



# Annual Security Report

# 2022

## Contents

Introduction:.....	5
Policy on Preparing the Annual Security Report: .....	5
Campus Security Authorities:.....	6
Policy on Pastoral and Professional Counselors and Encouragement of Reporting: .....	6
Reporting Crimes, Including Confidential Reporting:.....	6
Security and Access to the University: .....	7
Policy on Campus Law Enforcement: .....	7
Policy on Relationships with State and Local Law Enforcement:.....	8
Policy Encouraging Accurate and Prompt Crime Reporting: .....	8
Policy on Campus Safety Programs, Education, and Crime Prevention:.....	8
Policy on Programs Designed to Inform Students and Employees About the Prevention of Crimes: .....	8
Policy on Monitoring and Recording Criminal Activity Off Campus: .....	9
Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs: .....	9
Local, State, and Federal Legal Sanctions .....	9
Health Risks .....	10
Where to Get Help .....	10
Disciplinary Sanctions:.....	11
Crime Log:.....	11
Timely Warning Protocol: .....	11
Clery Act Crime Definitions: .....	13
Part I – Primary Crimes.....	13
Part 2: Alcohol, Drug and Weapon Violations .....	14

---

<b>Part 3: Hate Crimes</b> .....	<b>15</b>
<b>(The following crimes only apply to hate crime reporting):</b> .....	<b>16</b>
<b>Student Basic Code of Conduct Policy</b> .....	<b>16</b>
<b>Policy Addressing Disclosures to Alleged Victims of Crimes of Violence and/or SexOffenses:</b> .....	<b>17</b>
<b>Violence Against Women Act (VAWA) Crimes Polices</b> .....	<b>17</b>
Title IX/Sexual Harassment/VAWA Policy .....	17
VAWA Crimes Definitions .....	18
Bystander Intervention:.....	18
Risk Reduction.....	19
Amnesty for Victims and Bystanders from Drug and Alcohol Violations:.....	19
What to Do If You Are a Victim of a VAWA Crime.....	19
<b>VAWA Crime Reporting Procedure</b> .....	<b>20</b>
Report Confidentiality .....	21
Notification of Rights, Options, and Available Supportive Measures .....	21
Filing a Formal Complaint.....	22
Advisers .....	22
Informal Dispute Resolution.....	22
Investigation.....	22
Hearing.....	22
Possible Sanctions.....	23
Notice of Hearing Outcome .....	23
Appeal .....	23
Administrator Training .....	24
<b>Sex Offenders</b> .....	<b>24</b>
<b>Including De-Identified Information in Timely Warnings and Clery Act Reports</b> .....	<b>24</b>
<b>Crime and Referral Statistics for the 2019, 2020 and 2021 Calendar Years</b> .....	<b>25</b>
<b>On Campus Buildings or Property:</b> .....	<b>34</b>
<b>Non Campus Buildings or Property includes:</b> .....	<b>35</b>
<b>Emergency Preparedness Plan for Fielding Graduate University Students, Faculty</b> .....	<b>38</b>
<b>and Staff at Off-Site Locations</b> .....	<b>38</b>
<b>Emergency Alert Process</b> .....	<b>38</b>
<b>WHAT YOU CAN DO TO BE PREPARED:</b> .....	<b>39</b>
<b>Emergency Evacuation Plan</b> .....	<b>40</b>
For Fielding Registration Desk Staff - Primary points of contact: .....	41

---

<b>Earthquake Preparedness &amp; Survival Procedures .....</b>	<b>41</b>
Before An Earthquake.....	41
Prepare and Practice.....	41
• If a hotel or other meeting facility participates in an emergency evacuation drill or exercise when you are there, drop what you are doing and follow the procedure. ....	41
Check For Hazards.....	41
Identify Safe Places in Each Room to Prepare to Drop – Cover – Hold On .....	42
Locate Safe Places Outdoors .....	42
Emergency Communication Plan .....	42
Things to Consider During An Earthquake .....	42
If Indoors.....	42
If Outdoors .....	43
After An Earthquake .....	43
Inspecting Utilities .....	44
Let Your Family Know You’re Safe .....	44
<b>Emergency Medical Procedures .....</b>	<b>45</b>
<b>Protection against Hazards .....</b>	<b>45</b>
Injury.....	45
• Check to see if the victim is breathing. ....	45
• Ask someone to find a first aid kit. ....	45
<b>Safety procedures: .....</b>	<b>45</b>
Bleeding.....	45
Amputated Limb .....	45
Shock .....	45
Broken Bones.....	45
Eye Injuries .....	45
Electrical Shock .....	46
Burns.....	46
What to Do to Help a Burn Victim .....	46
Chemical Exposure .....	46
Protecting Against Hazards.....	47
Not Breathing.....	47
High-quality CPR is key and consists of doing the following:.....	47
Shock .....	48

---

Choking.....	48
Fainting .....	49
Heart Attack .....	49
Heatstroke .....	49
Stroke .....	50
Epileptic Seizure .....	50
Fire/Explosion Procedures .....	50
Fire Prevention practices.....	50
Fire Emergency Procedures for Mobility-Impaired Persons .....	51
When the fire alarm sounds, do the following:.....	51
<b>Bomb Threat Procedures .....</b>	<b>51</b>
By Telephone .....	51
<b>Suspicious Package/Object.....</b>	<b>52</b>
<b>Bomb Threat Report – Questions to Ask.....</b>	<b>53</b>
<b>What To Be Aware Of .....</b>	<b>53</b>
Caller’s Voice .....	53
Background Sounds .....	54
Threat Language .....	54
<b>Utility Emergency Procedures .....</b>	<b>54</b>
Gas Leak .....	54
Power Outage.....	54
Flood Procedures .....	55
<b>Hazardous Materials Incidents.....</b>	<b>55</b>
Exposures/Contamination .....	55
Contamination of Equipment/Facilities .....	55
Release to the Environment (Air, Water, Soil) .....	55
<b>Violence at Off-Site Locations .....</b>	<b>56</b>
What YOU can do: .....	56
Know the Facts .....	56
Building Closure Procedures: .....	57
<b>General Personal Safety Tips: .....</b>	<b>57</b>

---

## **Introduction:**

This report is prepared and made available to students and staff as required by a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This law mandates that institutions receiving Title IV federal funds disseminate crime statistics for certain serious offenses that occurred on campus and in adjacent areas for the current and previous two calendar years. The purpose of this report is to provide our current and prospective faculty, staff and students with safety information including crime statistics and procedures to follow to report a crime.

Any questions regarding this report should be directed to Dawn Upham at (805) 898-4083, or [titleixcoordinator@fielding.edu](mailto:titleixcoordinator@fielding.edu).

## **Policy on Preparing the Annual Security Report:**

Fielding Graduate University's Administration prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act).

This Annual Security Report ("ASR" or "Report") can be located on our public website by any individual at our Student Consumer Information page. Prospective and current students, faculty, staff and interested individuals may also access printed copies of this Report by emailing [hr@fielding.edu](mailto:hr@fielding.edu). The 2022 Report must be uploaded to the Internet on or before October 1<sup>st</sup> annually. Students, faculty and staff are notified that the Report is available through an e-mail sent on or before October 1, 2022.

Preparation of the ASR and compliance with the Clery Act are University-wide responsibilities. The University requests statistics from local law enforcement with jurisdiction around Non Campus property. The University has very occasional use of On Campus property pursuant to the Clery Act definitions. On Campus property met Clery Act criteria on one day in 2020.

Campus statistics for crime, arrest and referral include those reported to the appropriate law enforcement agencies and those University officials designated as Campus Security Authorities.

Specifically, crimes may be reported to:

HR Generalist II	<a href="mailto:titleixcoordinator@fielding.edu">titleixcoordinator@fielding.edu</a>	(805) 898-4083
VP of HR & IT Services	<a href="mailto:dferrare@fielding.edu">dferrare@fielding.edu</a>	(805) 898-4018

At any time, a Fielding student, staff or faculty member, or other member of the Fielding community may report a crime to local law enforcement for the jurisdiction they are in and/or the jurisdiction in which the crime occurred by dialing 911.

---

### **Campus Security Authorities:**

- Kristine Jacquin, Dean, School of Psychology, [kjacquin@fielding.edu](mailto:kjacquin@fielding.edu)
- Barbara Mink, Dean, School of Leadership Studies, [bmink@fielding.edu](mailto:bmink@fielding.edu)
- Core Faculty [members](#)
- All administrators at the level of [Director or above](#)
- All members of the [Human Resources staff](#) [hr@fielding.edu](mailto:hr@fielding.edu) or [titleixcoordinator@fielding.edu](mailto:titleixcoordinator@fielding.edu)

### **Policy on Pastoral and Professional Counselors and Encouragement of Reporting:**

The University does not maintain a staff of professional counselors or pastoral counselors. If the University were to employ professional or pastoral counselors in the future, they would be strongly encouraged to report crimes on a voluntary, confidential basis for inclusion in statistics, in keeping with their legal and ethical confidentiality requirements.

Mental health counselors are exempt from Clery Act reporting requirements to disclose or report allegations of crimes and incidents; however, in order to qualify for the exemption, the counselor must be acting in their professional role of mental health counselor. Because Fielding does not have a student health service that provides mental health counseling, this exemption would likely apply only in rare instances. As a general rule, an administrator, staff, or faculty member — including those who possess a graduate degree in clinical psychology or counseling — would be considered to be acting in their role as a University administrator, staff, or faculty member, rather than as a counselor, and would therefore be obligated to follow Clery Act reporting requirements.

Students wishing to have a confidential conversation with a clinician may contact SOAR. This is an external benefit provider available to all Fielding students, 24/7, offering free, confidential support and referrals to help with any issue affecting overall health, well-being and academic performance. Please note that SOAR is not a crisis hotline.

[www.mySOARonline.com](http://www.mySOARonline.com)

### **Reporting Crimes, Including Confidential Reporting:**

All members of the community including students, staff, guests and those who live or work around property that the University uses for classes and other University property are urged to report criminal incidents, emergencies and suspicious activity to the Human Resources Office promptly. The contact information is (805) 898-4083 or [titleixcoordinator@fielding.edu](mailto:titleixcoordinator@fielding.edu). All reports are responded to, logged and classified. Note that while all reports are taken seriously and responded to, not all crimes reported are included in a Clery Annual Security Report. Criminal incidents and fires may also be reported to the local police department by calling 911.

The University does not maintain a staff of professional or pastoral counselors or other confidential reporters. While not maintaining strict “confidentiality” as defined by law and court cases, the University’s staff will always offer reporters the opportunity to report “privately.” Private reporting means that University staff will not publicize the report or discuss it beyond

---

what is required by law, regulation and University policy. In cases of sexual assault or other sex crimes, the University's Title IX Officer may take additional actions or conduct an investigation.

If the victim of a crime does not want to pursue action within the University or the criminal justice system, that person may still want to consider making a confidential report. With the permission of the crime victim who does not wish to file a formal complaint, an employee of Fielding Graduate University can file a report on the details of the incident with local law enforcement and/or with University officials and the Title IX Coordinator without revealing the identity of the victim. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving students; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Although students and other members of the Fielding community are encouraged to report crimes to the offices listed above, they may also report crimes to the University's Campus Security Authorities — those faculty or staff members who have significant responsibility for student or campus activities. Titles of Campus Security Authorities are listed above.

### **Security and Access to the University:**

Fielding Graduate University is a non-traditional institution in that students do not typically attend classes at a campus building or facility. Students do, on very rare occasions, come to Fielding Graduate University for classes that are identified for Clery Act purposes as On-Campus property at 2020 De la Vina Street, Santa Barbara, CA, 93105. Also, on occasion, students meet on Non-Campus property. These are, for the most part, hotels and conference centers. The security of these locations is dependent on the security policies of the hotel and/or conference center as well as the state and local law and policies of local law enforcement.

Anyone who has questions about security and safety at any location may contact the hotel or conference center directly or may contact the Director of Conferencing and Events at [sessions@fielding.edu](mailto:sessions@fielding.edu) or (805) 898-4057 to discuss safety and security at the specific location.

Anyone who has questions about security and safety On-Campus, may contact Dawn Upham at [dupham@fielding.edu](mailto:dupham@fielding.edu)

### **Policy on Campus Law Enforcement:**

The University does not maintain a police department or campus security department. University administration will cooperate with local law enforcement as the primary investigators for any reported crimes. The University will also cooperate with hotels and conference centers at which University classes and programming are held in regard to crimes committed during University programs, and will assist in any way it can to ensure that appropriate information is shared with local law enforcement in the applicable jurisdiction.

---

### **Policy on Relationships with State and Local Law Enforcement:**

The University does not maintain Memoranda of Understanding with state or local law enforcement. The University did offer coursework at its headquarters on six, non-standing, days in 2021. The University occasionally offers live programming at hotels and/or conference centers around the country, but these locations are not static, and the University does not maintain Memoranda of Understanding with applicable law enforcement. In all cases, sworn local law enforcement are the primary responders to any crime and maintain jurisdiction. The University will work with sworn local law enforcement to aid in their investigations, in keeping with applicable laws, such as FERPA.

### **Policy Encouraging Accurate and Prompt Crime Reporting:**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to local law enforcement in a timely manner by dialing 911 or the phone number for local law enforcement. The University encourages anyone who is the victim of a crime or a witness to a crime to promptly and accurately report that crime to local law enforcement. For those who do not wish to work through the criminal justice system, the University encourages them to report the crime to a Campus Security Authority identified above.

### **Policy on Campus Safety Programs, Education, and Crime Prevention:**

Fielding has developed a comprehensive Emergency Preparedness Plan for students, faculty, and staff, which can be viewed starting on page 38 of this report.

Fielding contracts with an outside vendor, Vector Solutions, that provides online courses to educate students, faculty and staff members about sexual assault, domestic and dating violence, and stalking, as well as how the University prohibits such offenses and employees responsibilities to respond.

Fielding's educational model is online content delivery and there is no campus. Students are also provided information about Fielding's sexual misconduct policy and how the University prohibits such offenses at [www.fielding.edu](http://www.fielding.edu).

Faculty and staff receive their training on Sexual Misconduct through an online program upon hire and annually thereafter. In addition, Fielding produces documentation to specifically address safety and crime-prevention at off-site locations, prior to in-person events, and posts timely warnings when appropriate.

### **Policy on Programs Designed to Inform Students & Employees About the Prevention of Crimes:**

Because of Fielding's distributed learning model, we recognize that our students and faculty typically study or work in a variety of locations, most of which are not controlled by Fielding. Regardless of the setting – whether it is a Fielding national session or cluster meeting, coffee shop, library, or other location– we urge all members of the Fielding community to take the following safety and security precautions:

1. Lock the doors anytime you're alone in a meeting room after hours, and whenever you're in your hotel room.



- 
2. Always lock your car when you leave it, look into it before entering it, and lock it right away when you get in.
  3. If someone comes into your study/work area, trust your instincts. If you are alone, ask strangers who they are looking for and then step out to a public area as if you're leading them in the right direction.
  4. If you've called 911, attempt to alert the people around you (only if you can do so safely).
  5. Report anyone who seems out of place to the hotel front desk or to a Fielding representative.
  6. If you ever feel unsafe with a person, do not agree to meet with him/her alone. Ask someone to join you.
  7. It is okay to leave the room if you feel unsafe and the person will not leave.
  8. If you are walking anywhere at night, be aware of your surroundings, keep your head up and move briskly to your destination.

Fielding endeavors to offer additional training to students where appropriate.

### **Policy on Monitoring and Recording Criminal Activity Off Campus:**

The University provides no student housing and has no recognized off-campus student organizations such as fraternities or sororities, and therefore it has no policy regarding student criminal activities at such organizations. When called upon, the University will assist local law enforcement as permitted under federal and state law, but the University does not provide any law enforcement, security, or patrol to off-campus locations.

### **Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs:**

Fielding Graduate University is committed to providing a safe, healthy, and productive environment for its entire community. Fielding strives to maintain a drug-free environment. Unlawful possession, use, or distribution of illicit drugs and/or alcohol at the University's facilities or as part of any of its activities is prohibited.

Students are required to comply with this policy as a condition of enrollment.

As a condition of employment, all employees of Fielding Graduate University (this includes faculty and staff) are required to adhere to this policy. Persons who are not employees, but who perform work for Fielding (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects, etc.) are also required to comply with this policy.

### **Local, State, and Federal Legal Sanctions**

Local, state, and federal laws establish severe penalties for unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, may range from a small fine and probation to imprisonment for up to one year, a \$1,000 fine, or both. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including houses or vehicles. It is especially important to know that recent federal laws have increased the penalties for illegally distributing drugs to include life

---

imprisonment and fines in excess of \$1 million. Some examples of local or state laws are:

The purchase, possession, or consumption of any alcoholic beverages (including beer and wine) by any person under the age of 21 is prohibited.

Selling, either directly or indirectly, any alcoholic beverages, except under the authority of a California Alcohol Beverage Control License, is prohibited.

It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed.

### ***Health Risks***

Fielding is very concerned about the harm to faculty, staff and students using or abusing drugs or alcohol.

All drugs are toxic or poisonous when abused. Health risks of drug abuse include, but are not limited to, sleep disorders, convulsions, hallucinations, paranoia, deep depression, malnutrition, liver and kidney damage, cardiac irregularities, hepatitis, neurological damage.

Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Excessive alcohol consumption damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension; cardiac irregularities; ulcers; pancreatitis; kidney disease; cancer of the esophagus, liver, bladder or lungs; memory loss; tremors; malnutrition; vitamin deficiencies; possible sexual dysfunction.

Abuse of either or both alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

### ***Where to Get Help***

Fielding Graduate University recognizes drug and alcohol dependency as treatable conditions and encourages members of the Fielding community with substance-dependency problems to obtain professional guidance. The experienced professional will help in identifying appropriate treatment resources, including counseling, treatment, or rehabilitation programs.

Because Fielding's students, faculty, and some staff live in jurisdictions across the country, it is impractical to list all treatment options for all locations. A partial listing of available resources includes:

- U.S. Substance Abuse and Mental Health Services Administration (SAMHSA). Call (800) 662-HELP (4357) or visit [findtreatment.samhsa.gov](http://findtreatment.samhsa.gov) to locate substance abuse treatment resources near you.
- Alcoholics Anonymous. Visit [www.aa.org](http://www.aa.org) to learn about chapters and meetings near you.
- Narcotics Anonymous. Visit [www.na.org](http://www.na.org) to learn about chapters and meetings near you.
- Santa Barbara County Department of Alcohol, Drug, and Mental Health Services. (888) 868-1649 (toll-free, 24 hour access)

- 
- Employees who participate in Fielding's health insurance plan may call their primary care physician for counseling referrals.
  - All Fielding employees have access to counseling services provided by Anthem Blue Cross by calling 1-800-999-7222 (not limited to those who are on the plan).
  - In addition, a face-to-face confidential counseling program is available to administrative employees and family members offered through Anthem EAP. Employees can make an appointment to use this Employee Assistance Program (EAP) by calling (800) 999-7222.
  - All Fielding students have access to SOAR for free, confidential, support and referrals to help with any issue affecting overall health and well-being. [www.mySOARonline.com](http://www.mySOARonline.com)

### **Disciplinary Sanctions:**

Fielding Graduate University will impose sanctions on individuals who violate this policy. These sanctions will be consistently enforced within the Fielding community.

The sanctions for violation of this policy may result in a range of consequences, including verbal or written reprimand; suspension, expulsion, or required completion of an appropriate rehabilitation program; and /or referral for prosecution.

Any student, faculty, or staff person who feels that a sanction has been imposed unjustly may pursue the applicable grievance procedures afforded to them by existing Fielding policy.

Fielding Graduate University's Substance Abuse Policy is updated from time to time and reviewed biennially. That review seeks to determine the effectiveness of the Substance Abuse Policy and whether changes are warranted, and also reviews the number of drug- and alcohol-related violations and fatalities that are reported to the institution and occur in relevant geographic locations. The review also determines the number and type of sanctions described above in the paragraph entitled "Disciplinary Sanctions" that are imposed by Fielding Graduate University as a result of drug- and alcohol-related violations and fatalities in relevant geographic locations or as part of institutional activities. The review will also examine sanctions to ensure that drug- and alcohol-related sanctions are consistently enforced.

### **Crime Log:**

Fielding Graduate University does not maintain a police department or security department. A log of all crimes occurring on or around campus, or in off-site locations, including confidential reports, are included in a crime log maintained by the Title IX Coordinator.

### **Timely Warning Protocol:**

Fielding Graduate University will issue timely security notices under the following conditions:

1. Incidents that are reported to a Campus Security Authority with one or more of the following classifications:
  - (A) **Criminal homicide:**
    - (1) Murder and non-negligent manslaughter, and

---

(2) Negligent manslaughter.

**(B) Sex offenses:**

- (1) Rape,
- (2) Fondling,
- (3) Incest, and
- (4) Statutory rape.

**(C) Robbery.**

**(D) Aggravated assault.**

**(E) Burglary.**

**(F) Motor vehicle theft.**

**(G) Arson.**

- 2. The offense occurs at or near the facilities used for New Student Orientation or other required academic meeting; and
- 3. There is a reason to believe that there is a serious or continuing threat to students and/or employees and/or when repeated offenses warrant public notice (multiple unsolved thefts with the same possible suspect(s) or established patterns);
- 4. Additionally Fielding Graduate University may issue a timely security notice for any crime when there is a compelling need to get information to the Fielding community about a specific crime.
- 5. Fielding will consider the following factors in determining whether and how to issue a Timely Warning: the nature of the crime, the continuing danger to the university community, and whether issuing a warning will compromise law enforcement efforts.
- 6. Warnings will include all relevant information that would empower University community members to protect themselves from similar crimes, including information about the crime, any advice or information from local law enforcement, and who the student may contact in regards to that or similar crimes.
- 7. Timely Warnings will be issued by text (SimpleTexting), electronic mail, and/or stated orally to University members when attending a University program, if that method will be faster and more comprehensive than electronic messaging. Warnings will always be issued in an active manner, and not simply posted to a Website where students would have to search for the warnings.
- 8. Victims of crimes will not be identified in Timely Warnings.

\* In compliance with the U.S. Department of Higher Education and the Jeanne Clery Act, Security Notices are issued to provide timely warning information concerning a potentially dangerous situation on or near Fielding Graduate University's designated non-campus venues, where New Student Orientations and other required academic meetings are held. This information is provided to empower our students and employees to make decisions or take appropriate actions concerning their own personal safety.

In the event of an emergency situation On Campus that requires a building evacuation, members of Fielding's Emergency Preparedness Team (EP Team) will initiate documented evacuation proceedings. Members of the EP Team will sound bullhorns and whistles and walk through their designated areas of the buildings, signaling that an evacuation is underway. Those who are on-

---

site will then go to the designated meeting location off-campus: 2034 De la Vina Street - and assemble in the parking lot on Padre Street.

It is the policy of Fielding Graduate University to involve local authorities when it is determined that a particular campus emergency exceeds the capabilities of the institution's personnel. Fielding will seek the assistance of the municipal police department, fire department and other local agencies on an as needed basis. Fielding will then coordinate with such local agencies and comply with their directives. In addition, Fielding has requested cooperation from the Santa Barbara County Office of Emergency Management to inform Human Resources staff of any crimes that would require a timely warning.

### **Clery Act Crime Definitions:**

The Clery Act applies the crime definitions from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program when classifying and counting Clery crimes. The definitions for murder/non-negligent manslaughter, negligent manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug law violations, and liquor law violations are derived from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of fondling, incest and statutory rape are from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of larceny-theft (except motor-vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program. The definitions of dating violence, domestic violence, and stalking (for purposes of Clery crime statistics) are from the Code of Federal Regulations (Clery Regulations) section 668.46(a). It should be noted that Clery crime definitions used in compiling Clery crime statistics are different than California state crime definitions that may be used by law enforcement authorities and prosecutorial agencies as well as Fielding administrative policy definitions of certain crimes.

### **Part I – Primary Crimes**

***Murder and Non-negligent Manslaughter*** - The willful (non-negligent) killing of one human being by another

***Negligent Manslaughter*** - The killing of another person through gross negligence

***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.

***Aggravated Assault*** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually 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).

***Burglary*** - The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included. 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.

---

***Motor Vehicle Theft*** - The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface on not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category (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).

***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.

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

**Sexual Assault:**

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

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

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

***Incest:*** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

***Statutory Rape:*** Sexual intercourse with a person who is under the statutory age of consent. In California, the age of consent is eighteen years old.

**Part 2: Alcohol, Drug and Weapon Violations**

***Liquor Law Violation*** – The violation of State and local 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 not included in this definition).

***Drug Law Violation*** – The violation of State and local laws related to the 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).

---

***Weapon Law Violation*** - Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

### **Part 3: Hate Crimes**

***Hate Crimes*** - Any crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

***For Clery Act purposes***, Hate Crimes include any of the following offenses that are motivated by bias in the following areas:

There are eight categories of bias under the Clery Act:

- Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
- National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness

---

**(The following crimes only apply to hate crime reporting):**

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

***Larceny-Theft*** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

***Damage, Destruction, or Vandalism of Property (except Arson)*** - to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

***Disciplinary Referrals*** - Incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. Do not include disciplinary referrals for violation of university policy if there was no violation of the law. For example, if a student of legal drinking age violates a “dry campus” policy and is referred for disciplinary action, this statistic should not be included in the crime statistics.

### **Student Basic Code of Conduct Policy**

Upon their admission, Fielding students are expected to conduct themselves in a manner consistent with the Mission, Vision, and Values of the university and to treat other members of the Fielding community (faculty, staff, students, and alumni) with dignity and respect. Behaviors conflicting with Fielding’s values, such as verbal or written abuse, harassment, or discrimination will not be tolerated (also refer to the harassment policy and the non-discrimination policy).

Fielding students are expected to engage with other members of the community in a professional and courteous manner both in person and online. Behavior that interferes with the academic process is considered a violation of the code of conduct. Other violations of the code of conduct include behaviors that interfere with the ability of other students or of faculty or staff to do their work.

Fielding students are expected to comply with federal, state and local laws. Violations of said laws may be considered violations of the student code of conduct and students convicted of a crime may be dismissed from the university. However, illegal behavior is not the only form of behavior that may violate the code of conduct.



---

Faculty, staff, or students who believe that a student has violated this code of conduct must provide their complaint in writing to the Department Chair (exception: follow the Harassment, Non-Discrimination, and/or Academic Honesty policy when relevant). Students accused of violating the conduct policy will be granted procedural due process wherein they will be informed of the charges and evidence against them within five business days of the complaint being lodged. Students accused of violating the policy will be given the opportunity to respond to the complaint within ten business days. Within twenty business days of receipt of the relevant material, the charges, the evidence, and the student's response will be reviewed by a committee comprised of at least three individuals appointed by the Department Chair. The committee must include at least one student who is not in the same program as the student accused of violating the policy. The committee will determine the appropriate disciplinary actions which may include dismissal from the university. Students who are dismissed due to a code of conduct violation may not apply for re-enrollment at the university. Students who fail to comply with Fielding's policies may be dismissed from the university without reimbursement of tuition or fees. For students accused of Domestic Violence, Dating Violence, Sexual Assault or Stalking, see below for information about how these incidents will be handled.

### **Policy Addressing Disclosures to Alleged Victims of Crimes of Violence and/or Sex Offenses:**

Fielding Graduate University will, upon written request, disclose to the alleged victim of a crime of violence, and/or a sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Fielding Graduate University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Violence Against Women Act (VAWA) Crimes Policies**

Fielding Graduate University is committed to providing a safe learning and working environment. University policy prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. The Violence Against Women Act (VAWA) amendments to the Clery Act expand the rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. These policies apply to all students, faculty, staff, contractors, and visitors.

### ***Title IX/Sexual Harassment/VAWA Policy***

The complaint, investigation, and adjudication of the allegations of sexual assault, dating violence, domestic violence, and stalking are handled through the University's Title IX/Sexual Harassment/VAWA Policy available here:

[https://s16973.pcdn.co/wp-content/uploads/2021/12/TitleIX\\_Policy\\_Fielding-.pdf](https://s16973.pcdn.co/wp-content/uploads/2021/12/TitleIX_Policy_Fielding-.pdf)

Below is a summary of these processes, but the full description is found in the Title IX/Sexual Harassment/VAWA Policy.

---

## ***VAWA Crimes Definitions***

The State of California defines dating violence, domestic violence, sexual assault and stalking as follows:

***DATING VIOLENCE:*** California law has no criminal law that exclusively addresses dating violence. However, Section 240 of the California Penal Code defines assault as an unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another.

***DOMESTIC VIOLENCE:*** Section 13700 of the California Penal Code defines “domestic violence” to mean abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship.

***SEXUAL ASSAULT:*** Section 243.4 of the California Penal Code defines “sexual battery” as: touching an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse.

***STALKING:*** Section 646.910 of the California Penal Code defines “stalking” as willfully, maliciously, and repeatedly following or harassing the accuser and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

***CONSENT:*** Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent.” See Cal. Penal Code § 261.6.

### ***Bystander Intervention:***

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. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. 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.

1. 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.
  2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
  3. Speak up when someone discusses plans to take sexual advantage of another person.
  4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
  5. Refer people to on or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

### ***Risk Reduction***

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone. (Taken from [www.rainn.org](http://www.rainn.org))

### ***Amnesty for Victims and Bystanders from Drug and Alcohol Violations:***

Individuals who participate as complainants or witnesses in the reporting, investigation and hearing process for violations of domestic violence, dating violence, sexual assault or stalking shall not be subject to any Fielding discipline for violations of any drug or alcohol use policy at or near the time of the incident.

While Fielding will not take disciplinary action for drug or alcohol use violations, the voluntary use may require additional investigation or action pursuant to law and accreditation requirements of some programs.

### ***What to Do If You Are a Victim of a VAWA Crime***

In the case of sexual assault and interpersonal violence, it is important that medical attention be sought as soon as possible.

If you are assaulted, go to a safe location and call 911 or if on a Fielding program at or around the time of the assault, a Fielding representative who can assist you in obtaining medical, counseling and other assistance and resources. You should also call a trusted friend or family member who can assist and support you. Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the

---

clothing you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags if possible). Do not clean or disturb the area where the assault occurred. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. If you think you may have been given a rape drug, request that the hospital or clinic take a urine and blood sample. These samples need to be collected quickly as these drugs leave the system quickly.

If more than one week has passed since the assault, or if you are certain that you do not want the collection of forensic evidence, you may still talk to a Fielding Human Resources staff member about options to obtain medical care, including emergency contraception and testing for sexually transmitted infections.

Fielding policy prohibits these violations regardless of whether they occur by a stranger or an individual known to the victim. If an assailant can be identified and is within the jurisdiction of Fielding, the university will take actions under this and other policies, with the participation and input of the complainant. If the assailant is not in the Fielding community, Fielding will work with external entities, including but not limited to law enforcement, with the participation and input of the complainant.

### **VAWA Crime Reporting Procedure**

Any student or member of the Fielding community who is the victim of domestic violence, dating violence, sexual assault or stalking should report the incident as quickly as practicable to the Title IX Coordinator.

The University's designated Title IX Coordinator is:

Dawn Upham, Title IX Coordinator

[titleixcoordinator@fielding.edu](mailto:titleixcoordinator@fielding.edu) or

[dupham@fielding.edu](mailto:dupham@fielding.edu)

or

Dino Ferrare, VP of Human Resources & IT

/Title IX Coordinator

[dferrare@fielding.edu](mailto:dferrare@fielding.edu); 805.898.4018

Any incident of sexual harassment reported to another University employee, other than the President, as set forth herein, will not be reported to the Title IX Coordinator unless the Complainant requests to be referred to him/her for a formal complaint. A complainant is always free to reach out to a faculty member, program director, or other administrator regarding sexual harassment allegations, but doing so will not be considered "notice" of a Formal Complaint. If a student requests to make a Formal Complaint to one of these employees, s/he will be referred to the Title IX Coordinator.

Due to Fielding's distributed model of education wherein classes and programs are almost always conducted at different locations across the country, in all cases, medical and counseling

---

assistance should be obtained through local and regional hospitals and medical centers, primarily by starting with 911. Fielding on-site employees will also assist students, upon request, with contacting medical and counseling resources. Please note that depending upon state law, hospitals and medical professionals may be required to notify local or specialized law enforcement of the commission of a crime.

### ***Report Confidentiality***

Should a sexual assault occur, it is imperative that victims be fully supported in their efforts to heal and respond as they determine is in their own best interests. To this end the University will safeguard the victim's confidentiality to the extent permissible by law, respect the victim's privacy, and support the victim's right to make choices about resources and available options. Due to Clery Act reporting requirements, strict confidentiality about sexual assault allegations may not be possible; that is, if a victim reports a sexual assault to a campus security authority, the campus security authority is obligated to act on that report. Nevertheless, every effort will be made to protect the victim's identity and safeguard the victim's privacy so that only those with a need to know are made aware of the allegations.

### ***Notification of Rights, Options, and Available Supportive Measures***

When the Title IX Coordinator receives a report of VAWA crime, the Title IX Coordinator will confidentially and promptly contact the Complainant and provide the Complainant with a written notice of his or her rights and options, including the options to report the alleged crime to law enforcement, the availability of supportive measures, and the process for filing a Formal Complaint, if one has not been filed. The Title IX Coordinator will also discuss the Complainant's wishes regarding supportive measures, regardless of whether a Formal Complaint is filed. The University will also provide information regarding existing counseling, health, mental health, victim advocacy, legal assistance (including restraining orders and "no contact" orders), visa and immigration assistance, student financial aid assistance, and other services available for victims in the community.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment and campus community, or deter VAWA crimes. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

The University will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

---

### ***Filing a Formal Complaint***

If the Complainant wishes to proceed with filing a Formal Complaint, the Complainant must notify the Title IX Coordinator. The University will promptly respond, providing the following information to both the Complainant and the Respondent:

- Written notice of the University's grievance process, including any informal resolution process, and their rights and options.
- Written notice of the allegations including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.

The University seeks to resolve every report of an alleged VAWA crime within a reasonable period of time following the Formal Complaint, excluding any appeal. The University may extend any time frame for extenuating circumstances.

### ***Advisers***

Throughout the grievance process, each party may have an adviser of their choice; parties may change their adviser at any time during the grievance process. An adviser is an individual chosen by a Complainant or a Respondent to provide guidance during the grievance process. An adviser may be a member or non-member of the University community, and may be an attorney. An adviser may be present at all interviews and hearing proceedings.

### ***Informal Dispute Resolution***

Subject to the consent of the parties and the approval of the Title IX Coordinator, the University permits an optional informal resolution process in cases in which a Formal Complaint has been filed with the Title IX Coordinator. The informal resolution process is available in matters involving a student Complainant and a student Respondent; the informal resolution process is not available in matters involving a student and an employee.

### ***Investigation***

The University will seek to complete the investigation and adjudication within ninety (90) business days after the investigators' first interview of the Complainant; however, that timeline may be extended based on the circumstances. During the investigation process, the investigators will provide a notice of investigation to all parties, review evidence, conduct interviews, construct a case file, and produce an investigative report. The investigative report will be provided to all parties 10 business days before the hearing. All investigators will receive annual training on the performance of a VAWA crime investigation.

### ***Hearing***

A panel of three individuals ("Hearing Panel") will hear every case. The Panel may consist of members of the University community, or, if required to maintain neutrality, an unrelated third party. All

---

Panelists will receive annual training on the performance of a VAWA crime hearing.

The Hearing Panel will have absolute discretion with respect to administering the hearing, will decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted, will be responsible for maintaining an orderly, fair, and respectful hearing and will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or adviser.

Prior to the hearing, the Hearing Panel will be provided with the case file, investigative report, and any responses to the investigative report. All members of the Hearing Panel shall review the case file (including the parties' responses), ask questions during the hearing as they deem appropriate, and participate in the deliberations leading to the Presiding Hearing Panelist's adjudication of responsibility.

The Hearing Panel will use the standard of proof under this policy is a preponderance of the evidence. A finding of responsibility by a preponderance of the evidence means that it is more likely than not, based on all the relevant evidence and reasonable inferences from the evidence, that the Respondent violated this policy.

### ***Possible Sanctions***

The Hearing Panel may consider a number of sanctions and remedies when a Respondent is found to have violated the Title IX/Sexual Harassment/VAWA Policy, including:

- Suspending or expelling any student found responsible for sexual harassment
- Terminating the employment of any employee found responsible for sexual harassment
- Reprimand or warning
- Changing the Respondent's academic schedule
- Disciplinary probation
- Revocation of honors or awards
- Restricting the Respondent's access to University facilities or activities
- Community service
- Issuing a "no-contact" order or requiring that such an order remain in place
- Dismissal from or restricting or reassignment of University employment

### ***Notice of Hearing Outcome***

The parties and their advisers will simultaneously be provided with the written determination of the outcome of the hearing via electronic format. This notice will also provide information on how to appeal the determination.

### ***Appeal***

To appeal, a party must electronically submit a written appeal statement to the Title IX Coordinator within five (5) business days of receipt of the written determination or dismissal. The appeal shall consist of a written statement not to exceed 1500 words, outlining the basis for appeal and the relevant

---

information to substantiate the appeal.

Appeals under this policy will be heard by an appeal panel (“Appeal Panel”) comprised of three individuals. The Appeal Panel shall decide appeals by majority vote. Appeal Panel members will receive annual training on how to review a VAWA crime appeal.

The parties will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal, the rationale for the result, any changes in the result, and that the results are final.

### ***Administrator Training***

The University will either provide appropriate annual training, or ensure appropriate annual training is provided by a qualified third party, to the Title IX Coordinator and Campus/Executive Directors, investigators, Hearing Panel members, Appeal Panel members, and any individual who facilitates the investigation and resolution processes of this policy. Such training will cover the definition of Title IX Sexual Harassment, to include sexual assault, dating violence, domestic violence, and stalking, the scope of the University’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes under this policy, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

### **Sex Offenders**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires that California provide Fielding with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at Fielding, if known.

Each state operates a registry of information on sex offenders who are required to register after a conviction. There are three levels of registry: level 1 (low risk), level 2 (medium risk), and level 3 (high risk). Most states maintain an additional directory consisting solely of level 3 offenders. Sex offender registry information may be accessed here through a national Web site with links to state Web sites relevant to the state in which the program that the student is taking is located: <http://www.nsopw.gov/>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

### **Including De-Identified Information in Timely Warnings and Clery Act Reports**

Pursuant to the Clery Act, Fielding may have to issue a Timely Warning or include high-level



information from a report within the statistics of the Annual Security Report. These Timely Warnings shall never identify the victim or complainant or include information that could lead to the reasonable identification of such a person, and Clery Act statistics are a simple count of certain crimes within relevant geographic locations and include no specific information about the event, location, or identity of the complainant and/or respondent.

### Crime and Referral Statistics for the 2019, 2020 and 2021 Calendar Years

The Clery Act requires that colleges and universities report in the ASR crimes that occur in four geographic locations: (1) on campus, (2) in residence halls on campus, (3) in non-campus properties, and (4) on public property adjacent to, and accessible from, the campus. The University maintains no residence halls on campus or elsewhere. Pursuant to Clery Act definitions, the University has extremely limited On Campus property and, therefore, also has limited public property adjacent to and accessible from On Campus property.

The University's Non-campus property includes those properties owned or leased by the University that are not adjacent to University headquarters that are used to further or are related to the College's mission and are frequently used by students.

<b>On-Campus Property</b>			
<b>Criminal Offense</b>	<b>On-Campus Buildings</b>		
	<b>2019</b>	<b>2020</b>	<b>2021</b>
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible (Rape)	0	0	0
Sex Offenses – Forcible (Fondling)	0	0	0
Sex Offenses - Non-forcible (Incest)	0	0	0
Sex Offences – Non-forcible (Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

---

Arrests	On-Campus Buildings		
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Student Conduct Referrals for Discipline	On-Campus Buildings		
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Violence Against Women Act (VAWA) Crimes</b>	<b>On-Campus Buildings</b>		
	2019	2020	2021
Sexual Assault	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0

<b>Non-Campus Property</b>			
<b>Criminal Offense</b>	<b>Non-Campus Buildings</b>		
	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible (Rape)	0	0	0
Sex Offenses – Forcible (Fondling)	0	0	0
Sex Offenses - Non-forcible (Incest)	0	0	0
Sex Offenses – Non-forcible (Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Arrests</b>	<b>Non-Campus Buildings</b>		
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Student Conduct Referrals for Discipline	Non-Campus Buildings		
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

Violence Against Women Act (VAWA) Crimes	Non-Campus Buildings		
	2019	2020	2021
Sexual Assault	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0

Public Property			
Criminal Offense	Public Property		
	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible (Rape)	0	0	0
Sex Offenses – Forcible (Fondling)	0	0	0
Sex Offenses - Non-forcible (Incest)	0	0	0
Sex Offences – Non-forcible (Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Arrests	Public Property		
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0

Illegal Weapons Possession	0	0	0
----------------------------	---	---	---

<b>Student Conduct Referrals for Discipline</b>	<b>Public Property</b>		
	2019	2020	2021
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Illegal Weapons Possession	0	0	0

<b>Violence Against Women Act (VAWA) Crimes</b>	<b>Public Property</b>		
	2019	2020	2021
Sexual Assault	0	0	0
Stalking	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0

## HATE CRIMES BY SELECTED DEMOGRAPHICS, 2019 – 2021

### Category of Bias for Crimes Reported in 2021

<b>Hate Crimes - On Campus</b>									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense – Public Property									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense – Non-Campus Property									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

### Category of Bias for Crimes Reported in 2020

Hate Crimes - On Campus									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense – Public Property									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense – Non-Campus Property									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

#### Category of Bias for Crimes Reported in 2019

Hate Crimes - On Campus									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0



Criminal Offense – Public Property									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense – Non-Campus Property									
Item	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Unfounded Crimes	
2021	No Unfounded Clery crime reports
2020	No Unfounded Clery crime reports
2019	No Unfounded Clery crime reports

---

When a hate crime is reported, it will be labeled with the following categories of prejudice: R=race; G=gender; REL=religion; SO=sexual orientation; GI=gender identify; NO=National Origin, E=ethnicity; and/or D=disability. In addition to the criminal offenses listed on the chart, the following crimes need to be reported if they are hate crimes: larceny-theft; simple assault; intimidation; destruction, damage, vandalism of property, making graffiti, or any other crime involving bodily injury.

### **On Campus Buildings or Property:**

#### **2021**

Fielding Graduate University  
2020 De la Vina Street  
Santa Barbara, CA 93105

#### **2020**

Fielding Graduate University  
2020 De la Vina Street  
Santa Barbara, CA 93105

#### **2019**

Fielding Graduate University  
2020 De la Vina Street  
Santa Barbara, CA 93105

---

## Non Campus Buildings or Property includes:

### 2021

Holiday Inn	1112 Eldridge Parkway	Houston, TX 77077
Fairmount Hotel	950 Mason St.	San Francisco, CA 94108
Arya Hotel	2889 MacFarlane Road	Miami, FL 33133
Virtual Office, Suites E & K	675 Alpha Drive	Highland Heights, OH 44143
Ecumenical Counseling Center	8310 Ewing Halsell Dr.	San Antonio, TX 78229
Seminary of the Southwest, Room 210A	501 East 32 <sup>nd</sup> St	Austin, TX 78705
Private Residence	403 Commonwealth Ave.	Boston, MA 02215
Iona Senior Services	4125 Albemarle St. NW	Washington, DC 20016
Best Western Plus	130 W. Dayton St.	Edmonds, WA 98020
Holiday Inn Hermosa Beach	125 Pacific Coast Highway	Hermosa Beach, CA 90254
The Senior Center	600 Swarthmore Ave.	Folsom, PA 19033
Denver Cares, Classroom 236	1155 Cherokee Street	Denver, CO 80204

### 2020

Hilton Santa Barbara Beachfront Resort	633 E. Cabrillo Blvd.	Santa Barbara, CA
Hyatt Santa Barbara	1111 E. Cabrillo Blvd.	Santa Barbara, CA
AHB Center for Behavioral Health & Wellness	3326 Durham-Chapel Hill Blvd, D	Durham, NC 27707
Private	940 N. Buckner Blvd.	Dallas, TX
Private	315 West 57 <sup>th</sup> Street	New York, NY
Private	52 Old Town Crossing	Mount Kisco, NY
The Doubletree Club Hotel	7 Hutton Centre Drive	Santa Ana, CA
Private	40 Beacon Street	Melrose, MA
Episcopal Seminary of the Southwest	501 E. 32 <sup>nd</sup>	Austin, TX
Private	1503 Sheridan Walk NE	Atlanta, GA
Private	1939 Spreckels Lane	Redondo Beach, CA
Private	465 Bay Ridge Parkway	Brooklyn, NY
Iona Sr. Services	4125 Albemarle St.	NW Washington, DC

### 2019

Hilton Santa Barbara Beachfront Resort	633 E. Cabrillo Blvd.	Santa Barbara, CA
Hyatt Santa Barbara	1111 E. Cabrillo Blvd.	Santa Barbara, CA
Private	200 W. Green St.	Champaign, IL
Private	1909 W. Springfield Ave.	Champaign, IL
Private	20 South Prospect Avenue	Park Ridge, IL
Private	7101 Chestnut St.	Rosemont, IL
Healing Arts Center	1800 Market St NW	Seattle, WA
Home2Suites, Seattle Airport	6955 Fort Dent Way	Tukwila, WA
Westin O'Hare Hotel	6100 N. River Rd.	Rosemont, IL
Hilton Alexandria Mark Center	5000 Seminary Rd.	Alexandria, VA
Sheraton Baltimore North	903 Dulaney Valley Rd.	Towson, MD
Private	315 West 57 <sup>th</sup> Street	New York, NY
The Doubletree Club Hotel	7 Hutton Centre Drive	Santa Ana, CA
Private	40 Beacon Street	Melrose, MA
Google Community Space	188 The Embarcadero	San Francisco, CA
George Ranch Memorial Library	1001 Golfview Drive	Richmond, TX
First Colony Library	2121 Austin Pkwy	Sugar Land, TX
Private	21903 Venture Park Drive	Richmond TX
Cinco Ranch Library	2620 Commercial Center Blvd.	Katy, TX
Private	3223 Ortega St.	San Francisco, CA
Meeting Space	5000 Sir Francis Drake Blvd. #169	Woodacre, CA

---

Private	940 N. Buckner Blvd.	Dallas, TX
Meeting Space	2900 Live Oak	Dallas, TX
Edina Public Library	5280 Grandview Square	Edina , MN
Lunds and Byerly's Grocery Comm. Mtg. Room	5725 Duluth Street	Golden Valley, MN
Lunds and Byerly's Grocery Comm. Mtg. Room	3777 Park Center Blvd	St Louis Park, MN
Maple Grove Library Meeting Room	8001 Main St,	Maple Grove, MN
Home2Suites Conference Room	380 Upland Dr.	Tukwila, WA
Las Vegas Convention Center	3150 Paradise Rd	Las Vegas, NV
Austin Convention Center	500 E Cesar Chavez St	Austin, TX

---

Georgia Tech	Georgia Tech, North Ave NW	Atlanta, GA
Skirball Center	2701 N Sepulveda Blvd	Los Angeles, CA
Washington Hilton Hotel	1919 Connecticut Ave NW	Washington, DC
Santa Clara Convention Center	5001 Great American Pkwy	Santa Clara, CA
Hyatt Regency McCormick Place	2233 S Martin Luther King Dr D	Chicago, IL
Grand Hyatt Washington	1000 H St NW	Washington, DC
Private	501 E. 32nd St.	Austin, Texas
Private	7320 NW 47 <sup>th</sup> Court	Gainesville, FL
Private	2889 McFarlane Rd.	Miami, FL
Episcopal Seminary of the Southwest	501 E. 32 <sup>nd</sup>	Austin, TX
The Ecumenical Counseling Center	8310 Ewing Halsell Drive	San Antonio, TX
San Antonio Counseling Center	4242 Medical Dr. Suite 6200	San Antonio, TX
Private	52 Old Town Crossing	Mount Kisco, NY
Mount Kisco Holiday Inn	1 Holiday Inn Drive	Mount Kisco, NY
Private	1503 Sheridan Walk NE	Atlanta, GA
Superstition Springs Corporate Plaza	1234 S. Power Rd.	Mesa, AZ
Private	1939 Spreckels Lane	Redondo Beach, CA
Private	465 Bay Ridge Parkway	Brooklyn, NY
Panera Bread	9587 Mentor Ave.	Mentor, OH
Willowick Public Library	263 E 305th St.	Willowick, OH
Private	3681 S. Green Road	Beachwood, OH
Bally's Las Vegas Hotel	3645 S Las Vegas Blvd	Las Vegas, NV
SD Biomedical Library	9500 Gilman Dr.	La Jolla, CA
Starbucks	8750 Genesee Ave #244	San Diego, CA
Iona Sr. Services	4125 Albemarle St.	NW Washington, DC

Fielding Graduate University reports in the ASR statistics for Hate Crimes that occur in a reportable geographic location. A hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, gender identity, national origin, or disability. The hate crimes in this ASR are those offenses that appear in the Crime Statistics Chart as Part I offenses, and also includes other offenses that resulted in bodily injury of the victim, as well as larceny, damage, destruction or vandalism of property, simple assault and intimidation.



## **Emergency Preparedness Plan for Fielding Graduate University Students, Faculty and Staff at Off-Site Locations**

Last Updated September 2022

Fielding Graduate University is committed to the safety and security of all members of the Fielding community. Emergencies can come without warning at any time. It is your responsibility, as well as Fielding's and the conference facility's, to be prepared physically and psychologically for unexpected accidents or disasters. If a disaster occurs while Fielding employees and students are attending a Fielding-sponsored event at a facility that does not belong to Fielding, the emergency guidelines set forth by Fielding managers must be followed.

This plan has been developed to assist in minimizing effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be better prepared to protect yourself and perhaps save the life of someone else.

### **Emergency Alert Process**

If any member of the campus community becomes aware of a significant emergency or dangerous situation on campus or off-campus location, that individual must report it to the Fielding Registration Desk at the meeting venue as soon as possible. Without delay, the Registration Desk will confirm the emergency with the appropriate sources. Once confirmed, the Registration Desk will communicate the details of the emergency with the President and the emergency response and alert will be initiated. The content of the emergency alert and the segment of the campus community to receive the alert will be determined by the President. Individuals authorized to send the approved emergency alert text message and email include the Registration Desk.

As part of the emergency confirmation process, the President will determine if the emergency needs to be reported to the local police. If there is a significant emergency that warrants the assistance of the local police, the Registration Desk will contact the local police and request assistance without delay.

The University also requests that the local police communicate with the Registration Desk regarding any community emergencies or crimes that could impact the campus community.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the President or designee may also post a notice on the University's website. If there is a more immediate notification needed, a copy of the notice can be posted in the campus building. A complete "Campus Crime Alert" may be sent later via email explaining the incident in detail. The President or designee will notify the media and other outlets if warranted.

---

The emergency alert system is tested annually at Winter Session. Records are maintained in the Annual Security Report and the campus community is informed of the emergency and evacuation procedures annually, via email.

## **YOUR SAFETY IS OF PRIMARY IMPORTANCE.**

During the time of Coronavirus, Fielding follows the recommendations set forth by the CDC, and adheres to Federal, State and Local ordinances. Any in-person interaction with members of the Fielding community must be approved by Fielding leadership.

Along with vaccination, general safety precautions include:

- Wear a mask to protect yourself and others and stop the spread of COVID-19.
- Stay at least 6-feet (about 2-arms length) from others who don't live with you, and avoid crowds.
- Wash your hands regularly with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.
- Stay informed about COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- To slow the spread and help with virus-tracing, please inform your supervisor and the VP of HR & IT if there is a chance that you could have exposed others to COVID-19 (ex: going into the Santa Barbara offices, then finding out that you have been exposed to someone outside of Fielding who has tested positive with the virus).

The information included in this plan is intended to cover most emergency actions, but it is not all-inclusive. What's provided here is a quick reference for efficient action during emergencies. The first thing to do in any emergency situation is to remember that your safety is of primary importance. Common sense must prevail when instructions are not available. No matter what the crisis, THINK before you ACT, then act swiftly to minimize your exposure to danger.

## **WHAT YOU CAN DO TO BE PREPARED:**

- When you first arrive at a hotel, conference center, or other meeting site, locate the floor plans or a map of the exterior doors, fire extinguishers, and Automatic External Defibrillator (AED) machines. Floor plans can generally be found at the front desk of a hotel and behind the door of your sleeping room. If floor plans of the public areas of the facility are not readily available, ask where the external doors, fire extinguishers, and AED machines (if available) are located.
- Review the floor plans or walk through the facility.
- Confirm with the hotel/conference center that you can dial 911 directly from their landlines.
- Keep a flashlight with you at all times.
- Keep Fielding's Emergency Preparedness Quick Guide for Students, Faculty and Staff with you so that they are available in case of an emergency. During National Session and NSO, a copy of the full Emergency Preparedness Plan is kept at the Fielding Registration Desk.

- 
- Most of Fielding's events are held at venues that have designated evacuation locations. If you arrive prior to the event and the facility does not have a designated evacuation meeting location, establish an open space that you can evacuate to, if needed. Try to avoid being too close to trees, telephone poles, buildings and other objects that could fall on you.
  - For National Session and NSO, a member of Fielding's Conference and Event Service Department will announce the evacuation location at the first group meeting. If you miss the announcement for any reason, please speak with a representative of the venue and/or someone from Fielding's Registration Desk to find out where the designated evacuation location is. The Quick Guide for the event will also include this information.
  - The Quick Guide will note where the emergency/disaster supply kits are located in the hotel or conference center. This information is also available at the Fielding Registration Desk.
  - Guidance for in-person

## Emergency Evacuation Plan

### *When to Evacuate*

Every hotel/conference center will have a unique evacuation plan and notification system. Many facilities have designated alarm systems to alert people when an emergency evacuation is necessary. If the plan is not clear to you, ask the front desk for details. They might direct you to security, sales and catering, or a member of management. For National Session and NSO, this information will also be available at the Fielding Registration Desk.

### *How to Evacuate*

Follow the facility's recommended evacuation procedures and meet at the designated assembly area. If you are not on the first floor of the building, take the stairs down. **Do not take the elevator.** Check the door for heat and smoke before entering a stairwell.

### *What YOU need to do in an Evacuation:*

1. Stay calm, do not run or panic.
2. Exit the area through the closest designated emergency exit door. *In the event that the designated emergency exit is impassable, proceed to the secondary emergency exit.*
3. Assist other occupants whose disabilities could slow their evacuation or awareness of an emergency. *Unless imminent life threatening conditions exist in the immediate area occupied by a disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.*
4. Move quickly to the designated assembly area.
5. Locate Fielding employees and fellow students and discuss where missing people could be located.
6. Stay in the assigned assembly area so you can be accounted for as safe.
7. Report missing and/or unaccounted people to emergency response professionals, as soon as they arrive on the scene.
8. DO NOT re-enter the building until advised by an authorized person from the



---

hotel/conference center and the local emergency authorities.

9. Follow the Crisis Communication Cascade to notify others. For large events, this always starts with individuals who manage the Fielding Registration Desk. Their first point of contact is either the Provost/President and the Department Dean. If they are unavailable, then the program leader(s), VP of HR & IT, Associate Provost, and the Director of Events.

***For Fielding Registration Desk Staff - Primary points of contact:***

- Wendi Williams, Provost & Sr. VP: 800.340.1099 (bus); 404.402.6416 (cell);  
wwilliams@fielding.edu
- Katrina Rogers, President: 805.898.2924 (bus); 203.874.0005 (cell);  
krogers@fielding.edu
- Debbie Lemke, Director of Conference and Event Services: 805.898.4057 (bus);  
805.680.1938 (cell); dlemke@fielding.edu

Remember: Use ONLY stairs for emergency exits - not elevators.

## **Earthquake Preparedness & Survival Procedures**

### ***Before An Earthquake***

Earthquakes strike suddenly, violently and without warning. By identifying potential hazards and with advanced planning you can reduce the dangers of serious injury or loss of life from an earthquake.

### ***Prepare and Practice***

- Become familiar with emergency exits. Review floor plans and maps of emergency exit routes.
- Know about the plans made and the routes chosen.
- Know and practice alternate routes that may need to be used.
- **If a hotel or other meeting facility participates in an emergency evacuation drill or exercise when you are there, drop what you are doing and follow the procedure.**
- Practice taking cover and exiting the building. Drop – Cover – Hold On
- Know the location of the emergency/disaster supply kits in each building. *Check with the hotel for these items.*

### ***Check For Hazards***

- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods and glass in low, closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from anywhere people sit.
- Report defective electrical wiring and leaky gas connections for repair, as these are potential fire risks.
- Store flammable products securely in closed cabinets with latches and on bottom shelves.
- Ensure doorways, hallways and pathways to and from exits are clear and free of blockage.

Please use the designated evacuation routes, and know alternate routes, to avoid as many hazards as possible.

---

### ***Identify Safe Places in Each Room to Prepare to Drop – Cover – Hold On***

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall.
- Away from where glass could shatter around windows, mirrors, or pictures.
- Away from heavy bookcases or other heavy furniture that could fall over.
- On the floor between beds, if necessary.

### ***Locate Safe Places Outdoors***

- A safe place is in the open. Stay away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

### ***Emergency Communication Plan***

- Call 911, police, or fire department and tune into local radio station for emergency information (this will usually be an AM station).
- Initiate the Crisis Communication CASCADE by contacting the Fielding Registration Desk.
- Locate other members of the Fielding community, if it is safe to do so.

### ***Things to Consider During An Earthquake***

- Evacuation should NEVER be automatic.
- There may be more danger outside of the building or facility than there is inside.
- There may be no safe assembly area outside.
- There may be no clear routes to get outside, and alternate routes may need to be cleared.
- The lighting inside of the room will probably be out--it may be DARK.

### ***If Indoors***

- Stay inside.
- The most dangerous thing to do during the shaking of an earthquake is to try to leave the building because of falling objects.
- There is no need to panic. The shaking will stop in a few seconds. STAY CALM AND KEEP THINKING. REMAIN ORDERLY.
- Immediately get under a sturdy piece of furniture and hold on. Move as little as possible. This will provide some protection from falling objects that can injure you during an earthquake. Protect your head and eyes. Keep body protected at all times during the shaking.
- Stay there until the emergency is over and you are sure that it is safe to move, or until subsequent instructions are given. Such instructions will depend upon circumstances and the extent of damage to the buildings. It may take some time for emergency personnel to arrive so make the best, most rational decision before attempting to move from your current location.
- Keep away from windows, bookshelves and heavy equipment.
- Turn off equipment immediately if possible.
- Exit according to the predetermined routes.
- DO NOT use elevators; use stairwell exits only when safe.
- Do not attempt to restrain falling objects unless they endanger a life.
- Walk carefully and quickly. (There may be broken glass or other fallen debris). DO NOT RUN.

- 
- Do not delay exiting from the building by looking for belongings or other people.
  - Do not tie up the phones.
  - Do not go “sightseeing.” Do not re-enter the building.
  - Remember the safety of others and cooperate with onsite and offsite safety officials, who will be easily distinguishable.
  - Regroup at the designated assembly areas and wait for further instructions. Do not obstruct fire hydrants or responding fire/rescue workers and their equipment.

### ***If Outdoors***

- The safest place to be is in the open. If outdoors, stay there and WALK to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall. Drop to the ground and protect head and eyes.
- Stay in the open until the earthquake is over, or until further directions are given.
- Stay away from places under which large gas mains run.
- Stay away from areas near chain link fences (which can be an electric shock hazard if touched by live wires).
- Stay away from hazardous materials storage areas.
- Regroup at the designated assembly areas and wait for further instructions. Do not obstruct fire hydrants or responding fire/rescue workers and their equipment.
- Do not re-enter the building until it has been deemed safe by a building official.
- If you are in a vehicle, pull over to a clear location and stop. Avoid bridges, overpasses and power lines, if possible. Stay inside with your seatbelt fastened until the shaking stops. Then, drive carefully, avoiding bridges and ramps that may have been damaged.
- If a power line falls on your vehicle, do not get out. Wait for assistance.
- If you are in a mountainous area or near unstable slopes or cliffs, be alert for falling rocks and other debris. Landslides are often triggered by earthquakes.

### ***After An Earthquake***

- Remember the aftershocks. If in a safe place, remain there. The buildings will be inspected as soon as possible. When safe to do so, exit to the designated assembly areas unless otherwise instructed.
- If applicable, expect and prepare for landslides or even a tsunami. Tsunamis are often generated by earthquakes.
- In circumstances in which you wait a long time without hearing anything, you will have to make decisions yourself.
- Check yourself for injuries and get first aid, if necessary, before helping injured or trapped persons.
- Put on long pants, and a long-sleeved shirt, sturdy shoes and work gloves to protect against injury from broken objects.
- No one is to re-enter the building for any reason until the buildings are declared safe.
- Do not touch electrical wires that may have fallen.
- Do not turn on/off any light switch and/or light any fires after the earthquake until the area is declared safe.
- Do not move seriously injured persons unless they are in immediate danger of further injury. Call

---

for help.

- Listen to a battery-operated radio station, or television for the latest emergency information.
- Remember to help other Fielding community members who may require special assistance-- infants, the elderly, and people with disabilities.
- Stay out of damaged buildings. Return to building, office or home only when authorities say it is safe and as directed.
- Identify and report any spilled medicines, bleaches or gasoline or other flammable liquids so they are addressed and cleaned up immediately.
- Leave the area if you smell gas or fumes from other chemicals. Report to fire/emergency response professionals and/or appropriate hotel/building management.
- Open closet and cupboard doors cautiously.
- Inspect the entire length of chimneys carefully for damage. Unnoticed damage could lead to a fire.
- If in an unsafe area - the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, there is a smell of gas or smoke – it is necessary to leave, BUT inspect for damage before moving to safety. Once in a safe location, communicate location to fire/rescue workers by whatever method that you can.
- If it is necessary to leave an injured person, try to protect him/her from items that might fall during aftershocks. Post a large visible sign indicating the person is there. Find an emergency response professional and report this information.
- The lights will probably be out and it may be dark, ALWAYS have a flashlight that works.
- Be alert while going down stairwells or corridors to anything (dangling lights and ceiling struts, broken glass, slippery floors) that could injure.
- In an aftershock, duck and cover until the shaking stops.
- Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake.

### ***Inspecting Utilities***

- If there is a smell of gas or a blowing or hissing noise, open a window and quickly leave the building. Immediately notify an emergency response professional or, if not available, someone who works at the facility. If the gas is turned off for any reason, a professional must turn it back on.
- Look for electrical system damage. If there are sparks or broken or frayed wires, or the smell of hot insulation, notify a fire/emergency response professional. They will turn off the electricity at the main fuse box or circuit breaker.
- If there is sewage and/or water line damage, notify an employee of the building and/or an emergency response professional. If the sewage lines are damaged, avoid using the toilets. Avoid using water from the tap. Plug sink drains to prevent sewage back up.

### ***Let Your Family Know You're Safe***

If the community experiences an earthquake, or any disaster, register on the American Red Cross Safe and Well Web site available through [RedCross.org](http://RedCross.org) to let your family and friends know about your welfare. If you don't have Internet access, call 1-866-GET-INFO to register yourself and your family.

---

## Emergency Medical Procedures

Dial 911 in any circumstance in which someone is unconscious or otherwise appears to have a serious medical emergency. If you do not know CPR, ask bystanders if they are certified in First Aid and CPR.

### Protection against Hazards

#### *Injury*

There is a certain routine to follow in the event of an injury. Memorizing this sequence of events will help you respond quickly and properly.

- **Call for medical help.** If someone nearby knows first aid and/or CPR, explain the kind of injury. There is no time to waste in an emergency, and often no way for you to know how serious the emergency is. So be calm and act fast.
- **Check to see if the victim is breathing.**
- **Bring help to the victim.** Don't bring the victim to help.
- **Don't move an injured person** unless it is necessary to save his or her life.
- **Ask someone to find a first aid kit.**
- **At any point, if unsure of what to do,** make the phone call for professional help (911) and wait.

### Safety procedures:

#### *Bleeding*

If someone is bleeding heavily, stop the flow until medical help arrives.

- To do this, push on the wound with a cloth or hand.
- For deeper cuts, elevate the wound while applying pressure.
- For more serious cuts, add a third action: push on pressure points on the inside of the upper arm and the crease of the groin. Don't use a tourniquet unless the bleeding won't stop and the person is dying.

#### *Amputated Limb*

Place the limb in a plastic bag with ice and rush it to the hospital with the victim.

#### *Shock*

A seriously injured person will frequently go into shock that in some cases can be fatal. While waiting for medical help, lay the person down, cover, and raise the feet above heart level. Don't provide anything to drink and check regularly for breathing.

#### *Broken Bones*

Don't move any person who may have broken bones unless it's absolutely necessary. The wrong move could be deadly. Keep the person still and wait for expert help.

#### *Eye Injuries*

Eye injuries should be treated immediately. If chemicals were splashed in the eye, flush with water for at least 15 minutes. Then close the eyes, cover them with a clean cloth, and get medical help.

---

If something is stuck in the eye, just keep the person calm until medical help arrives.

### ***Electrical Shock***

Electrical shock can be deadly to the victim and also kill others if the wrong move is made when they are trying to help.

- Don't touch the person in contact with a live electrical current.
- Turn off the main electric switch or fuse, or get an electrician to do it if one can be found quickly.
- If you **MUST** move a person from a live wire, stand on something dry and use a dry stick or board to push the person off the wire. Don't use anything metal, wet or damp.
- After the person has been moved from the electricity, check for heartbeat and breathing. If necessary and you know how, administer CPR.

### ***Burns***

The way to treat a burn depends on the kind and degree of burn it is:

**Chemical Burns** - treat by flushing the burned part of the skin with water for 15 minutes and carefully remove contaminated clothing.

Other burns are classified on three levels:

- **First-degree burns** - the least serious, the skin is red.
- **Second-degree burns** - the skin is red and there are blisters.
- **Third-degree burns** - the most serious, the skin is destroyed, tissues are damaged and there is charring.

### ***What to Do to Help a Burn Victim***

- Wrap the person who is on fire in a blanket or coat, or make the victim drop and roll.
- Cut away loose clothing, but don't touch clothing that is stuck to a burn.
- Don't rub the body.
- Immerse first- and second-degree burns in cold water to relieve pain, then cover the skin with a moist sterile dressing. Elevate burned limbs.
- Treat the victim for shock and check for breathing problems.
- Don't use ice, lotion, or ointment on a burn.

### ***Chemical Exposure***

If someone has inhaled, swallowed, or been splashed with a hazardous chemical, refer to the chemical's label to determine proper treatment. There are, however, some general approaches that apply in most instances:

- **Eyes and skin.** Flush with water for 15 minutes.
- **Inhalation.** Move to fresh air and administer CPR if necessary.
- **Swallowing.** Get medical assistance and call the poison control center. Don't give an unconscious person fluids.

---

## ***Protecting Against Hazards***

### ***Illness***

There are a number of different kinds of illness you might encounter, including:

- Not breathing
- Choking
- Fainting
- Chemical exposure
- Heatstroke
- Heart attack
- Stroke
- Epileptic seizure

### ***Safety procedures***

#### ***Not Breathing***

When a person stops breathing, death could come in minutes. Here is how to help:

- Shout at and shake the victim to determine if he/she/they is/are unconscious. Don't, however shake him/her if there is a possible neck or back injury.
- If the person doesn't respond, look, listen, and feel for signs of breathing.
- Lie a person who's not breathing on his or her back, loosen clothes around the neck, and make sure nothing is blocking the mouth or throat.

#### ***High-quality CPR is key and consists of doing the following:***

1. First, open the person's airway to check if they are breathing (don't begin CPR if person is breathing). Then get help by sending someone to call for help. If you are alone, quickly call 911 before starting CPR.
2. Position the heel of your hand in the center of the chest.
3. Interlock fingers, keep your arms straight, keep fingers raised so they don't touch the patient's chest or rib cage.
4. Give 30 chest compressions.
5. Keep compression rate of 100 – 120 per minute for all persons.
6. Keep compression depth of between 2-2.4 inches for adults and children, and about 1.5 inches for infants.
7. Allow complete chest recoil after each compression.
8. Open the airway. Tilt head and lift chin to open the airway and let the mouth fall open slightly.
9. Give one rescue breath, making sure the breath lasts about 1 second and makes the chest rise: allow air to exit before giving the next breath.
10. Give a second rescue breath. **Note:** If the 1st breath does not cause the chest to rise, retilt the head and ensure a proper seal before giving the 2nd breath. If the 2nd breath does not make the

---

chest rise, an object may be blocking the airway

11. Repeat chest compressions and rescue breaths until AED is available, or emergency response professionals arrive.

- Minimize interruptions in CPR, except to use an AED or to change rescuer positions.
- Do not over ventilate.
- Provide CPR as a team when possible.
- Feel for a pulse for 10 seconds; if a pulse is absent or if you are not sure you feel a pulse, then begin compressions. Even trained clinicians cannot always reliably tell if they can feel a pulse.
- For infants, use a manual defibrillator if available. If not available, an AED with pediatric dose attenuator should be used for an infant. If an AED with dose attenuator is not available, then use an adult AED, even for an infant.

### ***Shock***

A seriously ill person will frequently go into shock, and that can be fatal. While waiting for medical help, lay the person down and cover. Don't provide anything to drink; check regularly for breathing.

### ***Choking***

It doesn't take long for someone to choke to death, so take this common occurrence seriously. Ask the person loudly, "Are you choking?" If he/she/they can't respond:

1. Have someone **CALL 911**
2. Obtain consent
3. Lean the person forward and give 5 back blows with the heel of your hand.
4. Give **5** quick, upward abdominal thrusts.  
(NOTE: Give chest thrusts to a choking person who is pregnant or too big for you to reach around).  
(NOTE: You can give yourself abdominal thrusts by using your hands, just as you would do to another person, or lean over and press your abdomen against any firm object such as the back of a chair).
5. Continue back blows and abdominal thrusts until –
  - a. Object is forced out.
  - b. Person can breathe or cough forcefully.
  - c. Person becomes unconscious.

To deliver abdominal thrusts:

- Stand behind the victim and put both arms around his or her waist. Make a fist with one hand and place it, thumb side in, against the victim's stomach between the navel and the ribs.
- Grab your fist with the other hand.

Pull in and up sharply and repeat as necessary.

Whatever approach, do not stop until the object is removed or medical help arrives.



---

## ***Fainting***

In case of fainting lay the victim flat with feet slightly raised. Loosen clothing and check regularly for breathing. If the person isn't conscious within a few minutes, get help.

## ***Heart Attack***

It's not always easy to know when someone's having a heart attack. Signals of a heart attack are: Persistent chest pain or pressure (a primary signal of a heart attack) that lasts longer than 3 to 5 minutes or goes away and comes back, chest pain spreading to the shoulders, neck, jaw stomach or arms. Shortness of breath or trouble breathing, nausea or vomiting, dizziness, light-headedness or fainting, pale, ashen (grayish) or bluish skin, sweating, denial of signals. Both men and women experience the most common heart attack signal, which is chest pain or discomfort. But women are somewhat more likely than men to experience some of the other warning signals, particularly shortness of breath, nausea/vomiting and back or jaw pain. Women also tend to delay telling others about their signals to avoid bothering or worrying others.

If someone is having a heart attack:

- Call 911
- Have the person stop what he/she/they is/are doing and rest comfortably
- Loosen any tight or uncomfortable clothing.
- Closely watch the person until emergency medical services (EMS) arrives. Notice any changes in the person's appearance or behavior.
- Try to obtain information about the person's condition.
- Comfort the person.
- Assist with medication, if prescribed.
- Offer an aspirin if medically appropriate.
- Be prepared to give cardiopulmonary resuscitation (CPR) if the person's heart stops beating and use an automated external defibrillator (AED) if one is available and you are trained to do so.

## ***Heatstroke***

Heatstroke, often referred to as sunstroke, is the most serious form of heat stress. It can lead to delirium, convulsions, or unconsciousness-even death if the body doesn't cool down. So it's important to recognize the symptoms:

- Dry (or moist), hot, reddish skin
- Changes in the level of consciousness.
- Vomiting
- Strong and rapid pulse
- Chills

Heatstroke is *very dangerous!* Call a doctor immediately. While waiting, cool the person as much as possible. Hose down or soak the clothing with water and fan the body. Do not give an unconscious victim fluids. If the person refuses water, vomits or starts to lose consciousness:

1. Send someone to call 911
2. Place the person on his or her side
3. Continue to cool the person by using ice or cold packs on their wrists, ankles, groin and neck,

---

and in the armpits.

4. Continue to check signs of life (movement and breathing)

### ***Stroke***

A stroke can be hard to identify, but can be fatal, so medical attention is a must. Sometimes a stroke victim is unconscious. Other times, symptoms such as heavy breathing, inability to speak or be understood, and apparent weakness in the face or the limbs on one side of the body may be visible.

- If any of these signs appear, call 911 and do not give the person anything to eat or drink before EMS arrives.

### ***Epileptic Seizure***

Move a person who appears to be having a seizure away from any dangerous objects. Check for breathing, but don't put anything in the victim's mouth. Try to keep the person as comfortable as possible and keep other people away while waiting for medical attention.

### ***Fire/Explosion Procedures***

Fire is the most common of all the hazards. Every year fires cause thousands of deaths and injuries and billions of dollars in property damage.

#### ***Fire Prevention practices***

- Store flammable liquids in approved safety containers and cabinets.
- Dispense and use flammable liquids in accordance with established safety standards.
- Store all combustible waste in solid metal or approved plastic containers.
- Do not obstruct aisles that lead to exit doors.
- Do not place an item in a corridor used as an exit.

If you discover a fire or smoke anywhere in or about the building;

1. Keep calm
2. Size up the situation to determine if this is an emergency or non-emergency situation.
3. Note location of fire.
4. Close the door behind you to any room involved in fire.
5. Advise other people in the vicinity.
6. All alarms and /or an emergency sounding devices should be taken seriously. If you hear an alarm or a message, evacuate the building immediately via the nearest exit route.
7. Do not use building elevators.
8. Do not break windows.
9. Do not use water on electrical fires.
10. Go to the nearest safe telephone and call 911. Give your name, telephone number, location of the building, and the nature of the emergency.
11. Always stand between the fire and the exit.
12. DO NOT ENDANGER YOURSELF.
13. Do not re-enter the building to get personal belongings.
14. If appropriate, select the correct fire extinguisher and dispense the contents on the fire -ONLY IF APPROPRIATE. Never attempt to fight a fire larger than wastebasket size. A small fire can generate enough smoke to cause serious injury.

- 
15. Locations of fire extinguishers are often clearly marked at larger hotels and conference centers. They are generally marked on floor plans, as well.

### **Fire Extinguisher Instructions**

P\* PULL safety pin from handle

A\* AIM at the base of the fire

S\* SQUEEZE the trigger handle

S\* SWEEP from side to side

16. Use designated emergency exits, if needed.
17. If clothes catch fire, STOP, DROP, AND ROLL!!!
18. If aware that someone is trapped in a burning structure, inform the firefighters immediately.
19. If you are trapped, stay low to the ground while attempting to exit.
20. Do not open any doors that feel hot.
21. Use wet towels or clothes to protect from flames and smoke.
22. DO NOT return to the building. The fire department official in charge of the scene will instruct staff when specific areas of the building may be re-occupied.

### ***Fire Emergency Procedures for Mobility-Impaired Persons***

- Learn about fire safety
- Plan ahead for fire emergencies
- Be aware of individual capabilities and limitations

### ***When the fire alarm sounds, do the following:***

1. If on the ground floor, exit by normal means and proceed to designated assembly area or other safe location.
2. If above or below the ground floor:
  - a.) Look for "areas of refuge" like stair enclosures or other side of corridor fire doors. Elevators are not safe during fires. Sometimes it may be safer to stay in the room.
  - b.) If there is an immediate threat to safety, ask others nearby for assistance. If no help is available, seek refuge in a room with a window or stairway. If possible call 911 to report location and receive instructions from the Emergency Operator.
  - c.) After safely exiting, proceed to the designated assembly area or other safe location.

### **Bomb Threat Procedures**

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose legitimate danger to the Fielding population.

### ***By Telephone***

1. Take the caller seriously, but remain calm.
2. Use the checklist below as a guide for questions to ask.
3. Take notes on everything said and on observations about background noise, voice characteristics, etc.

- 
4. If possible, get someone nearby to call 911 in order to continue talking to the caller.
  5. If nobody is around, call Emergency 911 immediately after the call.
  6. Notify Fielding community members and hotel/conference center officials immediately.
  7. If evacuation is required, move a safe distance from the building, a minimum of 300 feet. Follow the evacuation procedures. *See page 40*
  8. Contact Fielding Registration Desk to initiate the Crisis Communication Cascade.
  9. Do not re-enter the building until instructed to do so by emergency response officials.

### **Suspicious Package/Object**

1. If a suspicious package or foreign device is received or discovered, **DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT, UNDER ANY CIRCUMSTANCES!**
2. Report it immediately to Police at 911.
3. Notify Fielding community members in the vicinity and facility officials.

---

## Bomb Threat Report – Questions to Ask

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

## What To Be Aware Of

*Circle all that apply:*

### Caller's Voice

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

If voice is familiar, who did it sound like?\_\_\_\_\_

Sex of caller::\_\_\_\_\_Age:\_\_\_\_\_Race:\_\_\_\_\_

Length of call:\_\_\_\_\_Time of Day:\_\_\_\_\_Date:\_\_\_\_\_

Number at which call was received:\_\_\_\_\_

*Circle all that apply:*

---

### ***Background Sounds***

- |                                            |                                        |                                    |                                 |                                         |
|--------------------------------------------|----------------------------------------|------------------------------------|---------------------------------|-----------------------------------------|
| <input type="checkbox"/> Street Noises     | <input type="checkbox"/> Long Distance | <input type="checkbox"/> Voices    | <input type="checkbox"/> Booth  | <input type="checkbox"/> Local          |
| <input type="checkbox"/> Music             | <input type="checkbox"/> Animal Noise  | <input type="checkbox"/> Noises    | <input type="checkbox"/> Static | <input type="checkbox"/> Office Machine |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> House         | <input type="checkbox"/> PA System | <input type="checkbox"/> Motor  | <input type="checkbox"/> Other          |

### ***Threat Language***

- |                                                 |                                                       |                                |
|-------------------------------------------------|-------------------------------------------------------|--------------------------------|
| <input type="checkbox"/> Well Spoken (Educated) | <input type="checkbox"/> Incoherent                   | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Message Read by Threat Maker | <input type="checkbox"/> Foul  |

### **Utility Emergency Procedures**

#### ***Gas Leak***

Natural gas is lighter than air and has a very high ignition temperature. The Gas Company adds a very distinctive odor to natural gas so that leaks are easily detected. If you smell natural gas:

- DO call the fire department at **911**
- DO get everyone out of the building immediately
- DO call the local Gas company
- DO NOT panic
- DO NOT light a match, candle or cigarette
- DO NOT turn electrical appliances or lights on or off
- DO NOT use phones in the immediate area of the gas leak

#### ***Power Outage***

In the event of an electrical power failure or an emergency situation necessitating the shutdown of electrical power:

- DO have the hotel or conference center call the local power company.
- DO have them shut off power if there are power lines down or damaged.
- DO have them shut off power if gas lines have been damaged.
- DO have them shut off power if water lines are damaged and there is significant flooding in the Building.
- DO use flashlights when monitoring the power outage and / or executing the shutdown procedures.
- DO NOT use matches or candles.
- DO NOT turn on electrical switches if there is any damage.

Finally, check for fires and fire hazards as a result of electrical damage, ***AND ABOVE ALL DO NOT TOUCH ANY POWER LINES, ABOVE OR ON THE GROUND.***

---

## ***Flood Procedures***

In the event of flooding, evacuation may be necessary.

- Call 911 if it is an emergency. Turn on the radio. Follow instructions from the local traffic control and emergency response officials.
- If there is time before a potential evacuation, try to move important papers, equipment, etc. off the floor and/or off of lower shelves to help alleviate potential damage from floodwaters.
- Upon returning, assess and report damages to Fielding's Registration Desk.

## **Hazardous Materials Incidents**

### ***Exposures/Contamination***

1. Remove exposed/contaminated individual(s) from the area, unless it is unsafe to do so because of
  - (a) medical condition of the victim(s), or
  - (b) potential hazard to rescuer(s).
2. AT ALL TIMES notify emergency 911 if immediate medical attention is required.
3. Notify hotel/conference center officials and 911.
4. Administer First Aid where appropriate.
5. Remove any contaminated clothing.
6. Flush eyes with eyewash if eyes are contaminated.
7. Stand by to provide information or assistance, including material safety data.
8. Notify Fielding's Registration Desk when it is safe to do so.

### ***Contamination of Equipment/Facilities***

1. Do not attempt any clean up or decontamination procedures alone or without wearing proper protective attire, including appropriate respiratory protection where airborne hazards may exist. (You must be trained and certified before using respiratory protection). Unless the incident is a small spill of a relatively innocuous material, **DO NOT ATTEMPT SPILL CLEAN UP WITHOUT APPROVAL OF EMERGENCY RESPONSE PROFESSIONALS.**
2. Restrict access to the equipment/area only to individuals who are properly protected and trained to deal with the type of hazard which exists (e.g., radioactive, corrosive, flammable, biological) to avoid contamination.
3. Report details and/or request assistance from the hotel/venue officials.
4. Attempt to decontaminate the equipment/area using appropriate methods under direction. If material is radioactive, assess radiation levels with appropriate monitoring devices before and after decontamination.
5. Provide information to the Fielding's Registration Desk

### ***Release to the Environment (Air, Water, Soil)***

1. Report offensive odors from ventilation systems or other systems to venue employee.
2. Notify Emergency 911 based on findings.
3. Stop the release, if safe to do so.
4. Follow procedures described above for contamination of equipment/facility.

---

## Violence at Off-Site Locations

Defining workplace violence has generated considerable discussion. Definitions range from any language or actions that make one person uncomfortable in the workplace to any bodily injury inflicted by one person on another. A reasonable working definition of workplace violence is as follows: violent acts, including physical assaults and threats of assault, directed toward persons at work or on duty.

Workplace violence has been gaining discussion because it is on the rise. According to the FBI, workplace violence is the number one growing homicide in the United States. An average of 20 workers are murdered each week in the United States. The majority of these murders are robbery-related crimes. In addition, an estimated one million workers are assaulted annually in U.S. workplaces. Most of these assaults occur in service settings such as hospitals, nursing homes, and social service agencies.

### ***What YOU can do:***

#### ***Know the Facts***

Know the Characteristics of people who commit acts of violence in academic settings and the workplace.

1. History of Violence- *Individuals who participate in the following types of activities: Criminal Acts, Domestic Abuse, Anti-social Behavior, Verbal Abuse*
2. Romantic Obsession- *The object of attraction may not know the degree of obsession and usually holds a higher status.*
3. Chemical Dependence-*Alcohol and Drugs*
4. Depression
5. Pathological Blamer-*Individuals who accept no responsibility for their actions*
6. Elevated Frustration with the Environment, *i.e. family, peers, co-workers*
7. Obsession with weapons

Know the Indicators- *Each of these behaviors is a clear sign that something is wrong. None should be ignored. By identifying the problem and dealing with it appropriately, you may be able to prevent violence from happening at Fielding.*

1. Direct or veiled threats of harm;
2. Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
3. Numerous conflicts with students, Fielding employees, etc.;
4. Bringing a weapon to the academic event, brandishing a weapon at the academic event, making inappropriate references to guns, or fascination with weapons;
5. Statements showing fascination with incidents of school or workplace violence, statements indicating approval of the use of violence to resolve a problem or statements indicating identification with perpetrators of school or workplace homicides;
6. Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
7. Drug/alcohol abuse; and
8. Extreme changes in behavior



---

**Always Take Threats Seriously** - All threats are a cry for help.

***Building Closure Procedures:***

Whenever a building closes due to an emergency situation, leave the premises immediately. Do not enter the building again until it has officially reopened.

For status updates during **emergency closures at Fielding Graduate University's administrative offices**, please check your email for messages from Fielding or call 800.340.1099 or 805.687.1099 and press "10" in the menu options.

**General Personal Safety Tips:**

1. Lock the doors anytime you're alone in a meeting room after hours, and whenever you're in your hotel room.
2. Always lock your car when you leave it, look into it before entering it, and lock it right away when you get in.
3. If someone comes into your study/work area, trust your instincts. If you are alone, ask strangers who they are looking for and then step out to a public area as if you're leading them in the right direction.
4. If you've called 911, attempt to alert the people around you (only if you can do so safely).
5. Report anyone who seems out of place to the hotel front desk or to a Fielding representative.
6. If you ever feel unsafe with a person, do not agree to meet with him/her alone. Ask someone to join you.
7. It is okay to leave the room if you feel unsafe and the person will not leave.
8. If you are walking anywhere at night, be aware of your surroundings, keep your head up and move briskly to your destination.