



## **ANNUAL SECURITY AND FIRE SAFETY REPORT**

**2010**

This report is prepared in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (formerly the Campus Security Act) of 1990. The Act requires colleges and universities to annually distribute information about its Campus Public Safety procedures and crime statistics to the Department of Education, as well as to the institution's current and prospective students, parents, and employees. This report is available to university personnel and students via the university's Intranet. Information on how to request a copy of the report is also available to the general public via the university's website.

### **Campus Public Safety Department**

Campus Public Safety employs one full-time Director, two full-time Shift Supervisors, four full-time Patrol Officers, one part-time Patrol Officer as well as numerous part-time student employees. Campus Public Safety assists in preserving public peace and order, and protects all university personnel, students and property from crime and safety hazards. Specific services include but not limited to escort, lock and unlock of buildings and rooms, parking enforcement, dissemination of safety-related information, hazard surveillance checks, and patrol services for the campus and off campus student housing. Campus Public Safety reports to the Vice President of Business Finance.

Campus Public Safety personnel are on duty 24 hours a day, seven days a week. The arrest authority of the Campus Public Safety officer is the same as private citizens as specified in the California State Penal Code. Campus Public Safety transfers all criminal matters to the Costa Mesa Police Department. All officers receive professional training, are PC832 Post Certified, and register with the Bureau of Security and Investigative Services.

Campus buildings are monitored by hard key system, and fire alarms. Access to buildings is limited to students, escorted guests, and employees of Vanguard University. The campus is maintained by Facility Services and patrolled by Campus Public Safety. The officers routinely monitor the lighting of the campus, fire systems, and landscaping. To ensure proper operation of these systems and prevent unsafe conditions on campus, deficiencies are promptly reported for repairs.

Campus Public Safety may be reached by dialing ext. 6799 from a campus phone or (714) 966-6799. In the event of an emergency, university students and personnel should call 911 (first dial 9 for outside line), and then call Campus Public Safety for assistance. Contact can be made with Campus Public Safety from off campus by dialing (714) 966-6799. Campus Public Safety Office is located in the Needham Office Complex. Campus Public Safety posts warnings of crimes committed on and off campus that may impact the safety of students and employees. These warnings are for the purpose of helping students and employees to be aware of their surroundings and personal safety. These warnings are posted through the university email system, on bulletin boards, and the university electronic bulletin board.

## **Cooperation with Local Law Enforcement**

VUSC aggressively pursues appropriate action against any person who attempts to commit a crime or other inappropriate action on the campus. To this end, university students and personnel are strongly encouraged to promptly report all suspicious and criminal activity to Campus Public Safety. If preferred, university students and personnel may report crimes on a voluntary, confidential basis by contacting any Student Life Staff member or university administrator. In addition, the university encourages university personnel serving in a pastoral or professional counseling role to inform the person being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

The university enjoys a positive, open relationship with local law enforcement officials and has requested that information regarding any criminal activity involving university students be communicated to the university. To comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, we collect statistics from local law enforcement agencies for reportable crimes which occur on public property adjacent to Vanguard University property and off-site class locations. Campus Public Safety personnel notify the Costa Mesa Police Department or other law enforcement agencies as appropriate to comply with the Kristin Smart Campus Public Safety Act of 1998.

## **Residential Facilities**

VUSC currently has seven residential buildings. Resident Assistants operating under the supervision of five Residence Directors staff these buildings. The Student Handbook outlines regulations concerning guests in the residential facilities and VUSC's right-to-enter policy. Students have floor meetings and discuss safety and security policies concerning fire alarms, earthquake procedures, alcohol, drugs, sexual harassment and sexual assault. Campus Public Safety personnel routinely monitor the residence facilities for safety and security purposes. VUSC has one off-campus student housing complex. VUSC does not have off-campus student organization run housing.

## **Drug and Alcohol Policy**

VUSC has established a drug and alcohol abuse policy and program according to the Drug Free Schools and Communities Act of 1989 (PL 101-226). VUSC has a tradition of students and employees acting responsibly and refraining from actions that are damaging to themselves, to others, or to the institution. The university prohibits all students from the possession, use, and sale of alcoholic beverages regardless of age. In addition, the possession, use, and sale of illegal drugs are strictly forbidden. The university complies with all Federal and State drug laws. All students, the parents of minor students, and employees are furnished with a copy of the university's drug and alcohol policy each year.

## **Weapons**

All weapons described in 653K, 12020, 626.9, and 626.10 of the California Penal Code and other items deemed dangerous to the safety of the community are not allowed on campus.

## **Sexual Assault**

The university is concerned about any allegations of sexual assault and, therefore, strongly encourages any person who has experienced such a violation to report the situation immediately to a Residence Director, Director of Counseling Services, or the VP for Student Affairs who will take action to ensure that appropriate medical and counseling services are provided. Sexual assault is defined as rape, acquaintance rape, and other sex offenses,

forcible or non-forcible. Victims of sexual assault should attempt to preserve evidence that may be necessary to the proof of criminal sexual assault.

Complaints of sexual assault can be resolved in the same manner as sexual harassment outlined in the Student Handbook. In accordance with federal regulations regarding disciplinary resolutions of sexual assault cases, both the accuser and the accused are entitled to the same opportunities to have others present during disciplinary hearings and to be informed of the outcome. However, the university will report and cooperate with the appropriate law enforcement authorities that have the right and responsibility to act in response to law violations committed on the university premises and/or by a member of the university community. The university reports complaints of sexual assault that involve minors to the appropriate law enforcement authority in accordance with California law. Victims of sexual assault may notify the proper law enforcement authorities themselves or may ask to be assisted by campus authorities in notifying such authorities. The University notifies student victims of sexual assault of any reasonably available options in changing their academic or living situations if so requested.

In accordance with the Campus Sex Crimes Prevention Act, Vanguard University has established a public notification policy. This policy is available in the Student Handbook or may be viewed on the Campus Public Safety web page [http://www.vanguard.edu/CampusSafety/index.aspx?doc\\_id=2783](http://www.vanguard.edu/CampusSafety/index.aspx?doc_id=2783). All persons who wish to view the registered sex offender information for Costa Mesa should call the police department at 714-754-5079 to schedule an appointment, or visit <http://meganslaw.ca.gov/sexreg.htm> to view the information on-line or <http://www.meganslaw.ca.gov/>

### **Counseling Services**

Vanguard Counseling Center is a psychological counseling program located on the campus of Vanguard University developed to offer services to the students and employees of Vanguard University. Psychological counseling is available at no cost for students and employees. Specific counseling issues include, but are not limited to, interpersonal and sexual concerns, premarital counseling, spiritual concerns, depression, addictions, and eating disorders. Counseling sessions are considered privileged and only the client may authorize the release of information revealed during these sessions. Crime information that the university is required to include in the Annual Security Report which the client reveals during counseling sessions is forwarded as numbers only, name and other privileged information is considered confidential.

People seeking the services of Vanguard Counseling Center may call the University at 714-556-3610 and ask for the Counseling Center or they can call 714-668-6139. If they are on campus they can call extensions ext. 6139 or ext. 5256.

### **Resources for Victims of Sexual Offenses**

Vanguard Counseling Center	714-668-5256
Rape Crisis Hotline	714-836-7400 or 949-831-9110

### **Timely Warning Policy**

In the event that a situation arises, either on campus or off campus, that in the judgment of the Director of Campus Public Safety constitutes a continuing threat to the community, a campus wide “Timely Warning” will be issued. The warning will be issued through the university email to students, faculty, staff, and posted on bulletin boards and at all resident hall’s entrances if deemed necessary. If the Director of Campus Public Safety is not available the on duty officer may issue the warning in a timely manner under the direction of the VPBF, VPSA or Provost.

Depending on the nature of the crime for which the Timely Warning is issued, the notice may be posted on the campus web page at <http://www.vanguard.edu> with a link to Campus Public Safety. The electronic bulletin

board is immediately accessible by computer by all faculty, staff, and students. Anyone with information warranting the issue of a timely warning should report the circumstances to the Campus Public Safety personnel at the Campus Public Safety office located in the Needham Chapel complex.

## **Crime Statistics**

Although VUSC does not suffer a large amount of crime, crimes have occurred on or near the campus. The university collects and publishes crime statistics in accordance with the requirements of the Jeanne Clery Act. The statistics are reviewed and the report prepared by the Vice President for Business Finance and the Director of Campus Public Safety.

The collection of statistics includes university personnel who have significant responsibility for student and campus activities including non-professional counselors, athletic directors, faculty advisors, team coaches, residence-life personnel, and other student affairs staff. The report is distributed via email to all university students and personnel, and a link is created on the university's website to aid prospective students, parents, and employees to request a copy.

The following pages contain a list of crimes and disciplinary referrals that have been committed on or near the campus as reported to university officials for the past three years.

## **Emergency Response and Evacuation Procedures**

The Campus Public Safety department has developed emergency response guides available to all members of the university on the Campus Public Safety *Emergency Preparedness* webpage. Staff can access the emergency response guides on the shared drive, under community folder, in the emergency preparedness file (S:\Community\Emergency Preparedness\Emergency Response Guides)

### **Building Evacuation Procedures**

- The following building evacuation procedures when an alarm is sounded or campus officials give an evacuation order.
- Be aware of all the marked exits from your building and refer to the emergency evacuation procedures posted near the entrance/exits and elevators.
- The evacuation alarm is a loud horn, and is the only audible alarm system used on this campus. Every alarm should be treated as an emergency.
- To activate the building alarm system, break or remove the protective cover on one of the red fire alarm boxes located in the hallway, and pull the handle.
- When the building evacuation alarm is sounded or when you are ordered to leave, take your belongings and walk quickly to the nearest marked exit and calmly ask others to do the same.
- Assist the disabled with exiting the building and remember that elevators are reserved for their use. If elevators are not operating, assist the disabled to the nearest stairway and use the emergency sled. If the disabled person is in a wheelchair and the elevator is not available, an able-bodied person should stay with the wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel of the exact location of the wheelchair user.
- Resident Assistants and/or campus officials will assist in evacuation of all building occupants.
- Outside, proceed to a clear area that is at least 150 feet away from the affected building. Keep walkways clear for emergency personnel and vehicles.
- Proceed to your building's evacuee staging area so that officials can verify all occupants are safe.
- Do not return to a building until Campus Public Safety tell you to do so even if the alarm has ceased.

## Missing Student Notification

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

1. Contact Campus Public Safety and report that the student might be missing.
2. Campus Public Safety will then:
  - a. Initiate an investigation to determine the validity of the missing person report.
  - b. Contact the Director of Resident Life for on campus students to make a determination as to the status of the missing student.
3. If the student is determined to be missing, Campus Public Safety will:
  - a. Notify the individual identified by the missing student as their emergency contact within 24 hours of making the determination.
  - b. If the missing student is under the age of 18 years of age, notify the parent(s)/guardian as contained in the records of the university within 24 hours of making the determination.
  - c. Notify the Costa Mesa Police Department within 24 hours of making the determination.
  - d. Notify the Vice President of Student Affairs who will initiate whatever action they deem appropriate under the circumstances in the best interest of the missing student.

### THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT

Vanguard University  
55 Fair DR. Costa Mesa, CA 92626

CATEGORY	VENUE	2008	2009	2010
<b>CRIMINAL HOMICIDE:</b> Murder and Non-Negligent Manslaughter	▪ On Campus***	0	0	0
	▪ In dormitories or other residential buildings	0	0	0
	▪ In or on a noncampus building or property	0	0	0
	▪ On public property	0	0	0
Negligent Manslaughter	▪ On Campus***	0	0	0
	▪ In dormitories or other residential buildings	0	0	0
	▪ In or on a noncampus building or property	0	0	0
	▪ On public property	0	0	0
<b>SEX OFFENSES:</b> Forcible	▪ On Campus***	0	0	0
	▪ In dormitories or other residential buildings	0	0	0
	▪ In or on a noncampus building or property	0	0	0
	▪ On public property	0	0	0
Nonforcible	▪ On Campus***	0	0	0
	▪ In dormitories or other residential buildings	0	0	0
	▪ In or on a noncampus building or property	0	0	0
	▪ On public property	0	0	0
<b>ROBBERY</b>	▪ On Campus***	0	0	0
	▪ In dormitories or other residential buildings	0	0	0
	▪ In or on a noncampus building or property	0	0	0
	▪ On public property	0	0	0
<b>AGGRAVATED ASSAULT</b>	▪ On Campus***	0	0	0
	▪ In dormitories or other residential buildings	0	0	0
	▪ In or on a noncampus building or property	0	0	0
	▪ On public property	0	0	0
<b>BURGLARY</b>	▪ On Campus***	14	9	7
	▪ In dormitories or other residential buildings	9	2	4
	▪ In or on a noncampus building or property	0	0	0
	▪ On public property	0	0	0
<b>ARSON</b>	▪ On Campus***	0	0	0





Sex Offenses: Forcible	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Sex Offenses: Nonforcible	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Robbery	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Aggravated Assault	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Burglary	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Arson	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Motor Vehicle Theft	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Other Crimes Involving Bodily Injury	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0
Other Hate Crimes	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0

Key to Location: OC= On Campus RF= Residence Facilities NC= Non Campus PP= Public Property

## ANNUAL FIRE SAFETY REPORT

### Definition of a fire:

*Any instances of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

**Fire Safety System for Laguna Hall:** Smoke Detector System

**Fire Safety System for Huntington Hall:** Smoke Detector and Automatic Fire Suppression System

**Fire Safety System for Balboa Hall:** Smoke Detector and Automatic Fire Suppression System

**Fire Safety System for Newport Hall:** Smoke Detector and Automatic Fire Suppression System

**Fire Safety System for Catalina Hall:** Smoke Detector and Automatic Fire Suppression System

**Fire Safety System for Vanguard Center:** Smoke Detector System

### Fire Drills for 2010:

Each student housing facility conducted two fire drills in 2010. The university schedules a fire drill for each building at the beginning of the Fall Semester and the Spring Semester.

### Vanguard University's policies and rules for electrical appliances, smoking and open flames in student housing facilities:

- Student Handbook 2010-2011
- Fire Prevention Program

### Procedures for students housing evacuation:

- The following building evacuation procedures when an alarm is sounded or campus officials give an evacuation order.
- Be aware of all the marked exits from your building and refer to the emergency evacuation procedures posted near the entrance/exits and elevators.
- The evacuation alarm is a loud horn, and is the only audible alarm system used on this campus. Every alarm should be treated as an emergency.

- To activate the building alarm system, break or remove the protective cover on one of the red fire alarm boxes located in the hallway, and pull the handle.
- When the building evacuation alarm is sounded or when you are ordered to leave, take your belongings and walk quickly to the nearest marked exit and calmly ask others to do the same.
- Assist the disabled with exiting the building and remember that elevators are reserved for their use. If elevators are not operating, assist the disabled to the nearest stairway and use the emergency sled. If the disabled person is in a wheelchair and the elevator is not available, an able-bodied person should stay with the wheelchair user in the platform area of the stairwell while a second person notifies emergency personnel of the exact location of the wheelchair user.
- Resident Assistants and/or campus officials will assist in evacuation of all building occupants.
- Outside, proceed to a clear area that is at least 150 feet away from the affected building. Keep walkways clear for emergency personnel and vehicles.
- Proceed to your building's evacuee staging area so that officials can verify all occupants are safe.
- Do not return to a building until Campus Public Safety tell you to do so even if the alarm has ceased.

**Policies for fire safety education and training programs for students, faculty and staff:**

- Student Handbook 2010-2011
- Vanguard University Fire Prevention Program

**A list of the titles of each person or organization to which individuals should report that a fire has occurred:**

- Campus Public Safety
  - 714-966-6799
- Facility Services
  - 714-556-3610 ext. 4600
- Costa Mesa Fire Department
  - Emergency 911
  - Non-Emergency 714-754-6106

**Plans for future improvements in fire safety, as determined by the institution:**

Future improvements to the campus housing fire and life safety systems will be addressed as needed.

## Fire Log/Statistics for 2010

### Vanguard University of Southern California

Vanguard University experienced **no** fires for 2010.

<b>Laguna Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Huntington Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Balboa Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Newport Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Catalina Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Vanguard Center</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

**Unintentional Fires:** Cooking-Smoking Materials-Open Flames-Electrical-Heating Equipment-Hazardous Products-Machinery/Industrial-Natural-Other.

## Fire Log/Statistics for 2009

### Vanguard University of Southern California

Vanguard University experienced **no** fires for 2009.

<b>Laguna Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Huntington Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Balboa Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Newport Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Catalina Hall</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

<b>Vanguard Center</b>							
Cause: <i>Unintentional</i> <i>Intentional</i> <i>Undetermined</i>	Nature of the Fire	Date the Fire Occurred	Time of Day the Fire Occurred	General Location of the Fire	Number of Deaths	Number of Injuries	Value of Property Damage

**Unintentional Fires:** Cooking-Smoking Materials-Open Flames-Electrical-Heating Equipment-Hazardous Products-Machinery/Industrial-Natural-Other.