



**VANGUARD  
UNIVERSITY**

# **Annual Security and Fire Safety Report**

**2022**

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# Message from the President



Dear Vanguard Community,

As a community of Christ-centered learners and scholars located in one of the most dynamic social, cultural and economic regions in the world, we seek to create an environment where students, faculty and staff flourish.

Essential to this pursuit is our priority to establish and maintain a safe and secure environment for all on our main Costa Mesa campus and Santa Ana campus. As such, we are committed to your safety and well-being; and therefore, to providing the resources, policies and infrastructure necessary to keep this commitment.

Thank you for the active role you play in keeping our campus community and others safe. As we have learned more than ever, we are all in this together.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Beals".

Dr. Mike Beals  
President

# Overview

## Vanguard University of Southern California

Is a private Christian, co-educational liberal arts university which is fully accredited by WASC Senior Colleges and Universities Commission (WSCUC) and endorsed by the Alliance for Assemblies of God Higher Education. As stated in the organization's Articles of Incorporation, Vanguard University is incorporated with the State of California as a Religious Corporation and is not organized for the private gain of any person; and is organized under the Nonprofit Religious Corporation Law exclusively for religious purposes.

## University Mission Statement

The mission of Vanguard University is to pursue knowledge, cultivate character, deepen faith, and equip each student for Spirit-empowered life of Christ-centered leadership and service.

<https://www.vanguard.edu/about/mission>

## Vanguard History

During the Summer of 1920, Harold K. Needham, D.W. Kerr, and W.C. Pierce opened a school to prepare Christian workers for the various ministries of the church. The new institute, Southern California Bible School, moved from Los Angeles to Pasadena in 1927. In 1939 it was chartered by the State of California as a college eligible to grant degrees, and it became Southern California Bible College, the first four-year institution of the Assemblies of God. In 1943 the college received recognition by the government for the training of military chaplains. It moved to the present campus in 1950. The name was changed to Southern California College nine years later when majors in the liberal arts were added to curriculum.

Regional accreditation and membership in the Western Association of Schools and Colleges were granted in 1964. In 1967 the college received recognition and approval of its teaching credential program from the California State Board of Education. In June 1983 the Graduate Studies Program received approval from the Western Association of Schools and Colleges. A Degree Completion Program was started in 1994 for adult learners. On July 1, 1999, university status was achieved when Southern California College registered with the Secretary of State's Office as Vanguard University of Southern California and offers undergraduate and graduate degrees as well as several certificate programs.

In addition to its founding president, Harold K. Needham, Vanguard University of Southern California has had the able leadership of eight presidents: Daniel W. Kerr, Irvine J. Harrison, John B. Scott, O. Cope

Budge, Emil A. Balliet, Wayne E. Kraiss, Murray W. Dempster and Carol Taylor. Vanguard inaugurated its tenth president, Dr. Michael J. Beals, on February 7, 2014.

For a century, Vanguard University has been a leader in educational innovation within its denomination, preparing students for all types of ministry. As a Christian university, Vanguard is constantly seeking to expand its influence and service through education that provides excellence without compromise for the glory of Jesus Christ.

<https://www.vanguard.edu/about/history>

## Annual Security and Fire Safety Report Overview

This Annual Security and Fire Safety Report is prepared in compliance with the Clery Act. The purpose of this report is to provide current and prospective students and employees with safety and security information about Vanguard University's Campuses. This report contains statements regarding security and fire safety policies, statistical information regarding crimes that occur on campus and in other specified areas, statistics of fires that occur in on-campus student housing facilities, and general information regarding the Department of Campus Safety's services.

## Policies for Compiling the Annual Security Report (ASR)

This Annual Security and Fire Safety Report is prepared annually by the Director of Campus Safety with the collaboration of the Title IX Coordinator, Title VII Officer, Residence Life Director, Human Resources, Risk Management and In House Legal Counsel. The information contained in this report was gathered from various sources including the University's Institutional Manual, Employee Handbook, Student Handbook, Campus tracking logs/databases, Title IX Policy, The Department of Campus Safety Policy and Procedure Manual, and the Emergency Operations Plan. Additional crime and fire statistics were acquired through local law enforcement agencies where educational courses are taught.

This report includes crime and fire safety data, along with policies pertaining to campus safety, crime, and fire safety. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Department of Campus Safety, Office of Residence Life, Title IX Office, the Costa Mesa Police Department, Santa Ana Police Department, Fullerton Police Department, and non-police officials identified by Federal Law as Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources

are recorded in the calendar year the crime was reported. This data is reported to the United States Department of Education via an annual web-based data collection.

This Annual Security and Fire Safety Report is reported and published prior to October 1st of each year and distributed to all students and employees of Vanguard University via the Annual Security Report link on the Campus Safety website. Current students and employees are notified via Vanguard University email of the Annual Security and Fire Safety Report's publication. This Annual Report is also available to prospective students and prospective employees via the Campus Safety website. To obtain a written copy of the report, please contact the Campus Safety office at (714) 966-6799.

<https://www.vanguard.edu/resources/campus-public-safety>

## Vanguard Department of Campus Safety

**Mission Statement:** Our mission is to provide a safe and secure environment for our students, visitors, faculty, and staff. Our goal is to reduce or eliminate crime and safety hazards on campus. We do this by partnering with you in upholding all university campus rules, regulations and all applicable laws and ordinances. This partnership allows for a safe and secure atmosphere where students and employees are able to pursue their life's goals.

### Authority and Jurisdiction

The Vanguard University Department of Campus Public Safety is a private security organization dedicated to the safety and well-being of the campus community. Campus Public Safety authority is established by the University President and Board of Trustees. When need arises, Campus Public Safety officers are authorized to make citizen arrests, pursuant to California Penal Code 837, of all persons creating disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with or disturbing the safety and the general welfare of the Vanguard University community. When such a citizen's arrest is necessary, Campus Public Safety will notify the Costa Mesa Police Department (CMPD), which maintains criminal jurisdiction on campus, in accordance with the law. Patrol operations are conducted by Campus Safety officers, and enforcement is done in collaboration with the CMPD and other State law enforcement agencies.

Campus Public Safety officers also have the authority to control access to University property, issue parking permits and citations in accordance with the University Vehicle Code, ask for proof of student or employee status (in the form of a University identification card), and enforce University conduct policies. Students who engage

in illegal activity or who violate University conduct policies are referred to Residence Life for possible disciplinary action. University employees who engage in illegal activity or who violate University conduct policies are reported to the Office of Human Resources. Criminal offenses may also be reported to the appropriate law enforcement agency.

Vanguard Campus Public Safety is not a sworn law enforcement agency. Vanguard University maintains a memorandum of understanding with the Costa Mesa Police Department that clarifies roles and responsibilities in the investigation of campus crimes.

The Department of Campus Public Safety is authorized to handle all criminal activity control functions of the campus in the name of Vanguard University.

- Authority to release information to alert Vanguard University to criminal or suspected criminal activity on campus as approved by the Director of Campus Public Safety.
- Authority to investigate and report on all campus criminal and suspected criminal activity.
- Authority to design and implement programs for the prevention of crime on campus and apprehension of suspected criminals under the authority of a Private Persons Arrest as applicable.
- Authority to question individuals on the private property owned, leased, or operated by Vanguard University to identify and determine validity of reasons for being on university property or to investigate a potential crime.
- Authority to properly and lawfully perform a Private Persons Arrest of individuals suspected of committing crimes on property owned, leased, and/or operated by Vanguard University.
- Authority to use any lawful means available to protect and save from harm any member of the Vanguard Community.
- Authority to train and carry necessary tools and equipment to ensure the Officer's ability to protect and save from harm any member of the Vanguard Community. The specific authorized tools are: firearms, flashlight, pepper spray, handcuffs, Taser / CEW, and ASP Baton.
- Decisions to search/seize a student's room or possessions will be made with concurrence by the office of Residence Life when immediate danger is not an issue. In those cases, a representative from the office of Residence Life will be present if possible, at any search and seizure activity involving a student of this institution.

<https://www.vanguard.edu/resources/campus-public-safety>



## Campus Access and Security

Vanguard University main campus is located at 55 Fair Dr. Costa Mesa, CA. The Vanguard University campus covers approximately 36 acres in the City of Costa Mesa. The campus borders the Orange County Fair, the Costa Mesa municipal buildings and a residential neighborhood.

The University is a welcoming community and for this reason it has maintained an open campus environment. There are six vehicle points of entry throughout campus parking lots. Vehicular access to campus is available along Fair Drive, Newport Blvd., and Vanguard Way. Campus guests and visitors must obtain a one-day visitor parking permit, which is to be displayed clearly on the dashboard. All students, faculty and staff are required to register their vehicles with the Department of Campus Public Safety and to display a valid parking permit on their windshield. The City of Costa Mesa owns and controls a parking lot to the west of the campus adjacent to City municipal buildings. Vanguard University has a perimeter fence to prevent or control pedestrian traffic. Access control to Vanguard University property is a shared responsibility by various departments such as Campus Public Safety, Utilities, Maintenance, Residence Life, and other university departments.

Campus Public Safety does monitor campus buildings by conducting patrols of all Vanguard property (owned, leased or operated) and conducting parking enforcement. Buildings on the main campus, and at Vanguard Center, are monitored by a mixture of automatic locks, hard key system, and fire alarms. Access to Vanguard facilities including buildings, athletic fields and parking lots is restricted to students, faculty, staff, and approved guests. All non-affiliated groups, organizations and individuals must receive authorization from Event Relations and Conferencing Department, or the corresponding visiting department. The main campus is open to the public during designated times, days, and during special events.

The Campus Public Safety Officers open doors daily of all administrative and academic buildings on the main campus. The main campus is generally unlocked for classes and business purposes at 7:00 AM. Most buildings containing classes and office spaces vary in locking times. During the evening, officers conduct nightly security checks of buildings and doors, locking of all campus administrative and academic buildings. When building is closed to general use, Campus Safety Officers grant access to authorized personnel.

A series of cameras located throughout the University's main campus are monitored by Campus Safety Officers. Campus Safety consistently reviews the camera systems in accordance with industry standards and feasibility with the Information Technology

Department to ensure the University has a camera system in place to help assist with safety efforts.

The University Safety Committee conducts periodic assessments of the campus and makes recommendations to the Administration through the Director of Campus Public Safety and the Risk Manager, for improvements to structural and environmental conditions.

## Non-Campus Properties

In support of its graduate and undergraduate academic programs, the University also rents and leases off-campus locations in Fullerton and Santa Ana. Campus Safety does not patrol non-campus properties.

## Student Housing

Vanguard University is a residential campus with five on-campus residence halls and one apartment complex. Vanguard University does not recognize any student group that maintains its own off-campus housing.

Most entrances to residence halls are always secured and are accessed by ID activated access controls. The quad style design of Newport Hall and Balboa Hall do not have a main entrance but do have auto-locking entrance doors with closers. Vanguard Centre is apartment-style and does not have a main entrance. Access is limited to residents and their guests in a manner determined by the Office of Residence Life. During the winter and summer breaks the residence halls are closed to all students except to those authorized by the Office of Residence Life.

By University policy, access to residential hall and dorm rooms are restricted to resident students, their guests and to university personnel. Campus Safety Officers will only grant room access to locked-out occupants upon verification of occupant's residency. Resident students must comply with University policies regarding guests, visiting, and quiet hours outlined in the Student Handbook, which is located in the University's website. Department of Campus Safety Officers patrol the residence halls on a regular basis to enforce security measures and University policies.

<https://www.vanguard.edu/student-life>

## Campus Maintenance

The campus is maintained by the Facility Services Department and patrolled by Campus Public Safety. Facilities and landscaping at Vanguard Main Campus are maintained in a manner that reduces hazardous and unsafe conditions. The campus Safety

Officers routinely monitor the lighting of the campus, fire systems, and landscaping, to ensure proper operation of these systems and prevent unsafe conditions on the main campus, deficiencies are promptly reported for repairs. All members of the Vanguard Community are encouraged to promptly report any safety or hazardous issues to the Department of Campus Safety.

## Emergency Blue Poles

There are three emergency blue poles located throughout the main campus. When the emergency button is activated, the blue pole will connect the caller with Campus Safety. If after three rings the Campus Safety personnel do not answer the phone, the line will be transferred to 9-1-1 (Costa Mesa Police Department). Each pole has been given a location designation which was provided to Costa Mesa police dispatch center.

## Improvements to Campus Security

In the past two years, the University has made substantial additions and improvements on the main campus to its electronic access control and emergency communication systems, which directly contribute to campus security and emergency preparedness.

Access control was expanded to Huntington and Laguna Residence Halls. Exterior gating was added to the Catalina Residence Hall and new lighting was added to the Catalina parking lot. There are plans to add electronic access control to more buildings in the future.

The emergency communication platform was changed to Titan HST for all Vanguard University campuses. This comprehensive communication platform allows students to push out non-emergency as well as emergency messages to Campus Safety.

The University has upgraded many classroom door hardware across campus so that individual classrooms could be locked from the inside without the use of a key. That work continues in 2022. Campus Safety continues to assess classroom security and make improvements where possible.

# REPORTING PROCEDURES

## Campus Security Authority

Campus Security Authorities as part of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), otherwise known as the Clery Act, report qualifying incidents reported to College's Campus Safety Department. Findings are required to be annually published and made available to the campus community.

One purpose of the Clery Act is to encourage the reporting and collection of accurate campus crime statistics to promote crime awareness and enhance campus safety. The intent of including non-law enforcement personnel in the Campus Security Authority (CSA) role is to acknowledge that some community members and students may be hesitant about reporting crimes to local law enforcement or Campus Public Safety but may be more inclined to report incidents to other campus-affiliated individuals. CSAs include members of the Campus Public Safety Department or, any person(s) who has the authority and the duty to act or respond to issues on behalf of the University, or any individual(s) who has significant responsibility for students and campus activities.

### Examples of CSAs in this category include, but are not limited to:

- Campus Safety Personnel
- Residence Life Officials
- Title IX Coordinator(s) and Deputies
- Athletic Administrators including Director, Assistant Directors and Coaches, Trainers, etc.
- Faculty and staff advisors to student organizations

University CSAs have an obligation to promptly report allegations of Clery Act defined incidents which occurred on campus, on public property bordering campus and in non-campus areas which the University leases or otherwise controls. If a Clery Act qualifying crime or an incident that may be a crime is reported to a CSA, the CSA is obligated to record the information using the Student Life Incident Report Form. The reporting CSA should ensure that he/she completes all information on the form based on the information in their possession. CSAs should not investigate the crime or attempt to determine whether a crime, in fact, took place. Campus Safety personnel may later contact the reporting CSA to gather additional information if needed.

## Reporting a Crime

Vanguard University encourages accurate and prompt reporting of all crimes to Campus Public Safety, regardless of campus location. Reports can be made in person or by phone with Campus Public Safety or also may be reported through the [Student Life Incident Report Form](#) or the [Office of Title IX Report Form](#) for sex-based crimes, or other Civil Rights violations. Blue poles around campus also alert Campus Safety and may be used for crimes in progress.

If you are the victim or witness of a crime or suspicious incident, or if you notice a security problem, notify the Department of Campus Safety immediately by calling (714) 966-6799. You can also call this number in the event of a police, fire, or medical emergency. Campus Safety is available 24 hours a day, 7 days a week. Crimes should be accurately and promptly reported to the Department of Campus Safety or the appropriate police agency when the victim of a crime elects to or is unable to make such a report. Prompt reporting to the Department of Campus Safety helps ensure that Campus Safety can comply with the requirements of the Clery Act, including reviewing these reports for the purpose of including them in the crime log and annual statistical disclosure and assessing them for issuing Crime Alerts when deemed necessary. In response to a call, Campus Safety will take the required action, either dispatching an officer or asking the victim to report to the Campus Safety office to file an incident report. All reported crimes will be investigated by the University and may become a matter of public record.

Campus Public Safety Department aggressively pursues accurate and prompt action against any person who attempts to commit a crime or other inappropriate action on the campus. To this end, university students and personnel are strongly encouraged to promptly report all suspicious, and criminal activity to Campus Public Safety or Costa Mesa Police Department. When a victim of a crime elects to, or is unable to, make a report, Campus Public Safety may assist the victim in the reporting process.

### **Campus Safety:**

Emergency and Non-Emergency: (714) 966-6799

### **Costa Mesa Police Department:**

Emergency: 911

Front Desk: (714) 754-5280

After Hours (Non-Emergency) (714) 754-5252

<https://www.costamesaca.gov/city-hall/city-departments/police>

### **Fullerton Police Department**

Emergency: 911

Front Desk: (714) 738-6100

<https://www.cityoffullerton.com/government/departments/police/>

### **Santa Ana Police Department**

Emergency: 911

Front Desk: (714) 245-8665

<https://www.santa-ana.org/pd>

Reports of discrimination, harassment and/or retaliation should be made to one of the university's Title IX Coordinators promptly. Other options include using our anonymous reporting system Lighthouse or contacting the Counseling Center.

### **Title IX Coordinator:**

Angela Bennett: [angela.bennett@vanguard.edu](mailto:angela.bennett@vanguard.edu) (714) 619-6525

### **Deputy Title IX Coordinator:**

Tom Weizoerick: [tom.weizoerick@vanguard.edu](mailto:tom.weizoerick@vanguard.edu) (714) 668-6165

## Confidential Reporting

If you are a victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may want to consider making a confidential report. A Department of Campus Safety officer can file a report on the details of the incident without revealing the victim's or perpetrator's identity. The purpose of a confidential report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime regarding a particular location, method or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University and when they involve allegations of sexual harassment (including sexual violence) are made available to the University's Title IX Coordinator.

Pastoral and professional counselors are not required to report but are encouraged to voluntarily report crimes, when they deem it appropriate, for inclusion in the annual disclosure of crime statistics to help provide a clearer picture of crimes that occur within the University's reporting area. The university urges all community members who are not CSAs to consider reporting any criminal incident to the Department of Campus Safety or law enforcement for the geographical jurisdiction in which an incident occurs, particularly where a victim is unable to do so. The pastoral or professional counselor is encouraged to inform the person they are counseling of the option to report the crime on a voluntary and confidential basis for inclusion in the annual security report.

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

### **On campus counselors working in the university's counseling center**

The Vanguard University Counseling Center (VUCC) provides free services to currently enrolled undergraduate, professional studies, and graduate students. These services include:

- Individual counseling
- Couples counseling
- Premarital counseling
- Group counseling
- Crisis intervention
- Training and educational workshops

Phone: (714) 662-5256

Email: [counselingcenter@vanguard.edu](mailto:counselingcenter@vanguard.edu)

Appointments may be requested online by logging into the student portal, in person or by calling our office.

<https://www.vanguard.edu/resources/counseling-center>

### **Pastoral Team**

Reverend Michael Whitford, University Pastor | Associate Dean of Spiritual Formation

Email: [vupastor@vanguard.edu](mailto:vupastor@vanguard.edu)

### **Employee Assistance Program "Lighthouse" (for employees)**

Vanguard University is committed to promoting an environment where:

- Academic integrity is valued and expected
- Excellence is sought and rewarded
- Teaching and learning flourish
- Diversity of thought and culture is respected
- Intellectual freedom is preserved
- Equal opportunity is afforded
- To foster this environment, Vanguard offers students, faculty and staff access to a confidential, anonymous reporting system that is not part of the university. Available 24/7/365, LIGHTHOUSE sends the report to VU while protecting the reporter's identity and allowing anonymous follow-up.

Online: [LIGHTHOUSE](#)

By phone: (855) 636-0005

### **Off Campus Domestic violence resources**

Domestic Violence Hotline: (800) 978-3600

### **Off Campus local rape crisis counselors**

Newhope 24-Hour Hotline (Counseling crisis): (714) 639-4673

### **Local or state assistance agencies who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor.**

Child Abuse Hotline: (714) 938-0505

On campus resources are available free of charge and can be seen on an emergency basis during normal business hours (8:00 AM – 5:00 PM). These individuals will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

Those seeking to report misconduct may seek advice from the Title IX Coordinator, Deputies, or the Director of Human Resources to determine the appropriate response. If a reporting party is unsure of someone's duties and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party to make decisions about who is in the best position to help. If personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect privacy to the greatest possible extent.

- Human Resources: [HR@vanguard.edu](mailto:HR@vanguard.edu)
- Title IX: [VUTitleIX@vanguard.edu](mailto:VUTitleIX@vanguard.edu)

## **Daily Crime Log**

The Campus Safety Department must maintain a "Police Log" of all crimes reported to Campus Public Safety Department. The Daily Crime Log is available to all that visit the Campus Safety Website.

<https://www.vanguard.edu/resources/campus-public-safety/daily-crime-log>

# VANGUARD UNIVERSITY GEOGRAPHY

## Campus Locations

Vanguard University's main campus and Vanguard Centre reside in the Costa Mesa Police District 02. Both properties are served primarily by Campus Public Safety. All crimes reported on these two properties should be made to Campus Public Safety and Costa Mesa Police Department.

## Vanguard University-Main Campus

Main campus located at 55 Fair Dr. Costa Mesa, CA, 92626. Vanguard University has five residence halls within the main campus geography (Laguna Hall, Huntington Hall, Newport Hall, Balboa Hall, and Catalina Hall).

## Vanguard University-Vanguard Centre On-Campus Housing

Vanguard University-Vanguard Centre is located at 2374 Newport Boulevard but considered on-campus for Clery purposes due to campus proximity.

## Non-Campus Locations

Vanguard university has several non-campus locations which are being used for institutional purposes.

## Fullerton – St. Jude Medical Center

101 E. Valencia Mesa Drive, Fullerton, CA 92835, is the St. Jude Medical Center. Vanguard provides graduate nursing courses at this location. MSN graduate courses are taught to Medical Center registered nursing staff. All classes take place in the Erickson

Educational Building. St. Jude Medical Center provides security through Allied Security. All security contact is directed through Security Director, Hector Campos. His contact number is (714) 871-3280.

## Fullerton – St. Jude Heritage Medical Group Urgent Care

2251 Harbor Blvd, Fullerton, CA 92835., St. Jude Heritage Medical Group Urgent Care. This location is used by our Nursing Department for graduate level programming. MSN graduate courses are taught to Medical Center registered nursing staff. All classes take place in classrooms A and B. St. Jude Medical Center Urgent Care provides security through Allied Security. All security contact is directed through Security Director, Hector Campos. His contact number is (714) 871-3280.

## Santa Ana – KWAVE Building (formerly LOGOS)

3000 W. MacArthur Blvd., Santa Ana, CA 92835, which is occupied by two Graduate programs, Clinical Psychology and Organizational Psychology programs. Vanguard is leasing space on the 1st Floor and 2nd Floor of building for administration and academic use.

This property has its own security services, and it is under the jurisdiction of the Calvary Chapel Costa Mesa Security Department. The building and parking lots are patrolled 24 hours/7 days a week. The property has the use of video surveillance. Security can be contacted by calling (714) 788-3293 and office is located at 3800 S. Fairview St. Santa Ana, CA.

# TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

## Timely Warnings

The Clery Act requires the University to provide the Vanguard University community with "timely warnings" concerning any Clery Act crime that:

- is reported to campus security authorities or local law enforcement (and which is made known to the university),
- occurs within the university's Clery geography, and
- poses a continuing and serious threat to the Vanguard community.

The Director of Campus Safety or designee will determine if the situation qualifies as a campus wide alert, or if the alert will need to go to specific areas of the campus. The Director of Campus Safety determines whether to issue a timely warning on a case-by-case basis, considering all available facts, including but not limited to, the nature of the crime, whether the incident is considered to present a serious or continuing threat to the Vanguard community, and whether issuance of a warning would compromise law enforcement efforts.

The university will not issue a timely warning if:

- a. the suspect is apprehended and the threat of imminent danger to the campus community has been mitigated by the apprehension; or
- b. a report is not filed with the local police and if campus security authorities are not notified of the incident in a manner which allows the university to post a “timely” warning to the community.

Timely warnings are issued without delay upon Campus Safety reaching a determination a crime presents a continuing threat to the Vanguard community and as soon as pertinent information becomes available. A timely warning will include a brief description of the incident; a brief description of the suspect(s) if available; the date, time, and location of the incident; and precautions the community should take in response to the incident. Timely warnings will never include the name or identifying information concerning the victims/survivors in an incident.

Students, faculty, staff, and visitors are encouraged to report all crimes and public safety related incidents to the Department of Campus Safety in a timely manner to assist in providing accurate Emergency Notifications or Timely Warnings to the University community when appropriate.

Timely warnings will be issued through the university email to students, faculty, and staff, posted on bulletin boards and at all resident hall’s entrances if deemed necessary. Notification can also be sent thru the university’s mass notification system known as TITAN HST (displayed left). Timely Warnings are only issued for “Clery” reportable crimes from the Uniform Crime Reporting Program. They can also be distributed via a Crime Alert.

If the Director of Campus Public Safety is not available, the on-duty officer (or other administrative designee) may issue the warning in a timely manner under the direction of the Vice President of Student Affairs. Timely warnings will be issued to inform the entire campus community of crimes or situations that may represent a serious or continuing threat.

The Vice President of Student Affairs and University in-house legal counsel have developed emergency templates in conjunction with the Director of Campus Safety. When an incident falls outside of the pre-designed emergency templates, the Director of Campus Safety/designee are authorized to develop emergency alert content.

Activating an alert can be accomplished by initiating the Titan HST App or by using the Titan web-based portal. Certain personnel have been designated as “administrators” to issue an alert. Only

those with administrative rights can initiate an alert. Those primarily responsible for issuing alerts are:

- Director of Campus Safety
- Assistant Director of Campus Safety
- Campus Safety Dispatcher / Officers

The additional staff members that have been given administrative rights to assist with initiating/activating an alert are:

- University President
- Vice President of Student Affairs
- Director of Risk Management
- Director of Residence Life

## Emergency Notifications

Federal law requires the university to provide emergency notification for any significant emergency or dangerous situation that presents an immediate threat to health and safety on campus. Examples of incidents that may trigger emergency notifications are the commission of non-Clery crimes to the extent they pose an ongoing threat to the Vanguard community, and non-criminal incidents such as weather hazards, fires, and outbreaks of illnesses. Emergency notifications are issued upon confirmation of an emergency. A Campus Safety officer will confirm all reported emergencies and then notify the Director (or Assistant Director) of Campus Safety the circumstances for issuing the alert.

The Director of Campus Safety or designee determines whether to issue an emergency notification on a case-by-case basis, using the best information available to the Department at the time of the incident. As a result, information may be limited at the time of the first notification. However, at minimum, an initial notice will include information immediately available to the Campus Safety Department together with recommendations concerning immediately necessary health or safety measures. As information becomes available to Campus Safety, the Campus Safety representative will provide updates to the community. Timely warnings and emergency notifications are important, and they will be issued to assist community members in making informed decisions about their personal safety and in preventing similar incidents from occurring. The University Administration urges all its community members to take any such warning seriously and to pay close attention to the information provided by the university in response to an incident.

## Crime Alerts

Vanguard University will, without delay, and considering the safety of the community, determine the content of the notification and initiate our notification system, unless using a notification will, in the



professional judgment of responsible Vanguard University authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Depending on the nature of the crime for which the warning is issued, the notice may be posted on the Campus Safety web page. Anyone with information warranting the issue of a timely warning should report the circumstances to the Campus Public Safety personnel at the Campus Public Safety office located on the first floor of Laguna Residence Hall.

<https://www.vanguard.edu/resources/campus-public-safety/campus-crime-alerts>

Complainants of sexual misconduct should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the potential danger.

Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its Annual Security Report (ASR).

## EMERGENCY RESPONSE & EVACUATION PROCEDURES

Vanguard University's response to any event, man-made or natural is based on existing emergency management organizational systems: The Federal Response Plan, Incident Command System and the Standardized Emergency Management System. These systems are solidified through the principles of Unified Command and Mutual Aid.

Campus Safety conducts two fire drill/evacuation drills annually. Supervised Fire and evacuation drills are conducted in each residence hall at the start of the fall and spring semesters. The drills are coordinated by the Department of Campus Safety. Residents and staff are required to participate in fire drills and are walked through the process of evacuating the building in which they reside at the time of each fire drill. Each resident who signs a lease agreement is given information, which includes fire safety and the appropriate action to take during a fire alarm or fire emergency. Residents are required to evacuate anytime a fire alarm sounds, and failure to do so is subject to conduct review. Each building exit points are marked with evacuation procedures and directions where building evacuees will gather once outside the building. This can change based on the nature of the situation or disaster. Additional evacuation and emergency resource information can be found in the Titan APP which is available to all students and staff members.

These tests are generally pre-announced for the first drill. The second drill is generally conducted without notice. During the evacuation, staff and student response to the drill is evaluated and immediately corrected if possible. Documentation for the drills, corrections needed, and training opportunities are documented by Campus

Safety using a report with notes for each drill, the date and time conducted, the location of the drill, announced or unannounced, notes any issues and or lessons learned.

### Emergency Declaration

An emergency should be declared if the following criteria are met:

- Significantly disrupts normal operations
- Requires the mobilization of resources

Has the potential for growth

### Personnel Designated to Declare Emergency

Any member of the President's or Vice President's for Student Affairs Cabinet, Campus Public Safety Director or Campus Public Safety Officer on duty can declare an emergency.

### Emergency Communications and Notification

In an effort to disseminate appropriate and reliable information, Vanguard University will provide communication using all means available. An Emergency Operations Center may be established based on incident driven situations. Communication will come from the EOC (Emergency Operations Center) designated liaison or Director, and the established organizational structure will be used to disseminate information. The EOC Director will be designated at the time of the emergency utilizing the Incident Command System structure. The Public Information Officer is responsible for disseminating the information through social media channels and

other media forms. Various means of communication exist for the university which includes:

- Vanguard University Website
- E-mails: Staff, Faculty, Students, Parents
- Handouts
- Briefings
- Signage
- Press Releases
- Building Alarm Systems
- Phone Systems/ Text Messages
- Titan HST

The Campus Public Safety department has developed emergency response guides available to all members of the university on the Campus Public Safety Emergency Preparedness webpage. Staff can access the emergency response guides on the shared drive, under community folder, in the emergency preparedness file.

<https://www.vanguard.edu/resources/campus-public-safety/security-and-emergency-resources>

## Missing Student Notification

When a member of the faculty, staff or students realizes that a student is missing they should follow the following procedure:

1. Contact Campus Public Safety immediately and report that the student might be missing.
2. Campus Public Safety will then:
  - Initiate an investigation to determine the validity of the missing person report.
  - Contact the Director of Residence Life for on campus students to decide as to the status of the missing student.

3. If the student is determined to be missing, Campus Public Safety will:
  - Notify the missing student's emergency contact person within 24 hours of making the determination.
  - The student can request additional person(s) contacted in the event they are missing. This can be accomplished by the student pre-designating who the contact person should be.
  - If the missing student is under the age of 18 years of age, notify the parent(s)/guardian as contained in the records of the university within 24 hours of making the determination.
4. Notify the Costa Mesa Police Department within 24 hours of making the determination. (Campus Safety encourages anyone to immediately notify Campus Safety or the local police department when they learn of a student that is missing).
5. Notify the Vice President of Student Affairs who will initiate whatever action they deem appropriate under the circumstances in the best interest of the missing student.
6. Contact information will be confidential.

<https://selfservice.vanguard.edu/Student/Account/Login?ReturnUrl=%2f>

## Non-Campus Monitoring of Student Organizations

Vanguard University does not currently recognize any non-campus locations of student organizations, including student organizations with off-campus housing facilities.

# DRUG & ALCOHOL POLICY

## Notice of a Drug Free Campus

Vanguard University has a vital interest in maintaining safe, healthy and productive working conditions for its Employees. An Employee under the influence of a drug or alcohol on the job can be a serious safety risk to himself or herself, to other Employees, and, in some instances, to the general public, and also can cause damage to the University and its reputation with suppliers, customers and the communities where the University operates.

In accordance with the intent of the Drug-Free Workplace Act

of 1988, Vanguard University hereby advises all employees and students that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on Vanguard University property or within its work places is a specific violation of federal laws and institutional rules.

The possession, use, or sale of alcohol or an illegal drug in the workplace is unacceptable. Accordingly, the University has established the following policy with respect to the possession, use or sale of alcohol or drugs while at work or on University property or on University business.



Any employee or student found violating these federal regulations will be dismissed from the institution; unless the student or employee successfully participates in a Drug-Abuse Assistance or Rehabilitation Program under the auspices of Student Affairs.

The goal of this policy is to maximize safety and productivity on campus while preserving the privacy and dignity of its students, staff and faculty. This policy applies uniformly to all Employees and students and also applies to prospective Employees and students after they receive an offer.

The Vanguard University Counseling Center has available resources to assist in drug counseling and drug rehabilitation assistance. These services are not limited to students but are available to all Vanguard University students, employees and their immediate families.

Be advised that under Drug-Free Schools and Communities ACT (DFSCA) the institution is required to notify the appropriate Federal Funding Agency within the ten days after receiving voluntary notice from an employee, or otherwise receiving actual notice of a conviction or violation of substance abuse under these regulations.

## Alcohol

Possession or being under the influence of alcohol by any Employee while at work or on University property or on University business is prohibited.

The California Business and Professions Code states that the purchase, possession, distribution, or use of alcoholic beverages is illegal for those under the age of 21 in the State of California and constitutes a misdemeanor under B & P Code 25658 (sections a & b), 25658.5 and 25662.

Students violating this policy whether on or off campus are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures. In addition to the University process, the University will involve local law enforcement officials when appropriate.

The Department of Campus Safety has primary responsibility for the enforcement of State underage drinking laws.

## Illegal Drugs

Possession, use, sale, purchase, or being under the influence of an illegal drug while at work or on university property or university business is prohibited. Employees who are convicted for off-the-job drug activity may be considered to be in violation of this policy. In deciding what action to take, management will take into consideration the nature of the charges, the employees present job

assignment, the employee's record with the university, and other factors relative to the impact of the employee's conviction upon the conduct of University business.

Any employee or student found violating these federal regulations will be subject to disciplinary sanctions/actions consistent with local, state and federal law and the policies of Vanguard University, including any violation of code of conduct or student conduct, up to and including expulsion or termination of employment and referral for prosecution; unless the employee or student successfully participates in a Drug-Abuse Rehabilitation Program, after the successful completion of which, may involve reentry to the University.

<https://www.vanguard.edu/student-life>

[https://www.vanguard.edu/uploaded/Institutional\\_Manual/Employment\\_Policies/Employee\\_Handbook\\_revisions\\_FINAL\\_2021-0224\\_\(FI2021-16\)\\_v2.pdf](https://www.vanguard.edu/uploaded/Institutional_Manual/Employment_Policies/Employee_Handbook_revisions_FINAL_2021-0224_(FI2021-16)_v2.pdf)

## Legal Drugs

In some circumstances, an employee's use of a legal drug can pose a significant risk to the safety of the employee or others. The use of, or being under the influence of, any legally obtained drug, or do to misuse of a legally obtained drug, while at work or on University property or on University business is prohibited if such use or influence may affect the safety of other employees or other members of the public. An employee who has reason to believe that the use of a legal drug may present a safety risk to others must report such drug use to the University either to their supervisor to determine the best manner in which to address the issue. The University may require the employee to take a leave of absent or comply with other appropriate remedies determined by management, including reasonable accommodation if appropriate.

## Post-Accident/Reasonable Suspicion Testing

The University may require a drug test or alcohol screening of an employee or student who has been involved in an accident while on University property or University business or in other circumstances where the University has a reasonable suspicion that the employee or student may have been under the influence or otherwise in violation of this policy. An employee's consent to submit to such a test is a condition of employment and the employee's refusal to consent will result in termination, even for a first refusal.

[https://issuu.com/vanguardu/docs/2018-2019\\_student\\_handbook\\_final\\_8](https://issuu.com/vanguardu/docs/2018-2019_student_handbook_final_8)

## Consequences of Positive Test Results

In the case of positive test result, an employee or student is subject to termination or the student conduct process. The University will refuse to hire or accept a prospective employee or student who receives a positive drug test result.

## Confidentiality

Information regarding tests conducted under this policy will be kept in the strictest confidence unless otherwise directed by law. Testing records will be kept separate from regular personal file and will be made available to only those with a need to know the results.

## No Contract Rights in Favor of Employees

This policy is not intended to be a contract, and the University may amend, change or discontinue this policy at any time. Employment at the Vanguard University is at-will and may be terminated by the Employees or by the University, at any time, with or without cause. The use, sale, possession or distribution of alcoholic beverages and/or illegal substances by students of Vanguard University is prohibited and violates this policy as well as the University's standard of conduct.

The Department of Campus Safety has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

## Publications that Include the Drug and Alcohol Abuse Prevention Program

Vanguard University's policies and procedures comply with the minimum requirements of the Drug-Free Schools and Communities Act (DFSCA).

The University's Policies and Procedures Manual ("Institutional Manual"), which includes the Employee Handbook, as well as the Undergraduate Student Handbook, the Graduate Student Handbook contain the following statements of policy as they pertain to undergraduate students, graduate students, and employees respectively:

- Standards that clearly prohibit the unlawful possession, use, sale or distribution of illicit drugs and alcohol on school property or as part of any school activities.
- Legal sanctions under federal, state, and local law for the unlawful possession, use, sale or distribution of illicit drugs and alcohol.

- Disciplinary sanctions for violations of University drug and alcohol standards.
- Health risks associated with the use of illicit drugs and abuse of alcohol.
- Available drug or alcohol counseling, treatment, and rehabilitation.
- Vanguard University's Drug and Alcohol Abuse Prevention Program shall be provided to students in the student handbooks online and to employees in the employee handbook online.

The following protocol will apply to assure that all current and new students upon enrollment and all current and new employees upon hire are provided an electronic copy of Vanguard University's Drug and Alcohol Abuse Prevention Policy.

- A description of the Drug and Alcohol Abuse Prevention Program and a link to the appropriate online student handbook that contains it will be distributed to all undergraduate and graduate students via email at least annually. New students will be emailed this information after the start of each semester.
- A description of the Drug and Alcohol Prevention Program and a link to the online Employee Handbook that contains it will be distributed to all employees via email at least annually. Human Resources shall review the Employee Handbook including the Drug and Alcohol Abuse Prevention Program with each employee when hired and direct them to the electronic version online.

Disclosures that are Published in the Annual Security Report Prevention and Treatment In compliance with the Drug Free Schools and Communities Act, Vanguard University publishes information regarding the University's programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Vanguard University students and employees.

The University provides services related to alcohol use and abuse including the dissemination of informational materials, counseling services, referrals and disciplinary sanctions to students and employees. Information is also distributed through educational events hosted and supported by the Office of Residence Life, Counseling Center and Title IX Office annually.

## Alcohol Abuse Health Risks

Alcohol abuse can cause very serious health and behavioral problems, including short and long term effects upon the body (physiological) and (psychological), as well impairment of learning ability, memory, and performance.

### ALCOHOL

- Decreased performance and absenteeism
- Drowsiness and mood swings
- Poor judgment and coordination/tremors
- Lower morale/self-esteem
- Increase in conflict with others

## Substance Abuse Health Risks

Substance abuse can cause very serious health and behavioral problems, including short and long term effects upon the body (physiological) and (psychological), as well impairment of learning ability, memory, and performance.

### MARIJUANA

- Disruption of space and distance judgment
- Slower motor skills and coordination
- Dilated pupils
- Drowsiness/mood swings
- Forgetfulness
- Diminished mental powers

### COCAINE

- Short attention span
- Mood swings; euphoria
- Irritability, depression
- Impaired judgment and decision-making ability
- Stealing to cover the cost of drugs
- Lack of dependability
- Runny nose; excessive sweating

### HALLUCINOGENS

- Loss of memory/concentration
- Pupils dilated or constricted
- Visual/auditory hallucinations
- Sudden bizarre behavioral changes
- Moodiness
- Interpersonal conflicts

### AMPHETAMINES

- Dilated pupils
- Increased accidents
- Diminished reflexes

### METHAMPHETAMINE

- Impaired judgment/decision making
- Hyperactivity, irritability, anxiety, depression
- Decreased appetite, weight loss, tremors

### SEDATIVES / TRANQUILIZERS

- Diminished reflexes/lower productivity
- Memory loss
- Slurred speech/depression
- Slowed mental process

## Assistance in Overcoming Alcohol and Other Drug Abuse

If you need help or know someone with an alcohol, drug, or substance-related problem, please know that the University's Counseling Center, Health Center, Human Resources Department, Student Success, and Student Life Staff (e.g., Resident Directors, Commuter Life staff) will provide assistance to those who come forward seeking help. The Counseling Center provides confidential consultations with trained psychologists and marriage & family therapists, at extremely low cost, and also makes referrals to outside counseling and treatment services.

### OTHER RESOURCES

#### **Alcoholics Anonymous**

English: (323) 936-4343/en Español: (323) 750-2039

#### **Al-Anon**

(818) 760-7122

#### **Adult Children of Alcoholics**

(310) 534-1815

#### **Cocaine Anonymous**

(888) 714-8341

#### **Family Anonymous Drug Abuse**

(847) 294-5877

#### **Marijuana Anonymous**

(800) 766-6779 (English/Español)

#### **Narcotics Anonymous**

English - (800) 863-296 / en Español - (888) 622-4692

#### **National Council on Alcohol and Drug Dependency**

(818) 997-0414

## Legal Sanctions (State Laws)

The following is a brief summary of the legal sanctions for violations of state and municipal laws governing alcohol. (Note: This list is not a complete summary of relevant laws and ordinances.)

- The purchase, possession, or consumption of alcoholic beverages by any person under the age of 21 is prohibited.
- The selling, either directly or indirectly, of alcoholic beverages is prohibited.
- The serving of alcohol to an intoxicated person is prohibited.
- The serving of alcohol to someone to the point of intoxication is prohibited.
- The manufacture use or provision of a false state identification card, driver's license, or certification of birth or baptism is prohibited.
- The act(s) of being drunk and disorderly in public view, including on public sidewalks and walkways, is prohibited.
- The consumption of alcoholic beverages Vanguard University property including, but not limited to, in academic facilities, recreation fields, university housing corridors and lounges is prohibited.
- The act of driving a motor vehicle or a bicycle while under the influence of alcohol is prohibited.
- The possession of an alcoholic beverage in an open container in a motor vehicle or on a bicycle is prohibited.

## Legal Sanctions (State and Federal Law)

The following is a brief summary of the state and federal criminal sanctions that may be imposed upon someone who violates the laws governing alcohol and other drug policy at Vanguard University or elsewhere in the state of California.

- A violation of California law for the unlawful sale of alcohol may include imprisonment in the county jail for six months, plus fines and penalties.
- A violation of California law for the use of alcohol by obviously intoxicated individuals will vary with the particular circumstances

but may include imprisonment in the county jail and substantial fines and penalties. Additionally, minors who are arrested for violations concerning the use of alcohol run the risk of having their driving privileges suspended or revoked until they are 18.

- A violation of California law for the possession, use and/or sale of narcotics, and/or other illicit drugs includes imprisonment in the county jail or state prison for one to nine years, plus fines up to \$100,000 for each count.
- A violation of federal law for the possession, use and/or sale of narcotics, marijuana and/or other illicit drugs may include imprisonment in the federal penitentiary for one to fifteen years plus substantial financial penalties.
- A violation of the law involving an individual being under the influence of a combination of alcohol and other drugs may result in an increase in criminal sanctions and penalties.

In addition to the sanctions imposed by the university, individuals who have violated State and Federal law regarding possession, use, and/or distribution of alcohol and other drugs may be referred by the university to the appropriate authorities for arrest and prosecution.

Vanguard University, an institution of higher education, complies with the Drug-Free Schools and Campuses Regulations of 1989 and the Drug-Free Workplace Act of 1988 which state that, "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees."

Vanguard University sanctions students violating this policy are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures. Employees found to have violated the tenets of this policy are subject to disciplinary action, up to and including the suspension or termination of employment. A review by Human Resources of the nature of the violation will determine the particular action to be taken. In addition to the University process, the University will involve local law enforcement officials when appropriate.

# COMPLIANCE WITH THE CLERY ACT

The information below provides context for the crime statistics reported as part of Compliance with Clery Act. The statistics in this report are published with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. The Department of Campus Safety submits the annual crime statistics published in this report to the Department of Education (ED). The statistical information gathered by the DOE is available to the public through their website. The procedures for the preparing the Annual Security Report and its associated crime statistics were collected from the following sources: Department of Campus Safety, Campus Security Authorities, Costa Mesa Police Department, and several other police agencies having jurisdiction over separate non-campus facilities.

Written request for statistical information is made on an annual basis to all police, non-police officials including campus security authorities (CSA).

The purpose of this report is to provide information to the Vanguard University Community and public. The report is distributed via email to all university students, and personnel, and link is created on the university's website to aid prospective students, parents, and employees to view a current report. The following pages contain a list of crimes and disciplinary referrals that have been committed within Clery defined geography as reported to university officials for the past three years.

## Clery Act Crime Definitions

The Clery Act requires the publication of certain crimes defined according to the FBI Uniform Crime Reporting / National Incident-Based Reporting System. These crimes and their definitions are as follows:

- 1. Homicide (Non-Negligent Manslaughter):** The willful (non-negligent) killing of one human being by another.
- 2. Homicide (Negligent Manslaughter):** The killing of another person through gross negligence.
- 3. Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and / or by putting the victim in fear.
- 4. Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- 5. Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- 6. Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)
- 7. Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- 8. Arrest for Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: Manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; possessing deadly weapons; and all attempts to commit any of the aforementioned.
- 9. Arrests for Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- 10. Arrests for Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are no included in this definition.)
- 11. Disciplinary Referrals for Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession

of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

12. **Disciplinary Referrals for Drug Abuse Violations:**

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

13. **Disciplinary Referrals for Liquor Law Violations:**

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are no included in this definition.)

14. **Hate Crimes:**

For purposes of this report, hate crimes include any of the crimes listed in the crime statistics table, any other crime involving bodily injury, and any crime of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, reported to the Campus Public Safety Department, a local law enforcement agency, or a campus security authority, that manifests evidence that the victim was selected because of the perpetrator's bias. Categories of bias are race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

## Sex Offenses

Any sexual act directed against another person, forcibly and / or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

1. **Rape:** The carnal knowledge of a person, forcibly and / or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his / her youth or his / her temporary or permanent mental or physical incapacity.

Oral or anal sexual intercourse with another person, forcibly and / or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent

because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.

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

2. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and / or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his / her youth or because of his / her temporary or permanent mental or physical incapacity.
3. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

## California Sex Offender Registry

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. In California, convicted sex offenders must register with the local law enforcement agency for the jurisdiction in which they live. You can link to this information, which appears on the California Department of Justice's official web site [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

## Violence Against Women Act (VAWA)

In accordance with the Violence Against Women Act, statistics on dating violence, domestic violence, and stalking are reportable under the Clery Act since March 7, 2014.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based



on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of inter-action between the persons involved in the relationship.

**Domestic violence:** A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; (v) by any other person against an adult or youth

victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

Although Vanguard University does not suffer a large amount of crime, crimes have occurred on or near the campus. The University collects and publishes crimes statistics in accordance with the requirements of the Jeanne Clery Act.

## CRIME STATISTICS AND DATA

The following pages contain a list of crimes and disciplinary referrals that have been committed within Clery defined geography as reported to university officials for the past three years. These statistics ONLY reflect reports made to Campus Security Authorities and to law enforcement in the calendar year under which they appear. They do NOT include crimes that were not reported, crimes that have occurred outside the institution's Clery geography (listed previously), or lesser crimes (theft, vandalism, etc.) not required by the Clery Act. 'Disciplinary referral' is defined as the referral of any person to any official who initiates a formal or informal disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

For the listed statistics, a crime or disciplinary referral that occurs inside a residence hall will show a mark in both "On Campus" and "In Resident Halls" sections as all residence halls are also on campus. The mark in both sections does not indicate that two separate crimes occurred, it only shows where the single act occurred with better specificity. On Public Property statistics for Vanguard Main campus and Vanguard Centre campus are provided by the Costa Mesa Police Department.

### Definitions of Geography

**On-Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls and any building or property that is owned by the institution but controlled

by another person, is frequently used by students, and supports institutional purposes.

Note: Statistics for University housing facilities are recorded and included in both the all on-campus category and the on-campus residential only category.

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

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. The Vanguard University crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

# VANGUARD MAIN CAMPUS & Vanguard Centre

(55 Fair Drive, Costa Mesa, CA) (2374 Newport Blvd., Costa Mesa, CA)

## Criminal Offense Reports

TYPE	LOCATION	2019	2020	2021
Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	2	1	0
	In Resident Halls	1	1	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	1	1
	In Resident Halls	0	1	1
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	1
	In Resident Halls	0	0	1
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	1
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	1
Burglary	On Campus	0	2	2
	In Resident Halls	0	2	2
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	2	0	0
	In Resident Halls	2	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	1	0	0
Motor Vehicle Theft	On Campus	0	1	1
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	1	0	0



## VANGUARD MAIN CAMPUS & Vanguard Centre

(55 Fair Drive, Costa Mesa, CA) (2374 Newport Blvd., Costa Mesa, CA)

### Arrest and Referrals for Disciplinary Action

TYPE	LOCATION	2019	2020	2021
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Weapons Violations	On Campus	2	1	0
	In Resident Halls	1	1	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Liquor Law Violations	On Campus	19	6	27
	In Resident Halls	19	6	23
	Non-Campus Building Property	0	0	0
	On Public Property	0	4	0
Disciplinary Referrals Drug Abuse Violations	On Campus	11	9	16
	In Resident Halls	10	9	16
	Non-Campus Building Property	0	0	0
	On Public Property	0	5	0
Disciplinary Violations Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

## VANGUARD MAIN CAMPUS

(55 Fair Drive, Costa Mesa, CA)

### VAWA Offense Reports

TYPE	LOCATION	2019	2020	2021
Domestic Violence	On Campus	1	0	0
	In Resident Halls	1	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Dating Violence	On Campus	0	0	1
	In Resident Halls	0	0	1
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Stalking	On Campus	1	1	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

# Fullerton Police Crime Statistics

(101 E Valencia Mesa Drive, Fullerton, CA)

## Criminal Offense Reports

TYPE	LOCATION	2019	2020	2021
Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	2
	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Burglary	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

## Fullerton Police Crime Statistics

(101 E Valencia Mesa Drive, Fullerton, CA)

### Arrest and Referrals for Disciplinary Action

TYPE	LOCATION	2019	2020	2021
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Violations Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

## Fullerton Police Crime Statistics

(101 E Valencia Mesa Drive, Fullerton, CA)

### VAWA Offense Reports

TYPE	LOCATION	2019	2020	2021
Domestic Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Stalking	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

# Fullerton Police Crime Statistics

(2251 Harbor Blvd, Fullerton, CA)

## Criminal Offense Reports

TYPE	LOCATION	2019	2020	2021
Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Burglary	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

## Fullerton Police Crime Statistics

(2251 Harbor Blvd, Fullerton, CA)

### Arrest and Referrals for Disciplinary Action

TYPE	LOCATION	2019	2020	2021
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Violations Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

## Fullerton Police Crime Statistics

(2251 Harbor Blvd, Fullerton, CA)

### VAWA Offense Reports

TYPE	LOCATION	2019	2020	2021
Domestic Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	1
	On Public Property	0	0	0
Stalking	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

# Santa Ana Police Crime Statistics

(3000 W. MacArthur Blvd., Santa Ana, CA)

## Criminal Offense Reports

TYPE	LOCATION	2019	2020	2021
Criminal Homicide (Murder / Non-Negligent Manslaughter)	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Criminal Homicide Negligent Manslaughter	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Fondling	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Incest	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Sexual Assault Statutory Rape	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Robbery	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Burglary	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arson	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Hate Crimes	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

## Santa Ana Police Crime Statistics

(3000 W. MacArthur Blvd., Santa Ana, CA)

### Arrest and Referrals for Disciplinary Action

TYPE	LOCATION	2019	2020	2021
Arrests Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Arrests Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Liquor Law Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Referrals Drug Abuse Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Disciplinary Violations Weapons Violations	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

## Santa Ana Police Crime Statistics

(3000 W. MacArthur Blvd., Santa Ana, CA)

### VAWA Offense Reports

TYPE	LOCATION	2019	2020	2021
Domestic Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0
Stalking	On Campus	0	0	0
	In Resident Halls	0	0	0
	Non-Campus Building Property	0	0	0
	On Public Property	0	0	0

# CRIME PREVENTION AND SAFETY PROGRAMS

## Rape Aggression Defense Training

Campus Safety officers provide self-defense training for female students. The self-defense training is a program of realistic, self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, and progresses on to basic hands-on defense training. Self Defense is offered to students as a Physical Education course and to employees through Human Resources training courses. Students interested in the course may enroll during Registration, employees may sign up for courses with Human Resources as they become available. Campus safety is committed to teaching two self-defense related courses annually. Students are educated on safety procedures during freshman orientation. Students and employees are responsible for their own security.

## First Aid, CPR and AED Training

Campus Safety is able to provide First Aid, CPR, and AED training certification for students and employees desiring the training. First aid and C.P.R. training classes give you the information and the skills you need to help adults and children during many emergency situations.

## C.E.R.T. (Community Emergency Response Team)

Campus Safety has become a leader in emergency planning and response through our C.E.R.T. program. Campus Safety Officers and Resident Directors go through the 24-hour program and become certified. Campus Safety is also certified to instruct others in C.E.R.T.

## Safety Service Requests

(Escorts, Unlocks / Access, & Calls For Service) Campus Safety Officers provide additional services for students and employees on the main campus such as escorts, unlocks / access, and calls for

service. These measures are often service oriented and preventative in nature.

Campus Public Safety Officers will escort students and employees to and from any location on the main campus. Students with cell phones should program the Campus Public Safety phone number (714-966-6799) into their phone for easy access. Students and employees may also use the TITAN HST app to request escorts. Safety of the students and employees is a priority of the Campus Public Safety Department.

Campus Public Safety recommends that students lock their rooms when they are not present and carry their keys with them at all times.

- If you have been locked out of your room, please contact your roommate to open your room.
- If you cannot find your roommate then contact your Resident Assistant.
- If your RA is unavailable, please call Campus Public Safety at 714-966-6799 for an unlock.

You will be asked to show your student ID to verify that you have been assigned to the room before the officer will unlock the door. Unauthorized access to other students' rooms is strictly forbidden.

A person requesting access to a building/office must show their valid Vanguard University Identification Card to the Campus Public Safety Officer.

Departments must supply the Campus Public Safety Department an After Hours Access list of students allowed into classrooms/offices for work or class projects. Departments should include on the list approved access for Faculty/Staff into offices of other employees. It is the responsibility of the departments to keep the approval list up-to-date. All persons granted access into buildings/rooms are responsible to deny access to unapproved persons.

Departments are also responsible for locking and unlocking their offices/suites.



# UNIVERSITY POLICY AND PROCEDURES

## Equal Opportunity, Harassment and Nondiscrimination

Vanguard University affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the University's Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or nonmembers of the campus community, students, student organizations, faculty, administrators and/or staff. The University reserves the right to act on incidents occurring on-campus or off-campus, when the off-campus conduct could have an on-campus impact or impact on the educational mission of the University.

The Title IX/Equity/AA Coordinator/ Grievance Coordinator oversees implementation of the University's Affirmative Action and Equal Opportunity plan and the University/College's policy on equal opportunity, harassment, and nondiscrimination. Reports of discrimination, harassment and/or retaliation should be made to the Title IX/Equity/AA Coordinator or Deputies promptly, but there is no time limitation on the filing of grievances. To learn more about Title IX, our policy is found here: <https://www.vanguard.edu/resources/title-ix>.

## RESPONSE TO SEXUAL VIOLENCE

Vanguard University is committed to creating and maintaining a community where all persons who participate in University programs and activities learn and work together. The University does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are considered types of sex discrimination and are prohibited. In addition, sexual offenses of any form violence, dating violence and stalking, including sexual assault, domestic can be detrimental to the safe living and learning environment which Vanguard University seeks to maintain and such behavior is prohibited by law and University policy. The University will respond promptly and effectively to reports of sexual assault, domestic violence, dating violence, and stalking and will take appropriate action to prevent, correct and discipline behavior that violates this policy. The complete Sexual Misconduct policy can be found in the Student Code of Conduct available online at [www.vanguard.edu/resources/title-ix](http://www.vanguard.edu/resources/title-ix).

The FBI's National Incident sex offense Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. State law and University policy defines consent as knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid there must be clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what disoriented is happening or is helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual respondent of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent.

A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue and, if that happens, the other person must stop immediately.

A minor below the age of consent according to state law cannot consent to sexual activity. This means that sexual contact by an

adult with a person below the age of consent is a crime as well as a violation of this policy, even if the minor appeared to have wanted to engage in the act.

The above listed definition of consent is utilized by Vanguard University for the purposes of enforcing University policies.

All forms of sexual violence are violations of Vanguard University's Code of Student Conduct. All University officials will treat victims of assault with respect and dignity. If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you are encouraged to report the incident to the Department of Campus Safety (1st Floor Laguna Hall, 714-966-6799) or the Costa Mesa Police Department (911 or 714-75-5280). The University will provide resources to persons who have been victims and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. Other University officials an incident may be reported to include:

- Angela Bennett: Title IX Coordinator, Smith Hall, Room 115, (714) 619-6525, [angela.bennett@vanguard.edu](mailto:angela.bennett@vanguard.edu)
- Tom Weizoerick: Deputy Title IX Coordinator, Laguna Hall, Room 103, (714) 668-6165, [tom.weizoerick@vanguard.edu](mailto:tom.weizoerick@vanguard.edu)

Students can also contact a Residential Director (RD) or Residential Assistant (RA) to report a violation of policy.

An individual who has experienced an incident of sexual misconduct or relationship violence may report the incident at any time, regardless of how much time has elapsed since the incident occurred. Filing a report does not commit you to pursue an investigation or prosecution and University officials will respect your decision. Many individuals experience sexual assault, domestic violence, dating violence or stalking and never tell anyone about it at the time of the incident. If you or someone you know were victimized weeks or years ago, assistance is still available. Talking with someone now may help you cope better with abuse from the past, whether it was a sexual assault, child sexual abuse, incest or sexual harassment.

## Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those 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 medical care, psychological counseling, victim advocacy, legal assistance,

visa and immigration assistance and other services on and/or off campus. Additional remedies are available to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

After an incident of sexual assault, domestic violence or dating violence the victim should consider seeking medical attention as soon as possible at the Vanguard Health Center or one of the following locations:

Hoag Hospital Irvine  
1 Hoag Drive  
Newport Beach, CA 92663  
(949)764-4624

Western Medical Center  
1001 N. Tustin Ave.  
Santa Ana, CA 92705  
(714)953-3500

In California, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is

the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. University officials will assist any victim with notifying local police if they so desire. The Costa Mesa Police Department may also be reached directly by calling 911 or by calling their business line at 714-754-5280 or in person at 99 Fair Drive, Costa Mesa, CA 92626. Additional information about the Irvine Police department may be found online at [costamesaca.gov](http://costamesaca.gov).

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

## Sexual Assault

Depending on when reported (immediate vs. delayed report), University will provide complainant with access to medical care.

University will assess immediate safety needs of complainant.

University will advise complainant of the right to have an advisor/advocate present during investigation, hearing, etc.

University will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

University will provide complainant with referrals to on and off campus mental health providers.

University will provide written information to complainant on how to preserve evidence.

University will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties or interim suspension/restriction.

University will provide a "No Entry" directive to accused party if deemed appropriate.

University will provide written instructions on how to apply for Protective Orders.

University will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.

University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively

charged and what the outcome of the hearing is.

University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. In the case of student involvement, sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the Student Conduct Office using the preponderance of the evidence standard.

## Stalking

University will assess immediate safety needs of complainant.

University will advise complainant of the right to have an advisor/advocate present during investigation, hearing, etc.

University will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

University will provide complainant with referrals to on and off campus mental health providers.

University will provide written information to complainant on how to preserve evidence.

University will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties interim suspension/restriction.

University will provide a "No Entry" directive to accused party if deemed appropriate.

University will provide written instructions on how to apply for Protective Orders.

University will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.

University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.

University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

In the case of student involvement, stalking cases are referred to the Title IX Coordinator and are adjudicated by the Student Conduct Office using the preponderance of the evidence standard.

## Dating Violence

Depending on when reported (immediate vs. delayed report), University complainant with access to medical care.

University will assess immediate safety needs of complainant.

University will advise complainant of the right to have an advisor/advocate present during investigation, hearing, etc.

University will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

University will provide complainant with referrals to on and off campus mental health providers.

University will provide written information to complainant on how to preserve evidence.

University will assess need to implement interim or long term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties or interim suspension/restriction.

University will provide a "No Entry" directive to accused party if deemed appropriate.

University will provide written instructions on how to apply for Protective Orders.

University will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.

University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.

University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. In the case of student involvement, dating violence cases are referred to the Title IX Coordinator and are adjudicated by the Student Conduct Office using the preponderance of the evidence standard.

## Domestic Violence

Depending on when reported (immediate vs. delayed report), University will provide complainant with access to medical care.

University will assess immediate safety needs of complainant.

University will advise complainant of the right to have an advisor/

advocate present during investigation, hearing, etc.

University will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for the local police department.

University will provide complainant with referrals to on and off campus mental health providers.

University will provide written information to complainant on how to preserve evidence.

University will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties or interim suspension/restriction.

University will provide a "No Entry" directive to accused party if deemed appropriate.

University will provide written instructions on how to apply for Protective Orders.

University will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.

University will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is.

University will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. In the case of student involvement, domestic violence cases are referred to the Title IX Coordinator and are adjudicated by the Student Conduct Office using the preponderance of the evidence standard.

## Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. Victim's rights include:

- To be treated with respect by University officials.
- To take advantage of campus support resources (such as the Counseling Center, the Wellness Center and Campus Ministries).
- To experience a safe living, educational and work environment.

- To have an advisor or advocate during the process.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have complaints heard in substantial accordance with procedures.
- To full participation in any process whether the injured party is serving as the complainant, or the University is serving as complainant.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

In California, a victim of domestic violence, dating violence, sexual assault or stalking has additional rights. The rights are found in a variety of California Codes and the California Constitution. For complete and up-to-date information please refer to the State of California, Department of Justice, Office of the Attorney General website at [www.oag.ca.gov](http://www.oag.ca.gov).

Further, Vanguard University complies with California law in recognizing protection orders by contacting local law enforcement authorities in the event of a protection order violation. Any person who obtains a protection order from California or any other issuing jurisdiction, should provide a copy to the Department of Campus Safety, the Office of the Title IX Coordinator or Human Resources. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for Campus Safety 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, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a protection order for a victim. University officials will assist individuals with obtaining a protection order. Information regarding Protection Orders is available through the Costa Mesa Police Department or by visiting the Superior Court of California County of Orange website at [www.occourts.org/self-help/restrainingorders](http://www.occourts.org/self-help/restrainingorders).

To the extent possible, identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. This includes maintaining

confidential any accommodations or protective measures provided to the victim or other necessary parties, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures. The University will inform a victim or other necessary parties prior to sharing personally identifiable information about the victim or other parties that the University believes is necessary to provide an accommodation or protective measure. The University does not publish the name of crime victims or other parties nor house identifiable information regarding victims in the Campus Safety Department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources. Victims or other necessary parties may contact the Dean of Students or Human Resources for assistance.

## Adjudication of Violations

Whether or not criminal charges are filed, Vanguard University or a person may file a complaint alleging that a student or employee violated the University's policy on sexual misconduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to the Department of Campus Safety will automatically be referred to the Title IX Coordinator or Human Resources for immediate investigation regardless if the complainant chooses to pursue criminal charges.

The University disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. In all cases, the University will seek to have all cases reach resolution within 90 calendar days of notice of allegation, barring exigent circumstances. If exigent circumstances exist, the Title IX Coordinator will provide notice to the respondent and the complainant of any delays or extensions. The University may undertake a short delay (10-14 days, to allow for evidence collection) when criminal charges on the basis of the same behaviors that initiated the process are being investigated. In the case of student involvement, the policy provides that:

- The accuser and the accused each have the opportunity to attend a hearing before a properly trained hearing board.
- The accuser and the accused each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. A student conduct decision

is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the accused student violated the University’s Student Conduct Code?” The Dean of Students is the decision maker in cases involving students.

- The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final. If the accuser is deceased as a result of such crime or offense, the next of kin will be advised of the outcome of the disciplinary proceedings upon written request.
- The accuser and the accused each have the right to appeal the outcome of the hearing by submitting an appeal to the Office of Student Conduct and will be notified simultaneously in writing of the final outcome after the appeal is resolved. When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the University’s ability to respond to the complaint may be limited.

Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the family Educational Rights and Privacy Act of 1974 (FERPA).

## Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions including expulsion, suspension, probation, restrictions, written warnings, fines, restitution, withholding diploma, revocation of degree or expulsion/suspension from residence halls may be imposed upon those determined to have violated this policy. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator (or Human Resources) 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: an 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 or Human Resources Director’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 Vanguard University.

## How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” Vanguard University works to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## Risk Reduction

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

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.



- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money or a rideshare app available.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks (whether they contain alcohol or not) from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself.
- Don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend has chosen to drink and seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  - Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## Responsible Employee Policy

Any member of the community, guest or visitor who believes that University policy on equal opportunity, nondiscrimination, sexual harassment, or other forms of harassment has been violated should contact one of the following University officials:

- Dr. Ryan Hartwig: Provost and Vice President for Academic Affairs, [ryan.hartwig@vanguard.edu](mailto:ryan.hartwig@vanguard.edu)
- Ken Bott: Director of Human Resources, [ken.bott@vanguard.edu](mailto:ken.bott@vanguard.edu)

It is also possible for employees to notify a supervisor, for students to notify an administrative adviser or faculty member, or for any member of the community to contact Campus Safety. All employees receiving reports of a potential violation of University policy are expected to promptly contact Dr. Ryan Hartwig or Ken Bott within 24 hours of becoming aware of a report or incident. All initial

contacts will be treated with the maximum possible privacy: specific information on any complaints received by any party will be reported to Ken Bott, Director of Human Resources, but, subject to the University's obligation to redress violations, every effort will be made to maintain the privacy of those initiating a report of a complaint.

In all cases, Vanguard University will give consideration to the complainant with respect to how the complaint is pursued but reserves the right to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

## Prevention and Education Programs

Vanguard University engages in comprehensive, intentional, and integrated programming, initiatives, strategies and campaigns intended to end sexual assault, domestic violence, dating violence 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. The programs, initiatives, strategies, and campaigns consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

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

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and California; actions constitute consent to sexual activity in the State of California;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander. Bystander intervention includes recognizing situations of potential harm, understanding University structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene;

- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks. 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;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University has developed annual educational campaigns consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation and presenting informational programs to the University community throughout the year. The University also has a Title IX webpage as part of the University's main website. New additions to the webpage include an electronic Title IX Complaint form, picture directory of the Title IX coordinator, detailed description of support services, link to the University's Sexual Assault Resource Guide, as well as training and education opportunities.

### **Main campus educational programs include:**

**Freshman Seminar:** During the "Resistance Capital" component of Cornerstone, students are introduced to Sexual Misconduct/Title IX policy and related topics, safety measures on campus, and ways to intervene.

**Title IX Sexual Assault/Harassment Training:** Training session provides an in-depth examination of issues associated with sexual assault/harassment and the required provisions under Title IX for all students.

**Faculty/Staff Sexual Misconduct Training:** Training session includes practical information on identifying sexual assault, sexual misconduct and provide participants with information regarding the University's policies regarding individual duty to report sexual abuse, sexual misconduct and other behaviors prohibited under Title IX and Clery/Campus SaVE act.

**Student Code of Conduct and University Employee Handbook:** Vanguard University has developed and distributed Student Code of Conduct and University Employee Handbooks, which provide a complete listing of all University's policies regarding sexual harassment, sexual assault, domestic & dating violence and stalking.



### **Other Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking – On Campus Counseling Center (students only)**

Vanguard University's Counseling Center can provide confidential support for you during this difficult period. They can inform you of common emotional reactions and discuss coping methods that may assist you immediately following the event(s) and later. Talking about your concerns with a counselor in a safe and supportive environment may help you sort through your feelings and decide what to do. You do not need to disclose your name if you call the Counseling Center for information. Counselors will not reveal your identity to anyone without your permission. Students may be seen on an emergency walk appointment. The Counseling Center is located on the first floor of the Smith building. Counseling Center hours are Monday – Friday from 8 am to 8 pm. The Center can be contacted by telephone at (714) 662-5256. The Counseling Center currently has 20 counselors and one psychiatrist on staff during the fall and spring semesters. When student needs are beyond the scope of available services, counselors offer case management and referrals to local treatment centers.

### **Department of Campus Safety**

Department of Campus Safety officers offer information and guidance to victims when they file a report. If you choose to report the incident, a Department of Campus Safety officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or University disciplinary action. If the assault occurred off-campus, reporting the incident to Costa Mesa Police Department and the Department of Campus Safety will assist individuals who are unsure of how and where to report the crime.

The reasons for reporting to the Department of Campus Safety are:

- To take action which may prevent further victimization, including issuing an Immediate Notification or Timely Warning to warn the campus community of an impending threat to their safety.
- To apprehend the assailant.
- To seek justice for the wrong that has been done to you.
- To have the incident recorded for purposes of reporting statistics about the incidents that occurred on campus.

To report an incident, follow the guidelines under "Reporting Procedures" on page 8.

### **Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking – Off-Campus**

**24-hour Rape Crisis:** In addition to counseling services through the Counseling Center, survivors of sexual assault or abuse are encouraged to contact Sexual Assault Victim Service for North Orange County. They provide free counseling, accompaniment, and advocacy as well as a 24-hour rape crisis hotline (714-834-4217).

**Costa Mesa Police Department:** The Costa Mesa Police Department can be contacted by dialing 911 in an emergency or by dialing their business line at 714-754-5280. The Costa Mesa Police Department is located at 99 Fair Drive, Costa Mesa, CA 92626.

## **University Policy - Nondiscrimination**

Vanguard University adheres to all federal and state civil rights laws banning discrimination in private institutions of higher education. Vanguard will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, hearing status, personal appearance, color, sex, pregnancy, political affiliation, source of income, place of business, residence, , ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, family responsibilities, gender, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Regarding employment and related matters, on a Federal level, Title VII of the Civil Rights Act of 1964 allows churches and religious organizations to prefer co-religionists in their employment decisions. In other words, the portions of Title VII that apply to hiring, promotion and separation do not apply to ". . . a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities."

This preference exception also allows Vanguard to maintain and enforce community standards tied to our Religious affiliation for purposes of discontinuing employment of faculty and staff who have expressly violated those standards. In addition, California's Fair Employment and Housing Act (FEHA) contains an exemption for non-profit religious associations or corporations under Government

Code Sections 12926(d) and 12940(j)(4)(B) whereby Vanguard is not subject to laws relative to aforementioned employment matters. Furthermore, under the Free Exercise Clause of the First Amendment to the Constitution of the United States and various relevant statutes, Vanguard University may lawfully discriminate based on religious and confessional criteria in employment and educational practices, including admission to the University.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest or visitor who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community based on their actual or perceived membership in the protected classes listed above is in violation of the University policy on nondiscrimination. When brought to the attention of the University, any such discrimination will be appropriately remedied by the University, per the procedures outlined below.

## University Policy on Accommodation of Disabilities

Vanguard University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself. The ADA Coordinator is responsible for coordinating efforts to comply with these disability laws, including investigation of any grievance alleging noncompliance.

## STUDENTS WITH DISABILITIES

Vanguard University is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the University.

<https://www.vanguard.edu/resources/disabilityservices>

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Director of Disability Services who coordinates services for students with disabilities. The coordinator reviews documentation provided by

the student and, in consultation with the student, determines which accommodations are appropriate to the student's needs and academic programs. The Disabilities handbook can be located on the vanguard University Website.

[https://www.vanguard.edu/uploaded/content\\_migration\\_images/Vanguard-University-Student-Disability-Services-Handbook.pdf](https://www.vanguard.edu/uploaded/content_migration_images/Vanguard-University-Student-Disability-Services-Handbook.pdf)

### **Director of Disability Services**

Phone: (714) 619-6483

Email: DisabilityServices@vanguard.edu

## EMPLOYEES WITH DISABILITIES

Pursuant to the ADA, Vanguard University will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship. An employee with a disability is responsible for requesting an accommodation in writing to the Director of Human Resources and provide appropriate documentation. The director will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

## University Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Vanguard University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy.

# DISCRIMINATORY AND BIAS-RELATED HARASSMENT

Harassment constitutes a form of discrimination that is prohibited by law. Vanguard University will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the University may also impose sanctions on the harasser. The University's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct based on actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent, pervasive and objectively offensive that it interferes with, limits or denies

the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities.

Offensive conduct and/or harassment that does not rise to the level of discrimination or that is of a generic nature not based on a protected status may not result in the imposition of discipline under University policy, but will be addressed through civil confrontation, remedial actions, education and/or effective conflict resolution mechanisms. Vanguard condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest based on any status protected by university policy or law.

<https://www.vanguard.edu/resources/title-ix>

## SEXUAL HARASSMENT

Both the Equal Employment Opportunity Commission and the State of California regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. The University has adopted the following definition of sexual harassment, to address the special environment of an academic community, which consists not only of employer and employees, but of students as well. Sexual harassment is:

- Unwelcome, sexual or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the University's Title IX Coordinator or to one of the Deputies.

Sexual harassment creates a hostile environment, and may be disciplined when it is:

- sufficiently severe
- persistent/pervasive
- objectively offensive that it has the effect of unreasonably interfering with, denying or limiting employment opportunities
- or the ability to participate in or benefit from the university's educational, social and/or residential program,
- and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation.

## HAZING

Hazing means any intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into,

affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the university and whose membership is totally or predominately other students from the university.

# STALKING

Stalking is a “willful course of conduct” involving repeated or continuing harassment against another individual, which would cause a reasonable person to feel any one or more of the following:

- Terrorized
- Frightened
- Intimidated
- Threatened
- Molested

Stalking Occurs In Many Forms, Such As:

- Following or appearing within the sight of another.
- Approaching or confronting another individual in a public or private place.
- Appearing at the workplace or residence of another.
- Entering or remaining on an individual’s property.
- Contacting by telephone.
- Sending mail or electronic mail.

# INTIMIDATION

Ethnic Intimidation occurs when a person maliciously, and with specific intent, intimidates or harasses another person because of that person’s:

- Race
- Color
- Religion
- Gender
- National Origin
- Sexual Orientation

# POLICY EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

All Vanguard University faculty, staff, and volunteers are expected to perform their responsibilities in a manner that is consistent with the mission and values of the University. Consensual romantic relationships can lead to conflicts of interest and become potentially exploitive when they involve colleagues in the workplace and those teaching or in mentoring relationships. Therefore, romantic relationships are not permitted between University faculty/staff and students, or between supervisors and non-supervisory staff or faculty members.

Romantic relationships may include, but are not limited to, a pattern of exclusivity between two individuals, physical touching that implies romantic intention or desire, actual physical intimacy, or written communication or other action that implies or directly shows a sign of romantic interest.

# SEXUAL MISCONDUCT

State law defines various violent and/or non-consensual sexual acts as crimes. Additionally, Vanguard University has defined categories of sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, Vanguard considers Non-Consensual Sexual Intercourse violations to be the most serious, and therefore typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. However, the University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any act of sexual misconduct or other gender-based offenses, including intimate partner or relationship (dating and/or domestic) violence, non-consensual sexual contact and stalking based on the facts and circumstances of the particular grievance. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. Violations include:

- Sexual Harassment (as defined in section b above)
- Non-Consensual Sexual Intercourse

Defined as:

- Any sexual penetration or intercourse (anal, oral or vaginal)
- However slight
- With any object
- By a person upon another person
- That is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

## **Non-Consensual Sexual Contact**

Defined as:

- any intentional sexual touching
- however, slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

## **Sexual Exploitation**

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)

# DISEASE TRANSMISSION

Sexual exploitation also includes engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection, and further includes administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

# OTHER CIVIL RIGHTS OFFENSES, WHEN THE ACT IS BASED UPON THE STATUS OF A PROTECTED CLASS

Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person on the basis of their actual or perceived membership in a protected class.

Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of their actual or perceived membership in a protected class.

Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class

- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the hazing policy) based on actual or perceived membership in a protected class; hazing is also illegal under California State law and prohibited by University policy
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally based on actual or perceived membership in a protected class

Violence between those in an intimate relationship to each other based on actual or perceived membership in a protected class (this includes romantic relationships, dating, domestic' and/or relationship violence)

Stalking, defined as a course of conduct directed at a specific person based on actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear'

Any other University rules, when a violation is motivated by the actual or perceived membership of the victim based on sex or gender or in a protected class, may be pursued using this policy and process.

Sanctions for the above-listed "Other Civil Rights Behaviors" behaviors range from reprimand up through and including expulsion (students) or termination of employment.

## Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing a grievance or for assisting in providing information relevant to a claim of harassment is a serious violation of University policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator or to a member of the Equity Grievance Panel and will be promptly investigated. Vanguard is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

## Remedial Action

Vanguard University will implement initial remedial and responsive and/or protective actions upon notice of alleged harassment, retaliation and/or discrimination. Such actions could include but are not limited to no contact order, providing counseling and/or medial services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources.

Vanguard will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor who has been found to engage in harassing or discriminatory behavior or retaliation. Procedures for handling reported incidents are fully described below. Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

## Fire Prevention

Vanguard University has instituted policies and rules to prevent fires that may include but are not limited to electrical appliances, smoking and open flames. Each Staff member and Student has access to the Titan App which contains evacuation procedures and instructions on what to do in the event of an emergency, emergency contact numbers, campus map, building map and other emergency information. All evacuation routes are marked at each exit, located in the Titan app, and can be found on the Campus Safety website.

Campus Safety monitors the fire suppression equipment throughout campus, and monitors the security lights, parking lot lights, and sidewalk lights to make sure the students have a safe and secure path of travel.

Fireworks or other types of explosive devices are not allowed on Vanguard University campus property. Students are expected to be alert to fire hazards and use good judgement when potential hazards exist. Basic safety regulations in the residence halls are:

- Common hallways/areas must be free of clutter and other obstacles that could potentially hinder evacuation routes.
- Electrical appliances must be UL approved.
- The burning of candles or incense; the use of kerosene or propane lanterns or lamps; and the storage of combustible fuels, paints, or oils is not permitted in residence halls.
- Halogen lamps, lava lamps, and extension cords are not permitted.
- Anything that produces an open flame is not permitted.
- Students should not tamper with existing electrical equipment, lighting, wiring, and switches.
- Room decorations should consist of fire-retardant materials.
- Students are required to observe all fire alarm and evacuation procedures.
- Hanging anything from fire sprinklers or pipes in residence halls is prohibited.
- Hot plates, toasters, crockpots, rice cookers, potpourri burners, electric skillet and saucapans, broiler ovens, sandwich grills, toaster ovens, full size refrigerators or other such electrical appliances are not allowed.

**Policies and rules can also be found in:**

**Student Handbook** <https://www.vanguard.edu/student-life>

**Fire Prevention Program** <https://www.costamesaca.gov/city-hall/city-departments/fire-rescue/fire-prevention-community-risk-reduction/guidelines-and-standards>

Any student or staff member is encouraged to call Costa Mesa Fire Department utilizing the 911 system from their phone (9-911 if calling from campus phone). Once the Fire Department is contacted, staff and students are directed to contact Campus Safety. Fire alarms that are activated by any fire will contact the Fire Department automatically through the alarm monitoring company, Fire Safety First.

## Fire Safety Systems

### Laguna Residence Hall:

Smoke Detector and Automatic Fire Suppression System

### Huntington Residence Hall:

Smoke Detector and Automatic Fire Suppression System

### Balboa Residence Hall:

Smoke Detector and Automatic Fire Suppression System

### Newport Residence Hall:

Smoke Detector and Automatic Fire Suppression System

### Catalina Residence Hall:

Smoke Detector and Automatic Fire Suppression System

### Vanguard Center:

Buildings A, B and D - Smoke Detector System

Building C - Smoke Detector and Automatic Fire Suppression System

Fire Safety First is the current alarm monitoring and fire system analysis company that provides ALL alarm related services for Vanguard University's main campus. Future improvements for the campus fire alarm system will continue in 2021. Fire Safety First will work with Vanguard's Information Technology Department and the Facilities Department to insure campus fire alarms are functioning appropriately.



## Fire Statistics

### ON-CAMPUS HOUSING (Main Campus)

**55 Fair Dr. Costa  
Mesa CA, 92626**

Year	2019	2020	2021
Huntington Hall	0	0	0
Laguna Hall	0	0	0
Newport Hall	0	0	0
Balboa Hall	0	0	0
Catalina Hall	0	0	0

### ON-CAMPUS HOUSING (Vanguard Centre)

**2374 Newport Blvd.  
Costa Mesa, 92627**

Year	2019	2020	2021
Vanguard Centre	1	0	0
Description	Occurred in dorm room oven. Approx. \$500 damage	0	0

## Fire Drills for 2021

Each student housing facility conducted one fire drill 2021.

A second planned fire drill was not successfully executed due to students being sent home during COVID19. The university schedules a fire drill for each building at the Fall Semester and the Spring Semester.

During a fire drill the evacuation alarm is a loud horn and is the only audible alarm system used on this campus. Every alarm should be treated as an emergency.

To activate the building alarm system, break or remove the protective cover on one of the red fire alarm boxes located in the hallway, and pull the handle.

## Building Evacuation Procedures

For the main campus, the following building evacuation procedures when an alarm is sounded, or campus officials give an evacuation order.

- Be aware of all the marked exits from your building and refer to the emergency evacuation procedures posted near the entrance/exits and elevators.
- When the building evacuation alarm is sounded or when you are ordered to leave, take your belongings and walk quickly to the nearest marked exit and calmly ask others to do the same.

Assist the disabled with exiting the building by assisting them to the nearest stairway. If the disabled person is in a wheelchair and the elevator is not available, an able-bodied person should stay with the wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel of the exact location of the wheelchair user. Resident Assistants and/or campus officials will assist in evacuation of all building occupants.

<https://www.vanguard.edu/resources/campus-public-safety/security-and-emergency-resources>

## Outside Evacuation Procedures

For the main campus, the following are outside evacuation procedures when an alarm is sounded, or campus officials give an evacuation order.

- Proceed to a clear area that is at least 150 feet away from the affected building.
- Keep walkways clear for emergency personnel and vehicles.
- Proceed to your building's evacuee staging area so that officials can verify all occupants are safe.
- Do not return to a building until Campus Public Safety tell you to do so even if the alarm has ceased.

The Department of Campus Public Safety is authorized to develop, implement, and coordinate Emergency/Disaster Control plans to save and protect lives and property of Vanguard University, through effective utilization of University and community resources. These functions involve the following:

- Coordinate information and outside emergency assistance
- Set up, define, and administer plans, in conjunction with the Director of Planning and Construction and the Director of Facility Services, detailing institutional policies and procedures for handling emergencies and / or disasters
- Handle initial control and coordination during all emergencies / disasters, such as: medical, earthquake, fire, flood, bomb threats, electrical, gas / water leak. Responsibility and control will be transferred to the responding emergency agency as soon as they arrive and assume control
- Direct all members of the Vanguard community (faculty, staff, and students) during the emergency / disaster to effectively save lives, with assistance from designated persons identified in the Emergency and Disaster Manual
- Participate in the development and implementation of policies / procedures of the university disaster plan



The following list generally describes the response actions for Campus Safety officers at a disaster scene. This list is not intended to be all-inclusive:

- Broadcast emergency information, including requests for additional assistance and resources.
- Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- Provide first aid to injured parties if it can be done safely.
- Evacuate the location safely as required or appropriate.
- Secure the inner perimeter.
- Secure an outer perimeter.

## ADDITIONAL RESOURCES

### **Student Handbook**

<https://www.vanguard.edu/student-life>

### **Employee**

[0224 \(FI2021-16\) v2.pdf](#)

### **Security and Emergency Preparedness**

[https://www.vanguard.edu/resources/campus-public-safety/  
security-and-emergency-resources](https://www.vanguard.edu/resources/campus-public-safety/security-and-emergency-resources)

