I want to welcome our new and returning students, faculty and staff to Touro University California and the opening of the 2014-2015 academic year. Campus safety and security is of critical importance to each of us and a responsibility we must approach together as a university community.

We are fortunate that most of us will never experience violence or crime in our personal or professional lives; however, despite best efforts at prevention, crimes sometime do occur. This document is written and circulated for your review because we believe that an alert, well-informed campus community is our best protection against crime and danger.

We want our campus to be a safe place to learn, to study and to work. To further this objective, and comply with federal law, we ask that you review carefully this booklet on campus-wide safety. It will acquaint you with campus safety policies and regulations and types of incidents tracked and reported on campus. It will also provide useful tips on how to maximize your personal safety and respond in the event your safety is threatened.

Touro University California is committed to taking a proactive approach to campus safety and responding promptly and effectively to concerns of our campus community. Through shared knowledge and joint cooperation we can work together to create and sustain a safe, secure and productive learning environment.

Please take the time now to read the attached safety report, and familiarize yourself with the information provided. An informed and alert community is our best defense against crime and danger. Thank you for your cooperation.
ANNUAL SECURITY REPORT

ABOUT TOURO UNIVERSITY CALIFORNIA

Established in 1997, Touro University California offers graduate degrees in osteopathic medicine, pharmacy, physician assistant studies, public health and education. The mission of Touro University California is to educate caring professionals to serve, to lead and to teach. Students from diverse backgrounds are recruited nationally to create a dynamic, robust learning environment. Touro University California is part of the Touro College and University System (TCUS) that is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College and University System has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System.

The Touro University California (TUC) campus is located 40 minutes from San Francisco on the site of a former naval station with a prestigious history in shipbuilding and military medicine dating back to 1854. The campus has retained the historic character of the area as it has renovated and preserved many of the original buildings. In spite of its picturesque setting, administrators at TUC realize that safety and security must always be a high priority and have taken significant efforts to ensure the security of the campus and the TUC community. This report outlines many of these initiatives and we encourage campus community members to take personal responsibility for their and others security.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

This Annual Security Report (ASR) contains three years of crime statistics and information about certain policies including sexual assault, campus security policies, and where students, staff, faculty, and visitors should report crimes. The complete text of the Clery Act and the U.S. Department of Education regulations are available on the Clery Center for Security on Campus, Inc. at www.clerycenter.org.

At Touro University California, the Clery Act Compliance Committee, led by the Provost/Chief Operating Officer, Dr. Marilyn Hopkins, is responsible for preparing the ASR and ensuring university compliance with all aspects of the Clery Act. TUC’s Clery Act compliance program is a continual, coordinated effort by the Clery Act Compliance Committee and other members of the TUC administration. These activities include collecting crime statistics from campus security authorities, the Vallejo Police Department, other local police departments, and developing and revising Clery Act-required policies related to campus safety and security.

The ASR is published by October 1st of each year and can be found on the Campus Safety webpage at


Current and prospective students and employees can request a paper copy of this report by contacting Mr. Jay Ritchie, Associate Vice President of Administration or Dr. Jim Binkerd, Associate Dean of Student Services.

**REPORTING CRIMES AND OTHER EMERGENCIES**

TUC encourages victims and witnesses of crime to report crimes and other serious incidents as soon as possible to Campus Security at Campus Security (707) 638-5804. Campus Security Officers can be reached 24 hours/day, 7 days per week. Campus Security staffs the reception desk at Lander Hall during selected hours.

**Voluntary, Confidential Reporting**

Due to the sensitive nature of sexual assault, relationship violence, and stalking, survivors may choose to report these crimes confidentially or anonymously. Any victim, witness or third party may report confidentially to the Dean of Student Services, to the Associate Dean of Student Services, to the Director of Human Resources or by filling out the Anonymous Crime Report form,
available online or from Campus Security at the reception desk in Lander Hall, the Library, in the Wilderman Hall lobby or, outside Farragut Inn Classroom 106. The Provost/Chief Operating Officer will ensure that the statistics from these reports, without any personally identifying information, are included in the annual disclosure of crime statistics.

Campus Security maintains a daily crime log of all crimes reported to the department. The log is available for public inspection during normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Thursday; Friday 8:00 a.m. to 3:00 p.m. at the Campus Security reception desk in Lander Hall.

**Campus Security Authority (CSA) Policy**

While we prefer that TUC community members promptly report all crimes and other emergencies directly to the Campus Security (707) 638-5804 or to the Dean of Student Services (707-638-5226), we recognize that some may prefer to report to other individuals or university offices. The Clery Act recognizes certain university officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student activities and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

TUC has designated the following university officials as CSAs. As a CSA these individuals will receive training as appropriate. If they become aware of a crime involving Touro University California or a member of our community they must report it immediately to Campus Safety or to any of the following CSAs:

- Provost/Chief Operating Officer
- Associate Vice President of Administration
- All full-time members of Campus Security
- All Deans, Associate Deans, Assistant Deans and Directors
- All advisors to student organizations
- All Building Captains and alternates
- Title IX Coordinator (Kathy Lowe, Director of Human Resources, WH 307, (707) 638-5806
Certain individuals who have significant responsibility for student and campus activities are exempted from reporting:

- Pastoral counselor. A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition at the university as a pastoral counselor. At TUC, this would be the Rabbi.

- Professional counselor. A person whose official responsibilities include providing mental health counseling to members of the university community and who is functioning within the scope of their license or certification. This definition applies even to professional counselors who are not university employees but are under contract to provide counseling at TUC. Professional counselors at TUC would include the Director of Counseling, the Director of the Student Health Center and the Medical Supervisor of Student Health.

The function of a CSA is to report to the Dean of Student Services, Associate Dean of Students, or the Associate Vice President for Administration those allegations of Clery Act crimes that can reasonably be concluded are made in good faith. A CSA is not responsible for determining authoritatively whether a crime took place - that is the function of the Campus Security and/or local law enforcement personnel.

Emergency Phones

There are 11 exterior telephones being installed Fall 2014 that will be available for emergency use; of these phones, fifteen will be the Blue Light Emergency Telephones with direct contact to Campus Security by simply pushing the red button on the face of the unit. These telephones can be used to report a criminal incident, a fire, or any other type of emergency. A map indicating the location of the emergency telephone may be found on page 26 of this report.

ABOUT CAMPUS SECURITY

Role, Authority, and Training

Campus Security at Touro University California is provided through a contract with a third-party security guard service, Universal Protection Services. Beginning October 25, 2014 security services will be provided by Guardsmark. Campus Security provides safety, security and emergency
response services for the university 24 hours/day seven days a week, by two full-time, unarmed, uniformed officers. Security officers are on-duty patrolling the campus and are able to respond quickly to those needing assistance. Typical patrols are carried out on foot and in a marked Campus Security patrol vehicle.

All full-time security officers are registered with the California Department of Justice, Division of Consumer Affairs as security officers and have the same powers to arrest as those of any other private citizen. All security officers have first aid/responder, CPR and AED training. On-going training is mandatory for all full-time campus safety officers.

**Working Relationship with Local, State, and Federal Law Enforcement Agencies**

TUC maintains a close working relationship with the Vallejo Police Department and through VPD, the California Highway Patrol and calls upon them for support when the need arises.

**Crimes Involving Student Organizations at Off-Campus Locations**

TUC does not have recognized student organizations with off-campus locations.

**TIMELY WARNING REPORTS**

The university will issue a Timely Warning to notify the campus of any Clery Act crime that represents a serious or continuing threat to the campus community, is reported to local law enforcement or a CSA, and occurs within the Clery defined geographical areas. The purpose of these warnings is to both notify the community about the incident and enable them to take measures to protect themselves.

In the event it is necessary to issue a Timely Warning, the Provost/Chief Operating Officer, Director of Information Technology, Associate Vice President of Administration, and the Dean of Student Services will collaborate in developing the content and delivery method of the Timely Warning. Any of the above individuals has the authority to compose and send a campus wide notification adhering to the above qualifying criteria. Generally, the university will issue Timely Warning Reports via email. In extreme cases, the university may elect to use the EverBridge Alert, the emergency notification system used on the TUC campus to issue alerts. Timely Warning reports are considered on a case-by-case basis, depending on the facts of the case and information known at the time of the initial report.
If, in the professional judgment of the local law enforcement authorities, issuing a Timely Warning would compromise efforts to address the crime, the notification may be delayed. Once the potentially compromising situation has been addressed, the Timely Warning will be issued immediately.

Informational Message - The university may issue an Informational Message to advise of situations that may affect or be of interest to the campus community. Such information is not considered an immediate threat to health, safety or property. (Example: street closures due to a major utility disruption, a series of larcenies, etc.)

**SEXUAL MISCONDUCT PREVENTION AND RESPONSE**

Touro University California prohibits all forms of sexual misconduct, including sexual and gender-based harassment, sexual violence, intimate partner violence and stalking. Such acts and all attempts to commit such acts are regarded as serious violations of TUC’s community expectations and norms and are likely to result in a severe disciplinary penalty. Students are advised to read the university policies on Sex Discrimination Harassment and Complaint Procedure; Gender Based and Sexual Misconduct Policy; Student Code of Rights and Responsibilities; Resolution Process for Disputes and Grievances and Misconduct all located in the online University Catalog. Possible disciplinary sanctions range from warning to expulsion from the university. California criminal law encompasses certain sexual offenses, and criminal prosecution may take place independently of TUC’s disciplinary processes.

Sexual misconduct may include, but is not limited to these behaviors:

- Sexual Harassment
- Sexual Assault
- Non-Consensual Sexual Contact
- Sexual Exploitation
- Domestic Violence
- Dating Violence
- Harm to Others
- Stalking
- Retaliation
What to Do if You or a Friend Are Assaulted

In the case of a sexual assault, we recommend survivors consider the following steps:

- Get to a safe place as soon as possible!
- Contact SafeQuest Solano by calling the 24/7 hotline number 1-866-4UR-SAFE (866-487-7233). SafeQuest Solano is a county agency that provides confidential advising, advocacy and support for survivors of sexual assault and domestic violence. SafeQuest Solano responders would be able to advise survivors on their rights and resources for healing.
- Try to preserve all physical evidence. The victim/survivor should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s/he has a medical exam.
- Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police. SafeQuest Solano can provide someone to be with survivor during the medical exam and/or when talking with the police and can advise a survivor of sexual misconduct on what will happen when reporting to law enforcement and medical personnel.
- Contact the TUC Counseling department for confidential counseling support. Students can make an appointment by contacting the Student Health Center at 707-638 – 5220. Speaking with a counselor or an advocate may be important to help the survivor understand her/his feelings and begin the process of recovery.
- Get medical attention as soon as possible. An exam may reveal the presence of a physical injury that is unknown to the victim. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion. The following local hospitals have trained Sexual Assault Nurse Examiners (S.A.N.E.) and Sexual Assault Response Teams (S.A.R.T.) who provide these examinations free of charge (reimbursed by the county; a SafeQuest Advocate can help with this process):
Contact the police. Sexual assault is a crime, it is vital to report it. We encourage survivors of sexual assault to report the incident to the Vallejo Police Department (911; or 9911 from any campus telephone; or 707-522-3285) or other appropriate law enforcement agency. In addition we also encourage contacting the Associate Dean of Student Services or the Dean of Student Services or the Director of Human Resources. These university administrators will keep information private, but are obligated to conduct a Title IX investigation. There are other non-reporting university employees who are not obligated to investigate an incident (see page eight of the ASR for a listing of the university personnel who are exempted from reporting). It is important to remember that reporting an incident for the university discipline process(es) is not the same as reporting a crime to law enforcement officers. Likewise, reporting a crime to law enforcement is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Students may report to both the police and to the university or to one and not the other.

Reporting Sexual Misconduct and Gender Based Violence

Any incident of sexual misconduct or gender based violence occurring on or near campus should be reported as soon as possible to the Dean of Student Services, or the Associate Dean of Students, or the Associate Vice President of Administration, or the Director of Human Resources or to a Campus Security officer. In response to a report, the Dean of Student Services or the Director of Human Resources is responsible for informing the reporting individual of resource options for care and support on- and off-campus. The Provost/Chief Operating Officer is responsible for ensuring the incident is investigated immediately or otherwise addressed to stop the harassment, prevent its recurrence, and address its effects. The administration of Touro University California will make every effort to change a victim’s academic and/or living situation after an alleged sexual
offense and provide information on options for those changes if those changes are requested by the victim and are reasonably available.

Reporting an incident of sexual misconduct or gender based violence may help to prevent another incident of sexual misconduct. If an individual reports the incident, it does not mean that the reporting individual must proceed with a formal complaint with the university or a criminal complaint. Immediately following an incident, the individual should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s).

TUC community members may also report an incident of sexual misconduct or gender based violence anonymously, by placing a summary of the incident in the Anonymous Crime Report drop box located at the Campus Security reception desk in Lander Hall, the Library, in the Wilderman Hall lobby or, outside of Farragut Inn Classroom 106. The university is required by law to respond to all allegations of sexual misconduct, including sexual assault, dating or domestic violence, and stalking.

Advising, Resources & Education

No matter when the incident of sexual misconduct or gender based violence occurred or what the victim decides to do, the victim should consider counseling. Sometimes talking can be the most important step to healing. Campus community members may contact Counseling Services, or contact the Employee Assistance Program (students are eligible to use the Employee Assistance Program by calling the EAP number, 800–999–7222 or by going to www.bluecrossca.com/youreap and entering the code “Touro Students” (for Touro students) or, “Touro Admin” (for employees) at any time to arrange an appointment. Touro University students or employees who are friends of victims may seek counseling and support as well. Survivor advocates are also available in the local community. TUC administrators will assist community members in accessing these services.

- Those with questions about preventing sexual assault should obtain a copy of the handout entitled Preventing Sexual Assault, produced by the Crime and Violence Prevention Center California Attorney General’s Office, located at the Student Health Center registration desk in Wilderman Hall. Additionally, SafeQuest Solano periodically provides TUC students with on campus educational workshops as well as opportunities for training to be a victim rights
advocate in the community. SafeQuest (http://safequest.us/) provides prevention materials on all manner of sexual assault and domestic violence.

- The university offers information and resources relating to preventing sexual violence and sexual harassment. These can be found on the Student Health Center, Counseling Services, and Campus Safety websites. For more information, or visit the webpage (http://facilities.tu.edu/safety/).

Students should be aware that they have the option of notifying appropriate local law enforcement authorities. TUC administrators will assist Touro University community members in notifying police if desired; and students have the option of requesting confidential support from SafeQuest Solano 866-4UR-SAFE (866-487-7233).

**University Disciplinary Procedures**

Procedures for filing formal complaints with Touro University California concerning sexual misconduct are included in the University Catalog in Appendices H and I (http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf). In the university disciplinary process, both the accuser and the accused may choose to be accompanied by another person during the disciplinary proceedings. In addition, both the accuser and the accused are informed of the final determination of the disciplinary body and, when appropriate, any disciplinary action. Details of Touro University California procedures for responding to complaints of sexual misconduct can also be read in the University Catalog (link above) obtained from the offices of: the Title IX Coordinator/Director of Human Resources, the Dean of Student Services, the Associate Dean of Student Services.

**CLERY ACT ANNUAL SECURITY REPORT SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING POLICY STATEMENT**

**Introduction**

Touro University California(TUC) is committed to providing a safe learning and working environment. In compliance with federal laws policies and procedures have been adopted to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of our campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.
Sexual Assault, Domestic Violence, Dating Violence, and Stalking

A sexual assault is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly but against the person’s will where the victim is incapable of giving consent, as well as incest or statutory rape, or where active consent has not been given.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Reporting An Incident

If a student, employee or visitor has been the victim of an incident of sexual assault, domestic violence, dating violence, or stalking they should immediately report to

- TUC Campus Security at 707-638-5804 or the Security Reception Desk located in the foyer of Lander Hall

In the case of an emergency or ongoing threat please get to a safe location and call 911 (9911 from any campus phone). Local police may be contacted at 707-552-3285.

Students may also report to

- Dean of Student Services, Dr. Lisa Waits located in the Admissions area of Farragut Inn, 707-638-5935
- Associate Dean of Student Services, Dr. James Binkerd located in 207 Wilderman Hall, 707-638-5935

Employees may also report to

- Ms. Kathy Lowe, Director of Human Resources and Title IX Coordinator, located in 307 Wilderman Hall, 707-638-5806,

These staff will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police, if the victim elects to do so. Victims are not required to report to law enforcement in order to receive assistance from or pursue any options with Touro University California.
Written Notification Of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights as provided for under this procedure.

Victim Reporting Procedures

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs it is important to preserve evidence so that a successful criminal prosecution remains an option.

The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam – which is important both to address any health issues that may arise and evidence collection. Any clothing removed should be placed in a paper, not plastic, bag.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented by taking a photograph. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

On and Off Campus Victim Support Resources

Both TUC and the County of Solano offer important resources to the victims of sexual violence including medical treatment, counseling and advocacy that may be utilized. SafeQuest (Sexual Assault and Domestic Violence advocacy and support) is available at (866) 4UR-SAFE (487-7233) to assist any student or employee free of charge and will help them consider their options and navigate through any resources or recourse they elect to pursue. A victim need not make a formal report to law enforcement or TUC to access these resources that include the following.

TUC Counseling and Human Development ............................................(707) 638-5822
               Wilderman Hall, Room 209
TUC Student Health Center ...............................................................(707) 638-5220
               Wilderman Hall, Room 114
Kaiser Permanente .................................................................(707) 651-1000
               800 Sereno Drive, Vallejo CA 94589
               Sexual Assault Response Team available
NorthBay Medical Center ..........................................................(707) 646-5000
Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual assault, domestic violence, dating violence, or stalking Touro University is committed to providing them as safe a learning or working environment as possible. Upon request TUC will make any reasonably available change to a victim’s academic, living, transportation, and or working situation. Students may contact the Dean of Student Services or Associate Dean of Student Services (707-638-5935) for assistance, and employees may contact the Director of Human Resource (707-638-5806) for assistance.

If a victim reports to law enforcement, they will assist victims in obtaining a restraining order or order of no contact from a criminal court. Touro University is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Touro University California is also committed to protecting victims from any further harm, and Director of Human Resources or the Dean or Associate Dean of Student Services may issue an institutional no-contact order.

Victim Confidentiality

Touro University recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused.

Reports made to Touro University officials will be kept confidential, and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort
will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. Reports made to medical professionals, licensed mental health counselors, pastoral counselors, SafeQuest, and Solano County rape crisis counselors will not be shared with any third parties except in cases of imminent danger to the victim or a third party.

**Education Programs**

Touro University is committed to increasing the awareness of and preventing sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that Touro University California prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. TUC has partnered with NFORMD.NET and they will be providing a mandatory educational program to all current Touro University students. Ongoing prevention and awareness campaigns will also offered throughout the year.

**Conduct Proceedings**

Touro University California strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by Touro University. Individuals found responsible for having committed such a violation face sanctions that include but are not limited to: permanent expulsion, termination of employment, suspension, probation, or protective measures such as no contact orders, restitution, written statements, or similar actions. Incidents involving accused students will be handled by the Associate Dean of Student Services, 207 Wilderman Hall, 7107-638-5935, and incidents involving accused employees/affiliates will be handled by the Director of Human Resources, 307 Wilderman Hall, 7070-638-5806

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a proceeding in a manner that protects the safety of victims and promotes accountability.
Investigations shall be conducted within 60 days unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required. Determinations shall be made within 45 days unless there are mitigating circumstances in which case the accuser and accused shall be notified, providing an explanation, and the amount of additional time required.

Determinations shall be made by an independent third party finder of fact in student cases within 45 days using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of procedures and timeframe, within 7 business days, for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

For additional information about student conduct proceedings please consult the University Student Catalog available at [http://studentservices.tu.edu/catalog/index.html](http://studentservices.tu.edu/catalog/index.html). For additional information about employee conduct proceedings please consult the Faculty Handbook and the Employee Handbook available at the office of Human Relations

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Emergency Management at Touro University California

Touro University California has an Emergency Action and Evacuation Plan that provides administrators and employees with procedures and guidance for responding to a wide range of emergency situations, including occupational injuries, medical emergencies, fires, chemical spills, natural disasters, and other crisis events that require emergency response.

A crisis is defined as a significant event that prompts significant, often sustained, news coverage and public scrutiny and has the potential to damage the institution’s reputation, image or financial
stability. A crisis could be precipitated by an emergency or a controversy. An emergency is a fire, earthquake, crime that presents an ongoing threat or other event that involves a response from police, fire or emergency medical personnel. A controversy does not necessarily require an emergency, nor may it require an immediate response, but if sustained could precipitate a crisis.

The Plan is intended to be the master resource of procedures for all anticipated emergencies that might occur. The Plan includes Evacuation Procedures with identified evacuation assembly areas and instructions for evacuating buildings and the campus in various situations. A summary of the university Emergency Action and Evacuation Plan can be found by logging in to Blackboard® at the following site

https://bb-tuc.touro.edu/webapps/portal/frameset.jsp

Then following the link below:

https://bb-tuc.touro.edu/webapps/blackboard/content/launchLink.jsp?ann_id=215349_1&course_id=1353_1&mode=view

TUC has also established a building coordinator program to provide a local contact for each building to assist with emergency protocols for evacuation, lock down or other required emergency response. The building coordinators assist in making the program relevant to all areas of the university and provide Campus Security and Facilities with feedback and upgrades to improve the university’s ability to respond to any situation.

The Building Captains and alternates are considered CSAs and are trained on all emergency procedures and protocols for the safety of university personnel and property. They assist in informing building occupants of proper procedures for building emergency and evacuations drills in preparation for an actual emergency.

Drills, Exercises and Training

To ensure the university’s emergency actions plans remain current and actionable, TUC will conduct an emergency management exercise at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The university conducts after-action reviews of all emergency management exercises. The university participates in the Great Shake Out Earthquake Drills to further test our ability to
respond during a major earthquake affecting the region. Following each emergency management exercise, key administrators meet to discuss the university’s performance and identify areas that require additional attention.

In conjunction with at least one emergency management exercise each year, the university will notify the campus community of the exercise and remind the community of the information included in the university’s publicly available emergency action policies, procedures, and plans.

**Emergency Notification**

Touro University California’s objective in a critical incident is to communicate facts as quickly as possible, updating information regularly as circumstances change, to ensure the safety of the Touro University California community and the continued operation of essential services.

*Procedures Used to Notify the Campus Community*

The university will use multiple mediums to reach as many people as possible with accurate and timely information. This is especially important in the first hours and days of an emergency or a crisis. The university uses the EverBridge Alert emergency notification system, in addition to emails and the TUC webpage, to immediately notify the campus community of a significant emergency or dangerous situation affecting the university community.

*Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System*

Campus Security and /or other campus first responders, such as the Associate Vice President for Administration may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Campus Security or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify the Provost/Chief Operating Officer, Dean of Students, Associate Vice President of Administration or the Director of Information Technology to issue an emergency notification.

The university’s authorized representatives will immediately initiate the university’s emergency
notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the university may elect to delay issuing an emergency notifications. As soon as the condition that may compromise efforts is no longer present, the university will issue the emergency notification to the campus community.

**Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification**

University and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the university community should receive the notification. Given the size of our campus community, we will generally alert the entire campus. In addition to the emergency notification that may be issued via the university mass notification system, the university will also post applicable messages about the dangerous condition on the university homepage ([www.tu.edu](http://www.tu.edu)) to ensure campus community members are aware of the situation and the steps they should take to maintain personal and campus safety.

**Determining the Contents of the Emergency Notification**

TUC has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

**Procedures for Disseminating Emergency Information to the University Community**

In the event of a situation that poses an immediate threat to members of the campus community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system Everbridge, the University’s email system, and verbal announcement within a building and public address system on police cars. The University will post updates during a critical incident on its Facebook and Instagram pages. If the situation warrants, the University will
establish a telephone call-in center to communicate with the University community during an emergency situation.

If the University activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, several offices at the University are responsible for notifying the larger community about the situation and steps the University has taken to address the emergency. Primarily, Public Relations is responsible for crisis communications and for maintaining communications with national, regional, and local news and radio outlets.

**Enrolling in the TUC’s Emergency Notification System**

All faculty, staff and students are enrolled in the Everbridge Alert emergency notification system in use on the TUC campus. Campaigns are conducted at the start of each semester to encourage members of the campus community to provide multiple contact paths and to update the system with any changes to their contact information by visiting: http://www.everbridge.net.

**SECURITY OF and ACCESS to UNIVERSITY FACILITIES**

At TUC, administrative and academic offices are generally open from 8:00 a.m. until 5:00 p.m., Monday through Thursday; Friday 8:00 a.m. until 3:00 p.m.; academic buildings are generally open from 7:00 a.m. until 12:00 midnight. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access.

Selected cultural and community events held in the university facilities are open to the public.

**Security Considerations Used in the Maintenance of Campus Facilities**

Touro University California strives to ensure that all campus facilities are well maintained and that security is appropriate. Landscaping and outdoor lighting on campus is designed to enhance safety and security, with the attempt to provide pedestrians peace of mind. Similarly, sidewalks and other pathways are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Grounds-keeping personnel trim shrubs from sidewalks, walkways, and building entrances to provide a well-lighted route to buildings. All campus
walkways are inspected regularly by Campus Security to ensure adequate lighting. Burned-out lights are replaced promptly.

We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping to Campus Security (707-638-5804) or Facilities (707-638-5800).

**SAFETY AWARENESS PROGRAMS and CAMPUS SECURITY POLICIES**

During orientation, and typically followed up by safety and security informational emails, students are informed of security procedures and the many services offered by the university. In addition, students are told about crime on-campus and in the surrounding neighborhood. Safety awareness programs are offered by various university offices organizations throughout the year. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the security of their belongings.

*Daily Crime Log*

Campus Security publishes a *Daily Crime Log* of all crime and other reported significant events, Monday – Friday, on university business days. The log is available during business hours at the reception desk in Lander Hall. The log identifies the type, location, and time of each criminal incident reported to Campus Security.

The most current 60 days of information is available at Campus Security. Upon request, copies of any *Daily Crime Logs* older than 60 days will be made available within two business days of a request.
ALCOHOL AND OTHER DRUGS POLICY

TUC’s alcohol and drug policy provides students and employees with standards of conduct regarding the unlawful possession, use, or distribution of alcohol, controlled substances and marijuana; legal sanctions under local, state, federal law as well as university sanctions; and information regarding health risks and treatment services for substance abuse. Every two years, a committee of faculty, staff, and students review this policy to ensure its currency. The policy is located online at http://studentservices.tu.edu/registrar/drugfree.html.

Touro University California prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on university property, or as part of any university activity. Similarly, the university prohibits the unlawful sale, manufacture, possession, distribution or use of controlled substances on the university’s campuses.

In order to enforce this policy, the university reserves the right to conduct searches of university property, student, or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy. To this end, Touro University has developed the following drug screening policy for students.

TUC Students enrolled in the Osteopathic Medicine, Pharmacy, PA/MPH and Nursing programs must meet a variety of institutional and third party standards in order to participate in their clinical rotations. TUC establishes the academic standards and experiential educational standards for all educational experiences, such as for clinical rotations. Clinical rotation standards and policies are stated in full detail in each program’s student handbook. However, since the clinical rotation experience is common to several academic programs, the university drug screening procedures apply to all academic programs requiring clinical rotations. More information can be found in the University Catalog, Appendix J pg 181. http://studentservices.tu.edu/catalog/2014-15_TUC_Catalog.pdf

The illegal use or abuse of drugs and/or alcohol that could impair a student or employee’s ability to perform academically or in the workplace, or disrupts others in the performance of their work or academic endeavors is strictly prohibited.

Students convicted of any criminal drug violation are required to notify the university within five days of the conviction. The university may then report this conviction to the appropriate agencies.
Any student or employee who is using prescription or over the counter drugs that may impair their ability to safely perform their academic or professional duties, or affect the safety or wellbeing of others, must notify the Director of the Student Health Center (for students) or the Director of Human Resources (for employees).

Any student or employee who violates this policy will be subject to disciplinary action, up to and including dismissal from his/her program of study or from his/her position with the university.

The university will encourage and reasonably accommodate students and employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. However, the university is not obligated to retain any student or employee whose academic or professional performance is impaired because of drug or alcohol use, nor is the university obligated to readmit or rehire any person who has participated in treatment and/or rehabilitation if that person’s performance remains impaired as a result of dependency. Students who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency, will not automatically receive a second opportunity to seek treatment and/or rehabilitation.

Touro University California counseling services works with students to help with the psychological issues (including addiction issues) and refers to community resources as is necessary.

**Drug and Alcohol Addiction Recovery Resources**

- Solano County
  - Comprehensive Mental Health Resources  
    [http://www.co.solano.ca.us/depts/hss/resource.asp](http://www.co.solano.ca.us/depts/hss/resource.asp)
  - Alcohol and Drug Abuse Services 707-784-2220
- State of California Department of Alcohol and Drug Programs (916) 445-1943
- Kaiser Hospital (members only service) 707-651-1000; out-patient 707-645-2700  
  [http://www.kaiserpermanente.org](http://www.kaiserpermanente.org)
- Community resources: Cope family Services  
  [http://www.copefamilycenter.org](http://www.copefamilycenter.org)
- 12 Step Program Group Meetings: Meeting times, locations and directions for the service areas of Benicia, Dixon, Fairfield, Rio Vista, Rockville, Suisun City, Vacaville and Vallejo can be
found by using the following link:
http://www.simeetings.com/LA/SFB/SolanoCtyMtgs.html

- EAP Services (Blue Cross) 24/7 referral. Students have four no cost session through the EAP pertaining to psychological issue or need (1 800-999-7222)

**ANNUAL DISCLOSURE OF CRIME STATISTICS**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities to disclose information about crime on and around their campuses.

Crime statistics for three years are published in the annual security report by October 1st of each year and submitted annually to the U.S. Department of Education. Crimes are reported in the following seven major categories:

**Definitions of Reportable Crimes**

**Murder/Manslaughter** – defined as the willful killing of one human being by another.

**Negligent Manslaughter** – is defined as the killing of another person through gross negligence.

**Forcible sex offenses** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Includes:

A. **Rape** — The 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.

B. **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 or because of his/her temporary or permanent mental incapacity.

C. **Incest** — Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. **Statutory Rape** — Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Domestic violence** – is a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) or,
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** – is violence committed by a person:
- who is or has been in a social relationship or a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - the length of the relationship;
  - the type of relationship; and
  - the frequency of interaction between the persons involved in the relationship.

**Stalking** – is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

**Robbery** – is defined as taking or attempting to take anything of value from the car, 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** – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

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

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

**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.

**Hate Crimes** – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

- **Larceny/Theft**—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

- **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.

- **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.
• **Destruction/Damage/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.

*CATEGORIES OF PREJUDICE:*

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**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.

**National Origin** - involves treating people unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). This can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group.

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Gender Identity** - refers to a person’s gender self-identity, expression and/or appearance, whether or not associated with a person’s sex at birth.

**Ethnicity/national origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

**Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
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There were no hate Crimes reported in 2011, 2012, or 2013 (Hate Crimes include Larceny, Theft, Simple Assault, Intimidation and Destruction/damage/vandalism of property.)
Important Emergency Phone Numbers and Other Contact Information

Emergency Services

Vallejo Police/Fire/Ambulance

EMERGENCY .......................... 911, dial 9911 from any campus phone

Note: dialing 911 from your cell phone will contact the California Highway Patrol

Non-emergency ..............................(707) 552-3285

General information ..........................(707) 648-4321

Campus Security

EMERGENCY ................................(707) 638-5804

Non-emergency 24-hour on-call services ..................(707) 551-6034 pager

Facilities Operations and Management

Business hours .................................. M-Th 8:00AM – 5PM;
................................................. F 8:00 AM – 3:00 PM

After hours, weekends, holidays ..........................(707) 551-6034

Health Resources

Student Health Services

Non Emergency ..............................(707) 638-5220

Student Health Center Director’s cell ......................(707) 373-8690

Local Hospitals

Sutter Solano Medical Center ..............................(707) 554-4444
300 Hospital Drive, Vallejo, CA 94589

Kaiser Permanente ..............................(707) 651-1000
800 Sereno Drive, Vallejo CA 94589
Sexual Assault Response Team available

NorthBay Medical Center ..............................(707) 646-5000
1200 B. Gale Wilson Blvd., Fairfield, CA 94533
Sexual Assault Response Team available
Touro Counseling and Human Development .......................(707) 638-5822
Wilderman Hall, Room 209

Solano County Resources

SafeQuest .............................................................................(866) 4UR-SAFE (487-7233)
Sexual Assault and Domestic Violence advocacy and support

Rape Crisis Hotline ...............................................................(707) 644-7273
341 Lamont Court, Vallejo, CA 94591

http://www.co.solano.ca.us/depts/fvp/community_resources/solano_county_resources.asp

National Sexual Assault Hot Line ...........................................1(800) 656-4673

National Domestic Violence Hotline .....................................1(800) 799-SAFE (7233)

Additional Resources

Coordinator of Alcohol and Other Drug Education ..........(707) 638-5822

Student Conduct and Professionalism ..............................(707) 638-5883

Associate Dean of Student Services .................................(707) 638-5883

Dean of Student Services ..................................................(707) 638-5226

Student Activities ................................................................(707) 638-5254

Graduate/Professional School Deans:

College of Osteopathic Medicine .................................(707) 638-5982

College of Pharmacy ......................................................(707) 638-5221

College of Education and Health Sciences ....................(707) 638-5429

Faculty/Employee Assistance Program (EAP) ...................(800) 999-7222

Or, Anthemeap.com,
Password: Touro Students
Or,
Touro Admin

Title IX Coordinator .........................................................(707) 638-5806

Campus Rabbi ......................................................................(707) 638-5507