW Admin.	TCLA	TUW Admin.	TCLA	TUW Admin.
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor law violation						
Arrests	0	0	0	0	0	0
Disciplinary action	0	0	0	0	0	0
Drug-related violation						
Arrests	0	0	0	0	0	0
Disciplinary action	0	0	0	0	0	0
Weapon possession violation						
Arrests	0	0	0	0	0	0
Disciplinary action	0	0	0	0	0	0
Violence Against Women Act (VAWA) offenses						
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

HATE CRIMES STATISTICS

Hate Crimes On-Campus	2016		2017		2018	
	TCLA	TUW Admin.	TCLA	TUW Admin.	TCLA	TUW Admin.
Murder and Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Damage/Vandalism to Property	0	0	0	0	0	0

Note: There were no Hate Crimes reports during the years 2016, 2017 and 2018 on/in the TCLA campus, the TUW Administrative Offices or on public property.

ANNUAL FIRE SAFETY REPORT

STATISTICS

	2016				2017				2018			
	Fire	Injury	Death	Value	Fire	Injury	Death	Value	Fire	Injury	Death	Value
TCLA Campus	0	N/A	N/A	N/A	0	N/A	N/A	N/A	0	N/A	N/A	N/A
TUW Admin. Office	0	N/A	N/A	N/A	0	N/A	N/A	N/A	0	N/A	N/A	N/A

	Fire Safety Amenities					
	Fire Alarm Monitoring	Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans and Placards	Min. # of Fire Drills Each Calendar Year
TCLA Campus	Y	Y	Y	Y	Y	1
TUW Admin. Office	Y	Y	Y	Y	Y	1

Please note that Federal Regulations mandate under 34 CFR 668.49(b) that the institution provide an Annual Fire Report that includes requirements directly related to on-campus housing, notwithstanding the foregoing, the University Community should be aware that the University does not operate any student residences or dormitories and therefore these regulations have limited applicability due to these circumstance.

Evacuating Facilities During Fires

In the event of a fire emergency inside a Touro facility, individuals are instructed to remove themselves from the area of immediate danger and alert building occupants and local emergency response personnel to the emergency by pulling a manual pull station.

In addition to activating the fire alarm system individuals are urged to call 9-1-1 and the Dean or Provost.

Once the fire alarm has been activated, all building occupants are instructed to evacuate the premises immediately using the closest safe stairwell/exit door unless otherwise instructed by building authorities/emergency response personnel. While evacuating the building, individuals should secure any open windows/doors, if it is safe to do so, in order to help prevent the spread of an existing fire condition.

Building occupants are also instructed to not use elevators as they may become inoperable during a fire emergency.

Persons with limited mobility who are unable to self-evacuate are instructed to move to the closest safe stairwell and await assistance from local emergency response personnel unless otherwise instructed by building authorities/emergency personnel.

Once the process of evacuation has been initiated, building occupants are to continue to completely evacuate the building even if the alarm ceases to sound. Occupants should alert others who may attempt to enter the building during the evacuation process

Building occupants are not permitted to leave the Designated Assembly Area unless directed to do so by on-scene emergency personnel. Individuals will be permitted to re-enter the building only when the building is deemed safe by local emergency response personnel.

General

1. In case of a fire, if possible, activate the closest fire alarm and then contact the on-site security personnel and Emergency Preparedness.
2. The fire alarm systems of Touro monitored 24 hours a day. The systems may include smoke detectors, carbon monoxide detectors, sprinklers, fire extinguishers and alarm bells.
3. Smoke detectors are the first line of fire defense. They are triggered by airborne particles and are in place to provide early warning in case of fire. Smoke detectors save lives by allowing for timely evacuation. Carbon monoxide detectors may also be placed in buildings.
4. Sprinklers are the last line of defense. If there is a considerable rise in room temperature, the sprinklers will activate. Sprinklers protect property by suppressing a fire quickly.
5. Any Students or staff member in any Touro facility, who intentionally compromises these systems in any way, may be sanctioned and/or arrested and fined.
6. Students and staff agree to adhere to all fire safety policies of Touro, not be in possession of prohibited items, and be aware of possible sanctions for violations. In addition to sanctions imposed by the University, violators may also be responsible for fines assigned by the State of California.

Once the fire alarm has been activated, all building occupants are instructed to evacuate the premises immediately using the closest safe stairwell/exit door unless otherwise instructed by building authorities/emergency response personnel. Students and staff will evacuate by the nearest exit, closing doors along the exit path to contain the spread of flames and smoke and to activate the fire alarm system as they leave.

At no time should the closing of doors or the activation of the alarm delay the exit from the building. Once safely outside, residents should contact 911 and the Dean or Provost. Students and staff are required relocate to the Designated Assembly Area with the appropriate

administrator. Damage, misuse, or theft of fire alarm systems and firefighting equipment is prohibited and in violation of the law.

- Residents are prohibited from covering or attaching anything to fire safety equipment including sprinklers, smoke detectors, heat detectors, etc.
- Touro may assign fines for false (negligent) fire alarms.

Fire Safety Education and Training Programs

If applicable, an online fire safety education program is available for all students in residential housing and all employees that have any association with residential housing. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire, and distribute information on the college's fire safety policies. Everyone is also provided with evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with limited mobility are instructed to wait for emergency response personnel in the fire stairwell with a "buddy."

Fire safety education and training programs consist of fire science, general fire safety and evacuation procedures, and cooking safely.

Items Prohibited in Housing Facilities

When it comes to fire safety, certain items can compromise the safety of all within our community therefore such items are prohibited. If you are uncertain about a particular item in your possession, you are encouraged to bring such item(s) to the Residence Director immediately to avoid disciplinary action. The Dean and Provost, in cooperation with local and state fire safety officials, reserves the right to amend this listing at any time.

Open Flames

- Candles, incense, and ashtrays
- Fireworks, explosives
- Gasoline, propane tanks/other highly combustible items

Cooking Appliances

- Hot plates, woks, toasters and toaster ovens (except those provided by Touro), grills, deep fryers and all open coil appliances. Appliances without open coils are permitted (except those listed above) if they have an automatic shut off setting, or are used with a single setting Automatic Shut-Off Safety Outlet.

Room Furnishings

- Space heaters (unless issued by Touro)
- Upholstered furniture, padded or cushioned chairs, beanbag chairs. (Any furniture item brought by a resident must be certified by the manufacturer as flame retardant; otherwise, the item is prohibited.) Residents are permitted to bring plastic stackable containers.
- Bed risers (wooden), cinderblocks and lofted furniture of any kind. Bed risers that attach to the bottom of the bed are permitted.

- Room partitions or dividers not authorized by Touro
- Curtains, shades, blinds or any window treatment (unless issued by Touro)
- Any lamp with a halogen or incandescent bulb
- Multiple bulb lamps with plastic shades

Electrical Cords and Outlets

- Extension cords, multi-plug outlets, plug-in air fresheners. Surge protectors are acceptable with a maximum of six outlets and an independent on/off circuit breaker.
- International converters plugged into a surge protector or multiple adapters. International converters must be plugged directly into the wall outlet.

Decorations

- Streamers hanging from the ceiling
- Lights

Actions that Obstruct or Interfere with Safety

When it comes to fire safety, certain actions by an individual can compromise the safety of all within the community, therefore certain actions are prohibited. Person(s) who engage in such actions will be held accountable, sanctioned and/or arrested and fined. Touro encourages all residents to familiarize themselves with such actions and the potential sanctions.

Egress Compromise

- Failure to maintain a 36-inch path of egress out of the room/ apartment
- Blocking exits with furniture or other items, or preventing door from opening to a 90-degree angle
- Propping room door open with an object
- Wall decorations/posters exceeding 25 percent of the wall area
- Hanging posters, banners or other items from the ceiling or across the room from door or window(s)
- Excessively disorderly room or apartment
- Running wires across the floor, ceiling or in front of room door
- Leaving any item in the hallway outside of a room door
- Leaving cooking food unattended
- Leaving hair care appliances with heating elements (flat irons, curling irons, etc.) unattended or excessive use of aerosol products (which may trigger the fire alarm system)
- Smoking in any housing facility or within 25 feet of an entrance

Suppression or Alarm Compromise

- Hanging anything on or from a sprinkler head or water pipe
- Physical activities near fire suppression systems, such as hockey, ball throwing/bouncing, skateboarding, Frisbee, etc.
- Throwing or spraying water or other liquids
- Failure to maintain an 18-inch clearance from any sprinkler head for the circumference of the room
- Excessive use of aerosol products (which may trigger the fire alarm system)
- Sanctions for violation of the categories listed above are as follows:

- Tampering with, or damaging fire extinguisher(s) or sprinkler control valves
- Breaking a sprinkler head
- Removing smoke detectors or covers
- Covering smoke detectors
- Tampering with or damaging fire exit lights, pull stations, notification devices or obstructing exit doors

General Unsafe Actions

- Failure to evacuate during a fire alarm
- Deliberately causing a false fire alarm
- Use of fireworks or explosives

Fire Emergency Advice

If a fire occurs, students and staff are instructed to leave hazardous areas per the evacuation routes and go to their Designated Assembly Area before calling 911 for help. All students and staff are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety. Students are to remain at the Designated Assembly Area so that the Administrator in charge can take a full accounting of the students.

During a Fire Alarm

- STAY CALM and DO NOT PANIC.
- Proceed to the closest emergency exit. Do not take the elevator.
- Use secondary route if primary one is blocked or hazardous.
- If the emergency is a gas leak or a hazardous material spill, take the route that will keep you upwind of the problem area.
- Do not stop for belongings or records.
- Follow the instructions of your Fire Safety Group (FSGs).
- Report missing persons to FSGs.
- Continue to follow the directions of FSGs who will direct you to an assembly area. Remain at the assembly area in case Emergency Personnel need more information or need to ask questions, especially if there are missing persons.

In Case Of Fire - Remember "R.A.C.E." Rescue: Anyone in immediate danger Alarm: Pull the nearest alarm box Contain: Close doors and windows Evacuate: Leave the building immediately

Pre-Plan Escape Routes

It is a good idea to locate all exits on your floor and in your building; locate two exits from your office/classroom; locate fire alarm pull stations in your building.

Fire Egress (Exiting Safely)

- Upon discovery of a fire, activate the nearest fire alarm pull box.
- Call the 911 from a local phone or your cell phone. Give your name, telephone number, and location of the fire.
- Do not attempt to put out a fire by yourself, unless you are trained to do so.

- DO NOT USE THE ELEVATORS. If you are on an elevator when an alarm is activated and the elevator does not function, push the emergency button on the elevator for further assistance and guidance.
- Close windows and doors. This may help keep the fire from spreading, protect your possessions from fire, and smoke damage. Leave lights on and doors unlocked.
- Before entering another room or stairwell, check for heat by placing the back of your hand near the door. If the handle is NOT hot, open door cautiously. Check for smoke or fire before going out.
- If the handle is hot, DO NOT open the door. Go to the window and call for help.
- When you evacuate the building DO NOT stop for personal belongings or records.
- If there is excessive smoke, crawl low to an exit. There is less smoke and toxins there. Smoke will rise making it impossible to see when standing. Toxic chemicals in smoke, when inhaled, can be deadly in minutes.
- If you are unable to exit, stay low and plug all openings around doors, windows, and vents.
- Notify fire fighters that are on the scene if you suspect someone may be inside the building.
- If the situation is safe and clear, handicapped individuals should be placed into the stairwell as soon as most evacuees have departed. A messenger should be dispatched to tell the responding police or fire fighters the location of the handicapped individual(s), so that a rescue can be initiated.
- When outside, stay away from the building, at least 500 feet, and out of the way of emergency personnel and vehicles.

DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY AUTHORIZED PERSONNEL.

Who to Contact Should a Fire Occur:

Roy Finaly, COO
 Touro University Worldwide
 10601 Calle Lee, Ste. #179
 Los Alamitos, CA 90720
 (818) 874-4190

Dr. David Jacobson, Dean
 Touro College Los Angeles
 1317 North Crescent Heights Boulevard
 West Hollywood, CA 90046
 (323) 822-9700 Ext. 85150

Campus Directory:

Touro University Worldwide
10601 Calle Lee, Ste. #179
Los Alamitos, CA 90720
(818) 575-6800

Touro College Los Angeles
1317 North Crescent Heights Boulevard
West Hollywood, CA 90046
(323) 822-9700

Appendix A

TOURO UNIVERSITY WORLDWIDE AND TOURO COLLEGE LOS ANGELES DRUG AND CONTROLLED SUBSTANCES POLICY

1.0 Policy

Touro University Worldwide (“Touro”) and Touro College Los Angeles (“TCLA”) (collectively referred to as “Touro” or “University”) complies with the Federal Drug Free Workplace Act of 1988, the State Drug-Free Workplace Act of 1990 and The Drug-Free Schools and Communities Act Amendments of 1989. The University policy regarding the possession, use, and/or sale of alcoholic beverages or illicit drugs on campus is governed by state and municipal law and further governed by the Student Conduct Code. In compliance with Federal Law and California State Law, this policy includes information to ensure that all members of the Touro Community are aware of the dangers of substance abuse and to outline the sanctions for violating this policy.

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or financial assistance under any Federal program, the University create and maintain a drug-free environment and implement a program to prevent the unlawful possession, use, or distribution of drugs, and the abuse of alcohol, by its students and employees.

In addition to being a violation of Federal and State laws, the possession and/or use of alcohol, the unlawful manufacture, distribution, dispensing, possession or use of illegal controlled substances on Touro campuses, off-campus sites, workplace site of employees, or at any University-sponsored event is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner which impairs performance of assigned tasks. The University expects that individuals and groups will conduct themselves and operate within the scope of the rules and regulations. Violators of this prohibition are subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension or expulsion, and/or termination of employment.

Touro may provide confidential counseling and referral services to students, faculty and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of TCLA and the Office of the Provost of TUW. All inquiries and requests for assistance will be handled with confidentiality.

2.0 Purpose

Touro seeks to safeguard the health and well-being of all members of Touro: students, faculty and staff. All members of Touro are accountable to know the law and to understand the policies and procedures of Touro.

3.0 Public Education Statement on Illicit Drug and Alcohol Use

In order to better educate students, faculty and staff, Touro wishes to provide all members of Touro with an education of the effects of substance abuse. The mind-altering substances to be discussed here are: marijuana, cocaine, heroin (and their derivatives); amphetamines (uppers); barbiturates (downers); hallucinogens; and alcohol. Many individuals take such drugs to escape from their problems; but doing so only creates more problems.

What are some of the health problems associated with drugs?

- The most obvious problems are death or severe organ damage (such as heart attack, respiratory arrest, damage to the liver and lungs, and stroke).
- The less obvious, though much more prevalent, problems of the mind and body are as follows:
 - **Marijuana:** Can cause short-term effects such as slow reflexes; increase in forgetfulness; alters judgment of space and distance; aggravate pre-existing heart and/or mental health problems; long-term health effects include permanent damage to lungs, reproductive organs and brain function; Can interfere with physical, psychological, social development of young users.
 - **Cocaine (Crack):** Can cause short-term effects such as impaired judgment; increased breathing, heart rate, heart palpitations; anxiety, restlessness, hostility, paranoia, confusion; long-term effects may include damage to respiratory and immune systems; malnutrition, seizures and loss of brain function; highly addictive.
 - **Hallucinogens (PCP, LSD, ecstasy, DXM):** Can cause extreme distortions of what's seen and heard; induces sudden changes in behavior, loss of concentration and memory; increases risk of birth defects in user's children; overdose can cause psychosis, convulsions, coma and death. Frequent and long-term use can cause permanent loss of mental function.
 - **Inhalants** (nitrous oxide, amyl nitrite, butyl nitrite, chlorohydrocarbons, hydrocarbons): Can cause short-term effects such as nausea, dizziness, fatigue, slurred speech, hallucinations or delusions; may lead to rapid and irregular heart rhythms, heart failure and death; long-term use may result in loss of feeling, hearing and vision; can result in permanent damage to the brain, heart, lungs, liver and kidneys.
 - **Opiates/Narcotics** (heroin, morphine, opium, codeine, oxycodone, china white): Can cause physical and psychological dependence; overdose can cause coma, convulsions, respiratory arrest and death; long term use leads to malnutrition, infection and hepatitis; sharing needles is a leading cause of the spread of HIV and hepatitis; highly addictive, tolerance increases rapidly.

- **Sedatives:** Can cause reduced reaction time and confusion; overdose can cause coma, respiratory arrest, convulsions and death; withdrawal can be dangerous; in combination with other controlled substances can quickly cause coma and death; long-term use can produce physical and psychological dependence; tolerance can increase rapidly.
- **Tobacco** (cigarettes, cigars, chewing tobacco): Can cause diseases of the cardiovascular system, in particular smoking being a major risk factor for a myocardial infarction (heart attack), diseases of the respiratory tract such as Chronic Obstructive Pulmonary Disease (COPD) and emphysema, and cancer, particularly lung cancer and cancers of the larynx and mouth; nicotine is highly addictive.
- **Alcohol:** Can cause short-term effects such as loss of concentration and judgment; slowed reflexes; disorientation leading to higher risk of accidents and problem behavior; long-term effects include risk of liver and heart damage, malnutrition, cancer and other illnesses; can be highly addictive to some persons.

Warning! AIDS: Users of needles who take any drugs run a high risk of contracting AIDS and hepatitis.

Warning! Addiction: This is the common denominator for all mind-altering substances. With its insidious onset, addiction often goes undetected until the user's life is in chaos. Addiction pervades one's life, overpowering one's ability to reason and to relate to others. Addiction ruins the user's life and the lives of those around him/her.

4.0 Disciplinary Standards for Possessing, Using, Distributing and/or Selling Drugs & Controlled Substances

For **students:**

It is the policy of Touro, as stated in the Code of Conduct, that the unlawful use, possession, distribution, or manufacture of drugs or controlled substances on Touro property is strictly prohibited. Individuals who possess use, distribute or manufacture drugs or controlled substances are subject to disciplinary action, including but not limited to expulsion, as well as possible criminal prosecution. Students found in violation of these policies may be subject to disciplinary proceedings in accordance with the procedures outlined in the "Adjudication of University Code of Conduct Violations" section of respective school catalogs and student handbooks. Student violators may be subject to the following sanctions and remedial measures:

Nature of Violation	Responses for First-Time Violations May Include, But Are Not Limited To:	Responses for Repeat Violations May Include, But Are Not Limited To:
Possession or use of alcohol or other drugs in violation of Touro policy or federal, state, or local law	<ul style="list-style-type: none"> • Warnings • Disciplinary Probation • Counseling and treatment • Service to the University community 	<ul style="list-style-type: none"> • Disciplinary Probation • Mandatory referral for counseling and treatment • Suspension from dormitory (if dormitory student) • Parental Notification • University-Level disciplinary action
Possession or use of alcohol or other drugs in violation of Touro policy or federal, state, or local law in a manner involving aggravated circumstances (e.g. actual/potential harm to self or others, disruption of the Touro community, repeated offenses)	<ul style="list-style-type: none"> • Warnings • Disciplinary Probation • Mandatory counseling and treatment • University-Level disciplinary action 	<ul style="list-style-type: none"> • Disciplinary Probation • Mandatory counseling and treatment • Service to the University community • University-Level disciplinary action
Distribution or intent to distribute a controlled substance in violation of Touro policy or federal, state, or local law	<ul style="list-style-type: none"> • Legal action • University-level disciplinary actions 	<ul style="list-style-type: none"> • Legal action • University-Level disciplinary action

Touro uses the following definitions for the above sanctions:

- **Possession:** Illegal holding or controlling of alcohol, drugs, or associated paraphernalia.
- **Use:** Illegal personal use of alcohol or drugs.
- **Abuse:** Repeated illegal use of alcohol or drugs, or use accompanied by other behavior, including but not limited to:
 - Disorderly, disruptive, or aggressive behavior that interferes with the well-being, safety, security, health, or welfare of the community and/or the regular operations of Touro
 - Engaging in or threatening to engage in any behavior that endangers the health, safety, or well-being of oneself, another person, or property
 - Physical violence (actual or threatened) against any individual or group of persons
- **Distribution:** Illegal sale, exchange, or giving of alcohol or other drugs to one or more persons. Factors to consider when determining Touro’s response include, but are not limited to:
 - Health and wellness of the responsible student
 - Touro’s interests
 - Impact on the Touro community
 - Type, quantity, and packaging of the substance
 - Number of persons to which the substance was distributed

- Amount of revenue associated with the distribution
- Existence of any other aggravating or extenuating circumstances
- **Warning:** A written reprimand putting the student on notice that he/she has violated the Code of Conduct and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning is placed in the student's folder.
- **Probation:** A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not represent Touro in any capacity. Further violations while on probationary status will result in suspension or expulsion from Touro.
- **Counseling and Treatment:** A student's continued enrollment at Touro may be conditioned on his/her participation in counseling or treatment at outside counseling and treatment agencies. A student's failure to participate in such a program after being advised that his/her enrollment is conditional upon it, may result in other disciplinary sanctions.
- **Legal Action:** The Student Affairs Committee may recommend that students be turned over to law enforcement authorities for legal action. The final decision on referring student cases to the authorities is made by the Office of the CEO or Dean.

University-Level Sanctions:

- **Service to University Community:** Student must complete a designated number of hours of service to the Touro community. Service hours cannot interfere with the individual's course schedule.
- **Disciplinary Probation:** Exclusion from participation in specified privileges or Touro programs and activities as set forth in the notice of disciplinary probation for a designated period of time.
- **Restitution:** A student may be required to pay restitution to Touro or to fellow students for damages and losses resulting from his/her actions.
- **Suspension:** At any time during a student's enrollment at Touro he/she may be suspended and barred from attending classes for a definite period, not to exceed two years. Notification of the suspension will appear on the student's academic transcript and will remain until the end of the suspension period. A notification of the suspension will remain in the student's file. A student may not be automatically enrolled at the end of his suspension He/she must apply to the Office of the Provost or Dean for re-enrollment.
- **Expulsion:** This is termination of the student's enrolled status at the University. A student who is expelled from the University is not permitted to complete his courses and may not re-register for a future semester. Notification of the expulsion will appear on the student's academic transcript.

For **faculty and staff members**:

Each faculty and staff member of Touro is expected to abide by Touro's policies for maintaining a drug-free workplace. The policy statement on drug abuse pertaining to students also applies to faculty and staff. Furthermore, all faculty and staff are required to notify the Dean of TCLA, Provost of TUW or the Director of Human Resources of any criminal conviction relating to his or her own drug activity within five (5) days of such conviction. Faculty and staff (part-time or full-time) who violate Touro policies on drugs and controlled substances may be subject to disciplinary sanctions, or other sanctions, as follows (sanctions need not be progressive):

- **Censure:** A written reprimand, outlining the violation(s) of Touro's policies, may be placed in the personnel file of individual violators.
- **Probation:** Faculty and/or staff may be placed on probation for a definite period of time up to a maximum of one year. In such instances, individuals may be required to enroll in a therapeutic counseling or treatment program.
- **Suspension:** Faculty and/or staff may be suspended from employment without pay for a period of time ranging from seven days to a maximum of one year.
- **Termination of Employment:** Faculty and/or staff may be dismissed from employment upon written notice by the Dean of TCLA or the CEO or Provost of TUW.
- **Legal Action:** Faculty and/or staff may be turned over to law enforcement authorities for criminal prosecution and legal action.

In both cases for students and faculty and staff, the existence of a tiered system of disciplinary sanctions measures does not preclude Touro from levying a heavy sanction, without first resorting to a lesser sanction. By way of illustration and not exclusion, Touro may expel a student or terminate a staff member for a violation of policy without first issuing a warning or putting that student or employee on probation.

5.0 Regulations on Alcohol Use/Abuse

The following regulations apply to students, faculty and staff of Touro:

- The consumption of alcoholic beverages by individuals under the age of 21 is illegal.
- All persons are prohibited from consuming alcoholic beverages on the premises of Touro (unless at an event specifically sanctioned by Touro Administration in writing), or entering or remaining on Touro premises in an impaired state.
- Alcoholic beverages may not be served to Touro students as part of University-sponsored events or non-official activities connected with the University-except for sacramental purposes, and then only under faculty supervision.
- Any student, who falsely represents himself/herself at a sanctioned Touro event as being of age to consume alcohol, may be subject to disciplinary action as outlined in the Code of Conduct.
- Any faculty and/or staff member of Touro who provides alcohol to a minor on Touro premises shall be subject to full penalty under the laws of California.

- Forcing any student or faculty member to consume alcohol and/or drugs for the purpose of initiation into or affiliation with any Touro sanctioned organization is not permitted.
- Alcoholism, while it may be a disability, does not excuse any faculty and/or staff member of Touro from violating a legitimate Touro policy or neglecting their responsibilities to Touro. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation/treatment program and may, in certain circumstances, lead to sanctions against that individual. If you are an alcoholic, you may self-identify to the Dean of TCLA, the Provost of TUW or Human Resources, as the case may be, and request confidential counseling and/or referral services to help with your problems. All inquiries and requests for assistance will be handled with strict confidentiality.
- Touro observes the culpability laws for serving drinks to the mentally-impaired and to individuals who are already inebriated. Some signs that may indicate if a person is inebriated may be the smell of alcohol on their clothes, impairment to speech, mood changes, slowed reflexes, or impairment of coordination.
- NOTE: Mothers who drink alcohol during pregnancy may give birth to infants with irreversible physical abnormalities and cognitive disabilities. Research shows that children of alcoholic parents are at greater risk.

6.0 Criminal Sanctions for Alcohol Misuse

Persons giving or selling alcoholic beverages to any person under 21 years of age are guilty of a misdemeanor.

Any person under 21 years of age who purchases alcoholic beverages, or any person under 21 years of age who consumes any alcoholic beverage, will be punished by a fine of \$250, or the person shall be required to perform between 24-32 hours of community service, or a combination of a fine and community service as determined by the court. A second or subsequent violation of this law will be punished by a fine of no more than five hundred dollars (\$500), or the person shall be required to perform between 36-48 hours of community, or a combination of a fine and community service as determined by the court. The community service requirements require service at an alcohol or drug treatment program or facility or at a county coroner's office, if available, in the area where the violation occurred or where the person resides.

Any person who gives or furnishes an alcoholic beverage to a minor shall be punished by a fine of one thousand dollars (\$1,000), and the person will be required to perform at least 24 hours of community service.

Any person who purchases for or gives any alcoholic beverage to a person under 21 years of age, and the person under 21 years of age thereafter consumes the alcohol and thereby proximately causes great bodily injury or death to himself or any other person, is guilty of a misdemeanor and shall be punished by imprisonment in a county jail for between 6 months-1 year, by a fine of one thousand dollars (\$1,000), or by both imprisonment and fine.

The penalties imposed by this section do not preclude prosecution or the imposition of penalties under any other provision of law, including, but not limited to, Section 272 of the California Penal Code and Section 13202.5 of the California Vehicle Code.

7.0 Substance Abuse Self-Identification and Amnesty

Touro recognizes that, sometimes, there may be health or safety emergencies related to the use of drugs or alcohol in which the potential for disciplinary action by Touro may deter students who want to seek assistance for themselves or for another member of the Touro community. In such instances, the health and safety of the at-risk student will be Touro's top priority. Therefore, should a student, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and/or alcohol, Touro's student conduct response to the over-consumption/abuse will be, first and foremost, focused on medical treatment, counseling, and/or educational interventions. However, Touro reserves the right to address any associated acts that compromises the well-being of its community and its members, such as harassment, violence, damage, harm to self or others, or distribution of illegal substances, on a case-by-case basis as deemed appropriate and necessary.

Reporting a Personal Concern: Students who have concerns about their use of alcohol and/or other drugs, or students who are concerned of such use by a friend, are encouraged to seek assistance through one of Touro's support services. Confidentiality in these circumstances may be protected in compliance with Touro policy and applicable law (e.g. FERPA, HIPPA, etc.).

8.0 Substance Abuse Counseling

Many different mutual and self-help programs are available near Touro campuses. Although most programs are abstinence-based and follow the 12-step approach, there are also programs that support moderation and a goal and/or do not use 12 steps. Some of the programs listed below may have a religious affiliation, others may merely use spirituality as part of the program. Meeting times and locations are available upon contacting the corresponding phone numbers or websites. Each meeting is somewhat different from any other, even within the same program, both in terms of structure and participants. Many people find it helpful to explore different options.

United States

National Drug & Alcohol Treatment Referral Service:

- Phone: 800-662-4357

Alcoholics Anonymous:

- Phone: 323-936-4343
- Website: www.lacaaa.org/

Adult Children of Alcoholics:

- Phone: 310-534-1815
- Website: www.adultchildren.org

Marijuana Anonymous:

- Phone: 800-766-6779
- Website: www.marijuana-anonymous.org

Cocaine Anonymous:

- Phone: 888-714-8341
- Website: www.ca4la.org/

Narcotics Anonymous:

- Phone: 800-863-2962
- Website: www.todayna.org/

Al-Anon:

- Phone: 818-760-7122
- Website: www.alanonla.org

National Council on Alcohol and Drug Dependency

- Phone: 818-997-0414
- Website: www.ncadd-sfv.org/

Israel

Narcotics Anonymous:

- Phone: 972-50-5947837
- Website: <http://www.naisrael.org.il/>

Retorno International Recovery Group:

- Phone: 718-210-9755
- 972-52-436-9888
- Email: Soshana@retorno.org
- Website: www.retorno.org

Malkishua Drug Rehabilitation Center:

- Phone: 972-46488222
- Email: malikishua@malikishua.org.il
- Website: <http://www.malkishua.org.il>
 - <http://www.malkishua.org.il/eng/> (English version)

9.0 Implementation

This policy shall be implemented by the Department of Human Resources, the Office of the Dean of TCLA and the Office of the Provost of TUW.

10.0 Approval

This policy has been approved by the Office of Institutional Compliance.

Appendix B

TOURO UNIVERSITY WORLDWIDE AND TOURO LOS ANGELES POLICY CONCERNING SEX DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL ASSAULT

1.0 POLICY

Touro University Worldwide (“TUW”) and Touro Los Angeles (“TCLA”) (collectively referred to as “Touro” or “University”) pledges its efforts to ensure an environment in which the dignity and worth of all members of the community are respected. It is the policy of Touro that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. Touro will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment or sexual assault (i.e. rape, fondling, incest or statutory rape).

Any employee, student or other person at the University who commits a rape or other crime of a sexual nature specified in the California Penal Code can be criminally prosecuted. In addition, employees and students can be disciplined under the California Education Code, even if the criminal justice authorities or the person assaulted chooses not to pursue criminal prosecution.

In general, it is a sex crime to engage in any sexual contact with a person who does not affirmatively consent, or to engage in sexual intercourse, deviant sexual intercourse, or sexual abuse if it is accomplished by forcible compulsion. California state law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally incapacitated, or physically helpless. Therefore, sexual abuse, sexual assault, and rape are sex crimes and violators will be prosecuted in accordance with California or the relevant state law.

2.0 PURPOSE

All divisions of Touro seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind, including sexual assault (i.e. rape, fondling, incest or statutory rape), domestic violence, dating violence, and stalking, is anathema to Touro’s mission, history, and identity. Touro will resolve any identified discrimination, harassment or sexual assault in a timely and effective manner. Compliance with Touro’s policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment in compliance with the Violence Against Women Act (VAWA), California Law, and a high quality campus life.

3.0 SCOPE

This policy applies to all members of Touro, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.). This policy applies to events that occur on-campus, off-campus, and on study abroad. Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy will be available on Touro's website.

4.0 DEFINITIONS

- **Advisor**
 - Any individual who provides the accuser or accused support, guidance, or advice.
- **Awareness Programs**
 - Awareness program means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- **Ongoing Prevention and Awareness Campaigns**
 - Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audience throughout the institution and including information on definitions of different crimes, options for bystander intervention, and risk reduction.
- **Primary Prevention Programs**
 - Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- **Risk Reduction**
 - Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- **Campus**
 - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

- Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- **Campus Security**
 - A campus police department or a campus security department of an institution.
 - Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
 - Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
 - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
- **Consent** (with regards to sexual activity)
 - Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- **Dating Violence**
 - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - The existence of a social relationship is based on the "reporting party's statement" with consideration of
 - the length of the relationship,
 - the type of relationship, and
 - the frequency of the interaction between the persons involved.
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of abuse, and does not include acts covered by the definition of domestic violence.
- **Discrimination and Harassment**
 - Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment is unwelcome conduct of a sexual nature and can include sexual advances, request for sexual favors, and other verbal, non-verbal, or physical conduct. Environmental harassment (sometimes referred to as hostile environment)

is sexually harassing conduct that is sufficiently severe, persistent or pervasive to limit an individual's ability to participate in or receive benefits, services, or opportunities at Touro. This can include persistent comments or jokes about an individual's, sex; verbal behavior, including insults, remarks, epithets, or derogatory statements; nonverbal behavior, including graffiti, inappropriate physical advances short of physical violence such as repeated and unwanted touching; and assault, including physical violence or the threat of physical violence.

- **Domestic Violence**

- Domestic violence is a felony or misdemeanor crime of violence committed by any of the following individuals:
 - A current or former spouse or intimate partner of the victim; or
 - A person with whom the victim shares a child in common; or
 - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
 - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]; or
 - Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Pastoral counselor**

- A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

- **Professional counselor**

- A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

- **Proceeding**

- All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.
- Does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

- **Result**

- Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.
- The result must include any sanctions imposed by the institution and the rationale for the result and the sanctions.

- **Sexual Harassment**

- Unwelcome sexual advances, requests for sexual favors, and, other visual, verbal or physical conduct of a sexual nature, when:
- An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a

- course, program, or activity, or is used as a basis for employment or academic decision; or
 - The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.
- **Sexual Offense**
 - Unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment.
- **Sexual Assault**
 - Any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent, and including rape, fondling, incest or statutory rape as acted in the FBI's Uniform Crime Reporting program.
 - **Rape**
 - Is the perpetuation of an act of sexual intercourse with a person against his or her will and consent, or when such person is incapable of giving consent because of his or her youth or his or her temporary or permanent mental or physical incapacity.
 - Is the penetration of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of a person, or when such person is incapable of giving consent.
 - Acquaintance rape is rape that involves people who know or are familiar with each other.
- **Stalking**
 - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
 - A course of conduct is two or more acts, including, but limited to:
 - Acts in which the 'stalker' directly, indirectly, or through third parties by any action, method, device, or means,
 - Follows, monitors, observes, surveils, threatens, or communication to or about, a person or interferes with a person's property.
 - Substantial emotional distress is a significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.
 - A reasonable person is one under similar circumstances and with similar identities to the victim.
- **Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**
- Domestic Violence
 - Under California's Family Code, "domestic violence" is defined as *abuse* perpetrated against any of the following persons:
 - A spouse or former spouse
 - A cohabitant or former cohabitant
 - "Cohabitant" means a person who regularly resides in the

- household.
 - Former cohabitant” means a person who formerly regularly resided in the household.
 - A person with whom the respondent is having or has had a dating or engagement relationship;
 - A person with whom the respondent has had a child;
 - A child of a party or a child who is the subject of an action ; or
 - Any other person related by consanguinity or affinity within the second degree
 - Under California’s Penal law, “domestic violence” is defined as *abuse* committed against an adult or a minor who:
 - is a spouse or former spouse;
 - is a cohabitant or former cohabitant;
 - “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship
 - is a person with whom the suspect has had a child or is having a child; or
 - has had a dating or engagement relationship
- Dating Violence
 - The offense of domestic violence includes dating violence as a “dating relationship” under California’s Family Code and Penal law is defined as frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations.
- Sexual Assault/Battery
 - Under California Penal law, any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.
 - “*touches*” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.
 - “*Intimate part*” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.
- Stalking
 - Under California’s Penal law, any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.
 - “*harasses*” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.

5.0 PROCEDURES

Duty to Report Violations

All members of the Touro community are required to cooperate fully with any investigations of discrimination or harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the Touro Code of Conduct and/ or insubordination.

Likewise, all Touro employees are required to ensure that complaints about discrimination, harassment, or retaliation are directed to the appropriate administrative office for evaluation and investigation. Touro is committed to conducting an inquiry that is thorough, prompt and impartial.

Formal Investigation and Resolution of Discrimination, Harassment, Sexual Assault or Retaliation Complaints

Duty to Cooperate and Facilitate

All members of Touro are required to cooperate fully with any investigations of harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the Touro Code of Conduct and/or insubordination. Likewise, all Touro employees are required to ensure that complaints about harassment are directed to the appropriate administrative office for evaluation and investigation.

Right to Prompt and Impartial Proceeding and Complaint Process

Touro is committed to conducting an inquiry that is thorough, prompt and impartial. Accused and accuser will have the opportunity to object to Touro participants as impartial.

Victims have the options to notify proper law enforcement authorities, including on-campus and local police, or to decline to notify such authorities. Complaints concerning sexual harassment and/or sexual discrimination should be sent to Melody Erbes, Title IX Coordinator, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@tuw.edu. Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable.

A complaint, which must be submitted within the later of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred. A complaint should include the following information:

- Complainant's full name, home address, email, telephone number, and Touro Student/Employee ID number.
- Name of the person against whom the complaint was made, including job title or student status, if known.
- The protected status that is the basis for the alleged discrimination, harassment, or retaliation based on the complainant's gender.
- A clear statement of the facts that constitute the alleged discrimination, harassment, or retaliation, including dates on which the acts were committed and any information to identify witnesses.
- Complainant should include the term and year of his/her most recent active employment, academic, or student status within the university.
- A student who is seeking admission to Touro should include the term and year in which he/she sought admission to the university.
- The full name, address, and telephone number of complainant's advisor or supervisor, if any.
- The specific harm that resulted from the alleged act and the remedy sought.
- The complainant's signature and the date on which the complaint was submitted.

The accused will receive notice of the complaint, along with references to the specific code provision violated, the date, time and location of the incident, and notification of possible sanctions, although the accused will be considered innocent until proven guilty of a violation. While prompt reporting is expected, complaints older than 30 days will be processed. However, if more than 365 days have elapsed since the day of the complaint, the complaint may not be processed. Every effort is made to conduct a thorough and speedy investigation. Several factors may impact Touro's ability to conduct a prompt investigation, including, but not limited to: the Complainant's accessibility or unresponsiveness, witness availability or unresponsiveness, the number of witnesses, the timing of the investigation (i.e. if an investigation is being conducted at a time when students are taking final exams or on recess), etc. The process allows for extension with good cause shown. The burden to develop facts surrounding the investigation and/or prove that an incident lacked consent is on the institution, not the reporting individual. A reporting individual may withdraw a complaint or report from the institution at any time. Such individual will not be penalized for withdrawing such complaint. Please note that the institution may, consistent with other provisions of this law as well as federal law, still have obligations to investigate and/or take actions even if the complaint has been withdrawn.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Touro will provide written notification to the students and employees involved about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the

accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, Touro offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

Certain remedial measures may be taken to protect both parties during the pendency of the investigation, including changes to academic, living, transportation, and working situations or other protective measures. Touro may make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact Melody Erbes, Title IX Coordinator, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@touro.edu. If the victim wishes to receive assistance in requesting these accommodations, she or he should also contact Melody Erbes, Title IX Coordinator, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@tuw.edu.

Notice and Timely Access and Preservation of Evidence

The proceeding will be consistent with Touro's policies and transparent to both the accuser and the accused. Both accuser and accused will receive timely notice of meetings at which either accuser, accused, or others (upon request) may be present. Both accuser and accused will receive timely and equal access to information that will be used during formal and informal disciplinary meetings or hearings. Touro will endeavor to protect the privacy of the participating parties and/or witnesses.

It is very important that the victim preserve any proof or evidence of any criminal offense. Such incidents will be reviewed and investigated in an expedient and professional manner.

Intake Interview

After receipt of a complaint, the Title IX Coordinator or his/her designee will meet with the complainant as soon as possible, usually within one week, but not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.

The meeting will be an intake interview where the Title IX Coordinator or his/her designee will inform the complainant about the investigation procedure and timeline. The complainant will have an opportunity to provide or present evidence and witnesses on their behalf. The complainant may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so. A complaint will proceed even in the absence of a signed written complaint.

Complaints about Students, Faculty, Other Employees or Third Parties

Touro's disciplinary process includes a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final result. Upon receipt of a complaint, the Title IX Coordinator or his/her designee shall investigate the circumstances of the complaint. This investigation will include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any. Further, the investigation will include a review of relevant documents and any other evidence. Touro will use the preponderance of the evidence standard in the investigation and disciplinary action, as VAWA requires.

Investigation of Complaints

The Title IX Coordinator or his/her designee shall have thirty (30) days from the intake interview to complete the investigation of the event in question. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. Touro officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Such thirty (30) days may be extended in the event that one of the following occurs:

- Availability or unavailability of a witness or relevant/material documents;
- Reluctance of a witness and/or any necessary party;
- Delay or other uncooperative actions of any necessary party;
- Numerosity of witnesses;
- Holidays and vacation periods;
- Any other unforeseeable events/circumstances.

Both the complainant and respondent will have the same opportunities to have others present during any disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Touro will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding, but Touro may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

During any such investigation, the complainant and the accused will each reserve the right to exclude their own prior sexual history with any persons other than the party involved in the hearing during the judicial or conduct investigation process. Both will also reserve the right to exclude any mental health diagnosis and treatment during the institutional disciplinary stage which determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage that determines sanction. (not sure if you would rather have this under confidentiality).

Generally speaking an investigation will take less than 60 calendar days following receipt of the complaint. This may not be practicable in every investigation and may vary depending on the complexity of the investigation and the severity and extent of the harassment. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused.

Notice of Determination and Further Action

The Title IX Coordinator or his/her designee shall report the findings of the investigation to a designated, impartial Fact Finder. The Fact Finder shall endeavor to issue a determination within fifteen day after receipt of the investigation file to determine and detail: (a) whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint, (b) a description of actions taken, if any, to prevent similar problems from occurring in the future, and (c) the proposed resolution of the complaint. Both parties will be informed of the outcome reached and sanctions imposed as a result of such investigation and determination.

Both the complainant, the party who filed the complaint or the alleged target of the sexual harassment or sexual assault, and the respondent, the accused, shall be informed of the fact finder's decision, including the outcome reached and sanctions imposed, in writing simultaneously within ten days of the conclusion of the fact finder's deliberation. They will both be notified simultaneously and in writing of the outcome of the proceeding; appeal procedures; any change to the result before it

becomes final (if applicable); and when the result becomes final. Questions concerning these actions should be addressed to the Title IX Coordinator, Melody Erbes. Notification to the appropriate law enforcement officials and other assistance to the student or staff member in notifying law enforcement officials will be provided, if requested.

Touro will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to Touro about the misconduct.

Notification to Victims of Crimes of Violence

Touro will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Appeals

The complainant and respondent alike will be provided with at least one level of appeals.

Both the complainant and the respondent are eligible to file an appeal to the determination based on (i) a procedural error occurred, (ii) new information exists that would substantially change the outcome of the finding, or (iii) the sanction is disproportionate with the violation.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Title IX Coordinator within seven (7) business days following the date on the outcome letter. The Appeal should state the remedy sought by the appealing party. Each party may respond in writing to any appeal submitted by the other party. Written responses to the other party's appeal must be submitted within three (3) business days following delivery of the notice of the written appeal. Written requests for appeal submitted by one party will be shared with the other party.

Appeals will be conducted in an impartial manner by trained Touro officials without conflict of interest or bias for or against either party. A party with a concern about a conflict of interest or bias should contact the Title IX Coordinator. The Appeals Panel can determine whether a change in the decision is warranted. If applicable, both the accuser and accused will have an opportunity to be present or have others present during any disciplinary proceedings. If a change in this decision is necessary, the Appeals Panel will review the appeal and rationale and make a final decision. Both parties will be informed of the outcome reached and sanctions imposed as a result of such proceedings.

Appeals will not be reviewed or considered beyond the Appeals Panel. Appeals decisions will be rendered within twenty (20) business days after the receipt of the formal request for appeal. The appeal decision will be provided in writing to both parties and the appeal decision is final. However, information obtained during the course of the conduct or judicial process will be protected from public release until the appeals process is final, unless otherwise required by law.

Touro has a grade appeal process, which is not circumvented by this policy. This procedure is not a substitute for a grade appeal. A grade appeal may be suspended until a determination has been made by the fact finder.

Touro will provide the victim a written explanation of her/his rights and options with respect to the report when the victim reports to Touro about the misconduct.

6.0 SANCTIONS FOR VIOLATIONS

Student violators may be subject to the following sanctions and remedial measures on a case-by-case basis:

- **Warning:** A written reprimand putting the student on notice that he/she has violated the Code of Conduct. A copy of this warning is placed in the student's folder.
- **No-Contact Order:** A student may be ordered to temporarily not intentionally contact a victim through any medium.
- **Probation:** A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Organizations, Clubs or Societies or represent Touro in any capacity. Further violations while on probationary status will result in suspension or expulsion from Touro.
- **Restitution:** A student may be required to pay restitution to Touro or to fellow students for damages and losses resulting from his/her actions.
- **Suspension:** At any time during a student's enrollment at Touro he/she may be suspended and barred from attending classes for a definite period, not to exceed two years. A student who is suspended is entitled to a written clarification with specific reasons for and description of the sanction. A student may not be automatically re-enrolled at the end of his/her suspension. He/she must apply to the Student Affairs Committee for re-enrollment.
- **Expulsion:** Touro may terminate a student's status at Touro at any time.

Faculty and staff (part-time and full-time) who violate the policy will be subject to disciplinary sanctions on a case-by-case basis as follows:

- **Censure:** A written reprimand, outlining the violation(s) of Touro policies, may

be placed in the personnel file of individual violators.

- **Probation:** Faculty and/or staff may be placed on probation for a definite period of time up to a maximum of one year. In such instances, individuals may be required to enroll in a therapeutic counseling or treatment program.
- **Suspension:** Faculty and/or staff may be suspended from employment without pay for a period of time ranging from seven days to a maximum of one year.
- **Termination of Employment:** Faculty and/or staff may be dismissed from employment upon written notice by the Dean of Faculties (for faculty members) or the Vice President for Administration (all other employees).
- **Legal Action:** Faculty and/or staff may be turned over to law enforcement authorities for criminal prosecution and legal action.

In both cases for students, faculty and staff, the existence of a progressive system of disciplinary sanctions measures does not preclude Touro from levying a heavy sanction, without first resorting to a lesser sanction. By way of illustration and not exclusion, Touro may expel a student or terminate a staff member for a violation of policy without first issuing a warning or putting that student or employee on probation.

Touro-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a Touro order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Touro

7.0 CONFIDENTIALITY

Touro has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, sexual assault (i.e. rape, fondling, incest or statutory rape) or retaliation received either through Touro's compliance hotline or otherwise. The phone number for the Touro hotline is 646-565-6000 x55330.

Touro wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an

investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for Touro to promptly and thoroughly investigate and resolve the matter. Touro employees will explain to the reporting individual whether he or she is authorized to offer the reporting individual privacy. Even Touro offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

Reporting individuals may request confidentiality and choose not to consent to an investigation by Touro, and the Title IX Coordinator must weigh the request against the institution's obligation to provide a safe, non-discriminatory environment for all members of its community. If Touro determines that an investigation is required, it must notify the reporting individuals and take immediate action as necessary to protect and assist them. Touro should seek consent from reporting individuals prior to conducting an investigation, and declining consent will be honored unless Touro determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to members of the community. If an individual discloses information through a public awareness event, Touro is not obligated to begin an investigation based on such information.

Touro will complete publicly available record-keeping and for purpose of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Touro to provide the accommodations or protective measures.

Touro does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

By only sharing personally identifiable information with individuals on a need-to-know basis, without the inclusion of identifying information about the victim, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Touro to provide the accommodations or protective measures.

8.0 RETALIATION

Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has:

- Complained about alleged discrimination, harassment or sexual assault as defined above,
- Participated as a party or witness in an investigation relating to such allegations, or
- Participated as a party or witness in a proceeding regarding such allegations.

Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

Touro does not allow, nor tolerate any conduct by any Touro member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint, will not be tolerated.

Upon the first instance of disclosure by a reporting individual to a Touro representative, the individual will be informed:

“You have the right to make a report to university police or campus security, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting that incident; and to receive assistance and resources from your institution.”

Reporting individuals or bystanders who report an incident of sexual assault in good faith will receive amnesty for drug and alcohol use.

Employees, faculty and students who violate Touro's policies may be subject to disciplinary action. Individuals, who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action.

9.0 ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Touro will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;

- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Touro complies with California law in recognizing orders of protection. Any person who obtains an order of protection from California or any reciprocal state should provide a copy to Campus Security and the Office of the Title IX Coordinator. A complainant may then meet with Campus Security to discuss the order, its consequences, and/or develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) Touro cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). However the individual may receive assistance from police or campus security, or have them call the appropriate agency in order to effect an arrest when an individual violates an order of protection.

Touro may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If Touro receives a report that such an institutional no contact order has been violated, Touro will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

It is very important that the victim preserve any proof or evidence of the criminal offense. Such incidents will be reviewed and investigated in an expedient and professional manner. The employee or student can also file a grievance as per Touro's grievance policy described in the Administrative Handbook.

The federal laws require that both accuser and accused have the opportunity to object to Touro Participants as impartial.

Procedures Touro Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

Touro has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including

informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Touro will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Security department or local law enforcement. Students and employees should contact Melody Erbes, Title IX Coordinator, 10601 Calle Lee, Suite 179, Los Alamitos, CA, 90720, (818) 575-6800 x85101, melody.erbes@tuw.edu.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to Touro, Touro will follow the procedures above in Section 5.

10.0 EXTERNAL REPORTING

Touro will conduct a campus climate assessment every other year to ascertain general awareness and knowledge of the provisions of this policy, including student experience with and knowledge of reporting and Touro adjudicatory processes, which shall be developed using standard and commonly recognized research methods. The aggregate results of these campus climate assessments shall be posted on Touro's website with no identifying information about respondents.

Members of Touro are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

It is the rights of victims and the responsibilities of all members of the community to comply with protective orders issued by a criminal, civil or tribal court or by Touro.

Among other options, students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

San Francisco Office
Office for Civil Rights
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813
Telephone: 415-486-5555
FAX: 415-486-5570; TDD: 800-877-8339

Email: ocr.sanfrancisco@ed.gov

11.0 POLICY ON MONITORING CRIMINAL ACTIVITY

It is Touro's Campus Security policy to work in conjunction with all state and federal law enforcement agencies, local police agencies and emergency management organizations to assist with the monitoring and recording of criminal activity and the investigation of alleged criminal incidents both on and off campus, where applicable. In the event that a serious crime or death was to occur, Campus Security is mandated to notify the proper law enforcement agencies. TCLA also has a close relationship with the Los Angeles Sheriff's department who will be contacted should any issues arise.

The county or country in which the crime took place would then either assume responsibility or delegate its authority to another agency to investigate the criminal matter or prescribe action to be taken.

The State police are requested through local police agencies and Touro University has no formal relationships with any State police agency. This may mean involvement by other agencies either state or Federal at the request of the local police.

12.0 PROGRAMS

All new students, including transfers, will attend a program about the provision of this policy and how to prevent, and best protect themselves and others against sexual assault, domestic violence, dating violence, and stalking. On at least an annual basis, the Office of the Dean will provide a formal educational program to increase awareness of sexual offenses, including rape, acquaintance rape, dating violence, domestic violence, sexual assault, stalking and other forcible and non-forcible sexual offenses.

Touro engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

The programs will include discussion of what constitutes these offenses, penalties for these offenses, definition of consent, prevention and awareness programs and ongoing prevention and awareness campaigns; risk reduction for students and faculty, safe and positive options for bystander intervention and security measures

to protect against the occurrence of these offenses. Touro will advertise the date, time and content of these educational programs on posters displayed in those areas regularly used by students and employees of Touro.

13.0 RESOURCES FOR SEXUAL HARASSMENT VICTIMS

Touro will provide resources for sexual harassment victims, regardless of whether the victims choose to report the crime to campus police or local law enforcement. Touro will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations. These resources generally include but are not limited to:

- Crisis Intervention Counseling
 - In-person or telephone services which support clients and their families in their effort to cope with the trauma of victimization and provide assistance in the recovery process.
- Emergency Assistance
 - Counselors who will work with clients to determine and meet immediate needs for mental health counseling, medical care, etc.
- Accompaniment
 - Security is available to provide support and escort around campus, and in certain instances to assist the individual in getting home.
- Others
 - Victims will have access to a sexual assault forensic examination with a nurse.
 - Available community resources will be provided based on client's individual needs.

OFF CAMPUS RESOURCES

CALIFORNIA

YWCA of Greater Los Angeles, Sexual Assault Services

- Phone: (877) 943-5778
- www.ywcagla.org

Peace over Violence

- Phone: (310) 392-8381
- www.peaceoverviolence.org

Rape Treatment Center at Santa Monica- UCLA Medical Center

- Phone: (310) 319-4503
- www.911rape.org

Hotline of Southern California

- Phones: (714) 894-4242
- www.hotlineofsocal.org/Hotline_of_Sox.html

CSP Sexual Assault Victims Services

- Phone: (714) 957-2737

- www.cspinc.org

Alternatives to Domestic Violence Hotline:

- Phone: (909) 683-0829; (800) 339-7233 (Toll Free)
- Website: alternativestodv.org

NATIONAL

WomensLaw.org

- www.womenslaw.org
- (707) 784-6844

RAINN

- www.rainn.org
- (800) 656-HOPE (4673)

loveisrespect

- <http://www.loveisrespect.org>
- (866) 331-9474

National Domestic Violence Hotline

- www.thehotline.org
- (800) 799-7233

ISRAEL

- www.1202.org.il/English/
- +972-2- 623 2451

14.0 REGISTERED SEXUAL OFFENDERS

Touro makes available to the public over the Internet information about certain sex offenders required to register under Megan's Law.

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. The sex offender registry for California can be found at the following address:

<http://www.meganslaw.ca.gov/> (California)

* Israel does not have a sex offender registry accessible to the public. There are specific vocational restrictions for sex offenders.

15.0 IMPLEMENTATION

This policy shall be implemented by the Human Resources Department and the

Office of Campus Security.

16.0 SOURCE DOCUMENTS

- 34 CFR 106.8 and 106.9
- Revised Sexual Harassment Guidance: Harassment of Students By School Employees, Other Students, or Third Parties, dated January 19, 2001
- “Dear Colleague Letter” from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated April 4, 2011.
- “Dear Colleague Letter” from the Assistant Secretary, U.S. Department of Education, Office of Civil Rights, dated July 14, 2014.

17.0 APPROVAL

This policy has been approved by the Human Resources Department, the Officer of Campus Security and the Office of Institutional Compliance.

Appendix C



TOURO COLLEGE

Los Angeles

EMERGENCY ACTION PLAN

2018

Emergency Action Plan

1.0 Objective

This Emergency Action and Evacuation Plan (the Plan) provides employees and students with procedures and guidance in responding to occupational injuries, medical emergencies, fires, natural disasters and other events that require emergency response. This Plan is intended to be the master resource of procedures for all anticipated emergencies that might occur.

This Plan consolidates procedures that comply with regulatory requirements and provide important guidance so employees can safely avoid injury from emergencies that may occur at work.

2.0 Regulatory Basis

There are several agencies and entities with established regulations requiring an emergency response. A summary of the major rules includes the following.

➤ **Occupational Safety and Health Administration (OSHA)**

Both the federal and state OSHA require an emergency action plan and include:

- A fire safety plan
- An evacuation plan
- Contingency plan for hazardous waste operations

➤ **Los Angeles Sheriff's Department**

Has requested an emergency action plan as part of their E.S.S.I.S. Survey. Though not mandated, emergency response procedures for natural disasters are also included, because a response plan provides for employee safety during the uncertainty of such events.

3.0 Responsibilities

All employees are responsible for knowing and following the college's emergency procedures described in this document. Select employees are assigned tasks in the Plan as they relate to his or her responsibilities on campus. These include, but are not limited to the following.

➤ **University Safety Officer**

Assists the Provost, Dean and Safety Committee with the development of emergency procedures, and the establishment of roles and responsibilities under this Plan.

➤ **Security**

Compiles the headcounts from each evacuation coordinator, and reports to the emergency responders if any employees are missing or otherwise unaccounted for. They serve as liaisons between emergency responders and the College.

➤ **Employees**

Responsible for knowing and following the procedures as described in this Plan.

4.0 Evacuation Procedures

Employees are instructed to evacuate safely and quickly and to assist in the response as much as possible if asked to help. Evacuation of the building takes place when conditions may jeopardize the health and safety of employees, students and visitors, and are implemented for the following reasons.

- The alarms are activated
- Fire
- After a major earthquake
- Any condition where employees may be safer outside than inside the building.

Examples include:

- Prolonged power outage
- Flooding
- An unwanted intruder in the building

All employees are expected to follow these evacuation procedures.

1. When alarms first sound, leave the building via the nearest exit

- Never go back to your workstation, desk or classroom for personal belongings if you are in another part of the building. Take personal belongings only if they are within reach as you leave the work area.
- Turn off the lights if you are the last person out of a classroom, break room, or work area.
- Close doors behind you if you are the last one out
- Assist coworkers who may have difficulty evacuating. Avoid becoming detained in trying to help coworker out of the building. If unable to help, and an employee remains in the building, then notify emergency responders immediately after reaching the Evacuation Assembly Area.

2. Proceed quickly to the Evacuation Assembly Area

- Regardless of the exit chosen, proceed toward the Assembly Area
 - While proceeding to the assembly area remain aware of other potential hazardous conditions such as falling trees, downed electrical lines, debris falling from buildings, or hot ashes.
- 3. Report that you are safely out of the building, and provide your name to the emergency responders**
- Inform the Coordinator or security personnel of people who have not evacuated, or are having difficulty evacuating the building.
 - Report any conditions that the fire department should know about, such as equipment that is still operating and poses a risk.
 - Security personnel or Dean are instructed to greet responders. Security or Dean informs responders of the location of an incident, and all information reported by evacuees.
- 4. Remain in the Assembly Area until a headcount is taken**
- Visitors and guests are the responsibility of their TCLA contact. Make sure that contractors, visitors, and guests are accounted for during an evacuation.
- 5. Remain in the Assembly Area until authorized to return inside**
- Do not leave the premises or the Assembly Area until you have been accounted for and permission is granted to leave.
 - Assist in the response, if requested.

As stated earlier, special circumstances should be communicated to Emergency Responders as soon as possible after evacuating to help with the quick deployment of emergency personnel. If an employee has not reported to the Evacuation Assembly Area, provide the following information to emergency responders.

- Identity and condition of employee(s) or visitors involved
- Specific location and area(s) involved

4.1 Shelter in Place

Shelter in place is the reverse of an evacuation, in which employees are instructed to remain indoors to avoid exposure to hazardous conditions outside the facility, and may occur as a result of a nearby industrial incident, or any other event that presents a risk to the public. The local emergency response agencies implement such an event when conditions outside the buildings are hazardous to public health, which are announced by local media. The university will announce such an event, and response will be determined on a case-by-case basis.

5.0 Emergency Response Plan

The following types of emergencies likely to be encountered in TCLA facilities, and provides instructions and guidance on responding accordingly. Employees should know how to respond appropriately to ensure the safety of employees and guests. Emergencies discussed in this Plan include:

- Medical emergencies
- Fires and fire prevention
- Evacuation procedures
- Earthquake safety

Any emergency situation can result in injury, damage to property, or both, therefore it is important that employees are provided with adequate information to ensure that employees respond quickly and efficiently to any emergency. Rapid response to workplace emergencies is intended to reduce the impacts on human health and safety, and on TCLA's operations.

5.1 Emergency Notification

Dial 9-9-1-1 from a campus phone to quickly summon emergency responders. Dial 9-1-1 off-campus or from a cell phone. The following are scenarios under which 911 must be called.

- An injured employee(s) or student(s) loses consciousness
- An injured employee(s) or student(s) cannot move, or is in too much pain to be moved
- An injured employee(s) or student(s) has suffered a significant loss of blood
- Fire
- A spill or release of hazardous materials OUTSIDE the building
- Threat of violence in the workplace

Call 911 when:

If calling 911 for emergency medical services, remain calm and provide the following information.

- Nature of the emergency or injury
- If injured employees or students are involved, indicate the number of people injured and their status
- Location of the emergency including building and room number, if known
- Your name

- Stay on the phone until the dispatcher tells you to hang up

They will help direct and instruct emergency responders to the situation when they arrive and provide any information that assists in the response. Assist with providing any information that will help both security and the emergency responders to act quickly.

Emergency responders should be informed of the following conditions when they arrive. After calling 911, evacuate and contact security.

- Employees who may be in danger or trapped inside of an evacuated building

Note: Calling 9-911 on a landline connects directly to local emergency dispatch. Non-emergency phone numbers for local response agencies are provided below for employee’s convenience.

Table 1 – Response Agency Contact List

Kadima Security Personnel	213-494-9777
Building Maintenance – Victor	818-207-7903
Leo	310-350-5277
Police/Fire Department/Ambulance	9-911
Hatzolah of LA	1-800-613-1911
Los Angeles Police – non-Emergency	213-485-4302
Poison Control Center	800-222-1222

5.2 Medical Emergencies

Medical emergencies may not be related to workplace conditions, but still require prompt response. Call 9-911 immediately if an employee or visitor suffers from a medical emergency, such as a fainting spell, or heart attack. Do not deliberate with an employee having medical issues, it is always best to get medical attention as quickly as possible by calling 911.

5.3 Fire Safety Plan

Fires can occur for a variety of reasons, particularly where flammable materials are stored and handled. Therefore, systems have been installed to alert employees to a fire in the building.

- Heat sensors activate the sprinkler systems in case of fire.
- This system is activated with a rapid rise in temperature, this will set off the sprinkler systems throughout the building.
- Fire alarm pull stations are located throughout the building. When they are pulled, they activate the fire alarms.

- Verbal warnings may be an appropriate warning method for first alerting employees of a fire or other evacuation scenario. This is especially true in remote locations of a building or before alarms sound

5.3.1 Combustion Sources and Sources of Ignition

Prevention of fires begins with identifying sources of ignition and potential combustion sources. The common fire hazards at TCLA include, but are not limited to:

- Overloaded electrical circuits. This may include “daisy-chained” power strips plugged into each other in a series circuit that is capable of overloading circuit.
- Unsafe wiring and defective extension cords.
- Unattended fires in microwave ovens.
- Overheated motors and improperly maintained equipment that is hot
- Poor housekeeping resulting in accumulation of combustibles such as paper, boxes, oil-soaked rags, and potentially flammable liquids

General work areas such as offices, labs, and storage areas must be kept orderly and clear of accumulated combustible materials. This prevents the potential for a spark to ignite surrounding materials.

The following are tips for fire prevention in common areas.

- Discarded packing material, boxes, wrapping papers, or recycled paper should be disposed of and not accumulated.
- Avoid using flammable cleaning solvents to clean floors, walls, furniture or equipment.
- Do not use low flash point solvents in any areas where the potential risk of fire exists.

5.3.2 Electrical Fire Prevention

The facility and building is old, and the following guidelines are intended to prevent fires from aging equipment or facilities.

- Electrical cords must be free from cracks, scuffs and bare spots and replaced if necessary
- Electrical outlet covers are replaced as soon as damage is discovered
- In the event of a power outage, turn off electrical equipment and any instruments. Power surges can cause sparks when electricity is restored.

5.3.3 Fire Safety Equipment

Building and Fire Codes specify requirements for the installation and maintenance of some fire equipment, such as fire extinguishers and fire detection systems in the building. This equipment includes”

- Automatic sprinkler systems in the ceiling, which are typically activated when the room temperature reaches a critical point. Fires may be well underway before the sprinklers are activated and alarms sound.
- Fire alarm pull stations are located throughout the building. Employees are instructed to activate the alarm if a fire is discovered and the alarms have not yet been activated
- Fire extinguishers by the exits are hand-held portable units containing ABC fire retardant. These are clearly marked with red signs on the wall above their storage location.

5.3.4 Using Fire Extinguishers

Multi-purpose, ABC rated extinguishers are located in all buildings and are appropriate for most fires. Fire extinguishers are located throughout the building in recessed wall cabinets, as well as hanging on the wall, and identified with adhesive signs mounted on the wall above it. There are to be used only once, and should be used only if trained in fire extinguisher use, or as a last resort to exit a building if the fire is between you and the nearest escape route.

NEVER attempt to use a fire extinguisher unless trained, and **ONLY** if another trained employee assists with the effort. Use a fire extinguisher only if trained and know how to use one. Most importantly, if the fire is between you and the exit, then fire extinguisher may be one’s best chance to get out of a building on fire.

Fire extinguishers operate on a very simple principle, easily remembered by the word **P-A-S-S**.

- P** Pull the pin from the handle in the fire extinguisher. Twist the pin to break the plastic tie holding it in place and the fire extinguisher is now ready to use.
- A** Aim the hose or nozzle at the source of the fire. Try to direct the fire retardant at the base of the fire attempting to extinguish the fuel source.
- S** Squeeze the handle of the fire extinguisher to dispense the retardant. Fire extinguishers contain compressed fire retardant that provides a high pressure, short-lived supply. The standard 5 pound extinguishers

located in the hallways will last only about 20 seconds, and are best used to aid in exiting a burning building.

S Spray, or sweep across the base of the fire attempting to cover as much surface area of the fire as possible.

If using one as an escape bottle, keep in mind that most of these last only 15 – 20 seconds, offering limited time to escape. They may also be used to break a window to get out in case of dire need.

Fire extinguishers are required to be inspected monthly, and to be recharged or replaced each year.

5.3.5 Fire Alarms

When an alarm sounds, follow standard evacuation procedures, as described earlier. Fire alarm pull stations are located on the wall throughout the building. In the event that you discover a fire, pull the alarm and wait until the alarm system is activated, alerting all other employees to the danger. If any employee discovers a fire the following procedures apply.

- If the alarms have not already been activated, warn coworkers and pull the fire alarm pull station as soon as you reach the exit. Fire alarm pull stations are located on walls throughout the building.
- Evacuate the building following standard evacuation procedures, and assemble with the group and await updates on the status of the evacuation.

When alarms are activated they produce a loud sound. Employees are encouraged to recognize alarms during evacuation drills.

Once summoned, the Fire Department is in charge of the incident and is the only one permitted by law to silence the alarm panel and return employees and students to the building.

5.3.6 If Trapped in a Building on Fire

Employees are instructed to evacuate at the earliest sound of the alarms, or verbal warnings. The following procedures apply if employees are caught in a burning building.

- Look for lighted EXIT signs located at each exit
- If the fire is between you and the exit, use the nearest fire extinguisher to help escape the burning building
- Crawl low to the floor if the air is smoky
- Cover mouth with a damp cloth shirt to help filter out smoke
- If you can't see, get to a wall and follow it to an exit

- While exiting put your hand against the door to see if it feels warm: fire may be burning on the other side.
- If your clothes catch fire, the rule is: **STOP, DROP, and ROLL.**

5.4 Earthquakes

Earthquakes are a fact of life in California, and employees are encouraged to prepare for safe refuge in the event of an earthquake. Earthquakes are unpredictable and can pose a host of problems depending on the magnitude, the number of aftershocks, and the force and type of tremors. The following are the instructions compiled from the Association of Bay Area Governments (ABAG) that are applicable under most circumstances.

5.4.1 Precautions Taken Before an Earthquake

- Seismically brace equipment and materials that are over 48 inches high and weigh over 400 pounds. This includes storage cabinets, shelving and large equipment.
- Keep breakable and heavy items in low, secured cabinets.
- Evacuation drills should be conducted periodically to train employees in emergency response.
- Keep exit routes, hallways, and corridors free from stored materials. Do not block, or partially block, doors or hallways.

5.4.2 Procedures to Follow During an Earthquake

- Stay calm. Do not panic. Think through the consequences of any action you take.
- At the first sign of tremors find a desk or table to get underneath in order to protect you from falling debris.
- Hold on to whatever is available, and keep your body protected from falling hazards
- Wait approximately 5 - 10 seconds after the tremors stop to let things settle and fall to the floor
- Evacuate quickly and calmly
- Pay attention to your surroundings and look for employees who might be having trouble exiting the building
- When outside, stay outside and move away from buildings and power lines. Most earthquake injuries occur as people enter or leave buildings.

- If in a moving vehicle, stop if it is safe. Move your car as far out of the normal traffic pattern as possible. Do not stop on, or under, overpass or tunnel, or under trees, light poles, electrical power lines or signs.

5.4.3 Procedures to Follow Immediately After the Shaking Stops

Be prepared for aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage or bring down weakened structures.

- Be aware of dangerous locations and conditions such as glass doors, hanging objects, tree limbs, debris falling from buildings, or downed electrical lines.
- Remain in the Evacuation Assembly Area, if safe. Do not wander around the building alone looking for damage.
- Do not re-enter the facility until directed to do so
- Do not use matches, lighters, electrical equipment or other ignition sources because there may be gas leaks or spills of flammable materials presenting fire or explosion hazards.

5.4.4 Procedures to Follow After the Earthquake

Make sure that all employees are accounted for after a major earthquake. After employees are accounted for, they are encouraged to remain on-site until conditions in the rest of West Hollywood and Los Angeles are assessed. It is possible that the conditions on freeways and in residential communities are unsafe and it is important that employees not leave until news reports are received on the extent of damage. Employees who must cross a bridge in order to get home may consider purchasing an earthquake survival kit to keep in the car, as well as establishing a contingency plan in case getting home is not an option. It is also advisable to have an emergency plan established with one's family in case of such an event. Phone lines may be in use only for emergency responders immediately following an earthquake. If you need to get in touch with family members it may be more efficient to establish an out of town contact with whom all family members can contact.

The first priority is life safety. Emergency response agencies may not be available to help businesses for several days. If injuries have occurred provide First Aid, if trained. It may be necessary to use personal vehicles to transport injured employees to an emergency room. Provide assistance where necessary and consult with a trained First Aid provider before attempting to move anyone who may be seriously injured.

- Maintain a fire watch since water systems may be damaged and numerous small fires may start because of electrical or natural gas damage
- Look out for, and avoid, live power lines downed by the earthquake or any item that is in contact with a downed power line.
- If employees are permitted to re-enter the building, take care when opening doors. Displaced items may tumble off shelves when the door is opened.
- Take whatever action is necessary to secure the area and prohibit entry of unauthorized persons.

6.0 Training

The following are methods by which TCLA trains and orients employees to the contents of this Plan.

- All employees are trained in the provisions of this Plan.
- All employees are subject to participation in yearly drills.

7.0 Threats of Workplace Violence

Violence in the workplace can occur under a number of scenarios, therefore TCLA has established procedures for responding to threats of violence. Examples of Workplace Violence include the following:

- Physical threats – direct or implied
- Physical conduct, such as pushing, shoving or striking that harms, or has potential, to cause harm to people or property
- Conduct that harasses, disrupts, or interferes with another individual's performance
- Conduct that creates an intimidating, offensive, or hostile environment
- Civil disturbances such as demonstrations, riots, or disruptive assemblies
- A person with a weapon or an active shooter on campus

7.1 Potential Warning Signs

Employees exhibiting violent behavior may have some of the following tendencies leading coworkers and supervisors to be concerned.

- Verbal, nonverbal or written threats
- Fascination with weapons or violence
- New or increased stress at home or work

- Expressions of hopelessness or anxiety
- Insubordinate behavior
- Dramatic change in work performance
- Destruction of property
- Drug or alcohol abuse
- Externalization of blame

7.2 Risk Factors that Contribute to Workplace Violence

Some of the common tendencies identified with workplace violence include the following.

- Termination of employment
- Disciplinary actions
- Ongoing conflicts between employees
- Domestic or family violence
- Financial problems

7.3 Workplace Violence Prevention

- Be aware of what is going on around you at all times. Awareness is a proven method for increased personal safety.
- Tell your supervisor when you notice unusual or suspicious behavior
- Do not hesitate to ask for assistance

If you witness an act of violence on campus:

1. Get away from the situation as quickly as possible
2. If you cannot get away, take cover and protect yourself
3. Dial 9-911 from a landline, 911 from a cell phone, or 213-485-4302 to report the incident

7.4 Civil Disturbances

1. If the disturbance is outside, stay away from doors. Remain inside
2. If the event is in the initial stage and has not reached a critical point, call security
3. Provide the address, location, and all possible details to the dispatcher
4. Do not provoke or become involved in the disturbance

5. Secure your work area, log off computers, and secure sensitive files, if it is safe to do so.

7.5 Active Shooter on Campus

An active shooter is typically an individual actively engaged in killing or attempting to kill people in a confined and populated area. In most cases active shooters use firearms and there is no pattern or method for their selection of victims. Active shooter situations are unpredictable and evolve quickly, so individuals should follow these procedures before law enforcement arrives on the scene.

1. The first step to personal safety is to maintain an awareness of the situation and environment around you: be prepared to take appropriate action if threat presents itself.
2. Remain in place, close all doors, seek cover and barricade yourself by placing as much material between you and the threat as possible.
3. As soon as it is safe to do so, notify authorities by calling 911 and provide as much detail as possible
4. Do not approach emergency responders – let them come to you
5. Remain under cover until threat has passed or you have been advised by law enforcement that it is safe to exit

TCLA recommends these additional responses, provided by the US Department of Homeland Security.

- Evacuate if there is an accessible escape route
- If evacuation is not possible hide out where the active shooter is least likely to find you. The hiding place should:
 - Be out of view of the shooter
 - Provide protection from gunshots, if fired
 - Not entrap you or restrict options for escape
- Lock the door if you can, or...
- Blockade the door with heavy furniture, and hide behind something solid and heavy
- Silence your cell phone
- Turn off any source of noise (Radio, computer, ect.)

- Dial 9-911 and leave the line open if it is unsafe to speak, allowing the dispatch operator to listen as events unfold

As a last resort, the Department of Homeland Security recommends taking action against the active shooter, including the following.

- Acting aggressively
- Throwing items and improvising weapons
- Shouting, yelling, and being loud
- Committing to your actions, whether by evacuating or responding aggressively

7.6 Bomb Threat

If you receive a telephone bomb threat, TCLA procedures suggest the following:

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information about the device, the validity of the threat, or the identity of the caller. Listen carefully for background noises.
2. Note the phone number of the caller if your telephone has a display. Gather as much information as possible. If possible use the Bomb Threat Checklist in Appendix A to question the caller in a polite and non-threatening manner.
3. Upon completion of the call, immediately call 9-911 to notify Police. Then complete the checklist while the call is still fresh in your memory.
4. Remain available to answer questions.
5. If the threat was received by another individual and he/she is relaying the information to you, use the Bomb Threat Checklist to gather as much information as possible.

Emergency Action Plan Appendix A - Bomb Threat Information Checklist

Caller's voice:

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Disgusted |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |

Exact wording of threat:

Threat Language:

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Educated | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Message |
| <input type="checkbox"/> Irrational | read by threat |
| | maker |

Remarks: _____

Questions to ask:

1. When is the bomb going to Explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

If the voice is familiar, who did it sound like? _____

Background Sounds

- | | |
|--|--|
| <input type="checkbox"/> Street Noise | <input type="checkbox"/> Voices |
| <input type="checkbox"/> House Noise | <input type="checkbox"/> Static |
| <input type="checkbox"/> PA System | <input type="checkbox"/> Phone Booth |
| <input type="checkbox"/> Music | <input type="checkbox"/> Local |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Office Machinery | |
| <input type="checkbox"/> Factory Machinery | |
| <input type="checkbox"/> Other | |
| <input type="checkbox"/> None | |

Sex of Caller: _____

Race or Nationality of Caller: _____

Age of caller: _____

Length of call: _____

Time of call: _____

IMMEDIATELY DIAL 911 OR 9-911

Give responding officers this completed sheet

Date: _____

Job Title: _____

Name: _____

Department Name: _____

Phone Number: _____