

# Biola University

*Department of Campus Safety*

## 2015 Annual Security and Fire Safety Report

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*Includes crime and fire statistics for calendar years 2012, 2013, and 2014*

**La Mirada Campus**

13800 Biola Ave., La Mirada, CA 90639

**October 2015**

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## Overview

We advise community members of Biola University to use this report as a means of educating themselves in safe practices on and off-campus. This Annual Security and Fire Safety Report is prepared annually by the Department of Campus Safety. It includes crime and fire safety data, along with policies pertaining to campus safety, crime, and fire safety. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Department of Campus Safety, the Los Angeles County Sheriff's Department, and non-police officials identified by Federal Law as Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

This data is reported to the United States Department of Education via an annual web-based data collection. This Annual Report is published prior to October 1st of each year and distributed to all students and employees of Biola University via the Campus Safety website:

[www.biola.edu/campussafety](http://www.biola.edu/campussafety)

Current students and employees will be notified via Biola University email of the Annual Security and Fire Safety Report's publication. This Annual Report is also available to prospective students and prospective employees via the Campus Safety website. To obtain a written copy of the report, please contact the Campus Safety office at (562) 903-4877.

## Law Enforcement on Campus

The Department of Campus Safety is responsible for law enforcement, public safety, and emergency response at Biola University. The department is staffed with professional campus officers, skilled administrative personnel, and a dedicated cadre of student employees. The Department of Campus Safety maintains a strong working relationship with state and local police agencies, including the Los Angeles County Sheriff's Department.

Campus Safety Officers receive extensive training in criminal law and procedure, criminal investigations, evidence collection, traffic management and enforcement, arrest and control tactics, emergency response procedures, First Aid/ CPR/AED, and a variety of other related topics. Officers also participate in continual in-service training to maintain state compliance with current statutory law. All officers must complete California Penal Code 832 training as well as certification in the use of the Taser X-26, ASP Baton, and Oleoresin Capsicum Spray (pepper spray). All of these devices are deployed for the protection of students, staff, visitors, and officers.

Campus Safety has several armed personnel who participate in the departments initial and ongoing sponsored firearms training as well as other applicable training and qualifications required by the State of California.

The patrol jurisdiction of Campus Safety officers is limited to any buildings or properties owned or controlled by Biola University. Campus Safety Officers are empowered to arrest individuals for all crimes committed on Biola property under authority of a Memorandum of Understanding (MOU) with the Los Angeles County Sheriff. The MOU is granted under the authority of Penal Code Section 830.7 and grants all powers of arrest under Penal Code Section 836. All arrestees are turned over to the Los Angeles County Sheriff's Department (LASD) for appropriate processing. Campus Safety personnel may complete and conduct selected criminal investigations on Biola property. All follow-up criminal investigations are completed by the LASD. Per a memorandum of understanding with LASD regarding the investigation of criminal incidents, serious or major crimes occurring on Biola property are investigated by the LASD. Crime statistics for Biola University may be found at [www.biola.edu/offices/campus\\_safety/report/stats/biola/](http://www.biola.edu/offices/campus_safety/report/stats/biola/). Prompt reporting to the Department of Campus Safety helps ensure that Campus Safety can review these reports for the purpose of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary. These statistics are in compliance with the Department of Education's Student Right to Know Act.

The Campus Safety Department conducts administrative investigations involving University rules and regulations. These investigations may involve students, staff, and visitors on Biola property. Appropriate referrals necessitating further review and action may be made to Student Development, Human Resources, or other administrative staff.

The Campus Safety Department may investigate traffic collisions occurring on campus. Officers and Student Cadets conduct parking enforcement on campus property and issue citations. Parking citations given to student or staff personnel must be paid in a timely manner. Procedures for the collection of fees may be reviewed at the Campus Safety Department. Officers may also issue citations for driving violations on campus. These citations may be issued in person, delivered to the involved party via mail, or placed on the vehicle.

To control access to the campus at night and provide visitor parking permits, maps, and other information during the day, Campus Safety has Gatehouses at the entrances to campus on Biola Avenue and La Mirada Boulevard. At night the gate arms are down and allow access to Biola ID cardholders only – all other persons must stop at the Gatehouse to speak with the gate attendant. The Department also operates a full-service Communication Center (which consists of Emergency Dispatch and switchboard) located in Metzger Hall. The center is staffed 24 hours a day by trained operators and dispatchers. The Communications Center also issues visitor parking permits when the gatehouses are closed.

The Department of Campus Safety operates a safety escort service 24 hours a day, 365 days a year. An escort can be obtained by dial '0' from any on campus phone or at (562) 903-6000 from a cell phone. Escorts are provided only within and between Biola-owned properties.

The Department of Campus Safety is the official clearing house for all property lost or found on University property. Found property is retained by Campus Safety for 90 days. All lost or found property, including bikes, are donated to a local charity at the end of the retention period. If you discover an item

of personal property belonging to another or wish to retrieve an item, please contact the University Operator by dialing '0' from any on campus phone or at (562) 903-6000 from a cell phone.

The Department of Campus Safety operates a Communications Center that includes services such as University Operator, Campus Safety Dispatch, alarm monitoring and other communications capabilities. The Communications Center is equipped with a campus-wide digital video surveillance system. We also have an emergency notification system for the purpose of sending an emergency notification via the internet, cell phone, or landline phone connection. Students and employees may access [www.biola.edu/ens](http://www.biola.edu/ens) at any time to update their personal emergency notification info and designate a personal cell phone number to receive text messages sent by Biola University's emergency notification system.

## **Monitoring and Recording of Criminal Activity by Students at Noncampus locations of Recognized Student Organizations**

Biola University does not have any officially recognized student organizations that own or control housing facilities outside of the Biola University core campus.

## **Reporting Crimes**

If you are the victim or witness of a crime or suspicious incident, or if you notice a security problem, notify the Department of Campus Safety immediately by calling (562) 777-4000 (dial 5111 from an on-campus phone). You can also call this number in the event of a police, fire or medical emergency. For non-emergency officer assistance, call the Campus Safety Communications Center at (562) 903-6000 (dial 0 from an on-campus phone). The Communication Center is available 24 hours a day, 7 days a week. For business calls, please contact the Campus Safety Administration Office at (562) 903-4877 (dial 4877 from an on-campus phone). Crimes should be accurately and promptly reported to the Department of Campus Safety or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

There are several telephones located on the exterior of campus buildings that may be used to report emergencies. A blue light is located above these phones for ease of identification.

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, Campus Safety will take the required action, either dispatching an officer or asking the victim to report to Campus Safety to file an incident report. All reported crimes will be investigated by the University and may become a matter of public record. All Campus Safety incident reports involving student conduct are forwarded to the Student Development Office for review and referral to the student conduct process, as appropriate. Campus Safety Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to Student Development. If assistance is required from the LASD or LAFD, Campus Safety will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services.



Victims or witnesses may report crimes on a voluntary, confidential, or anonymous basis to a recognized campus security authority.

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Campus Safety officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the Biola University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where 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.

The Department of Campus Safety encourages pastoral and professional counselors to refer persons they are counseling to report crimes to Campus Safety on a voluntary, confidential, or anonymous basis. Any on-campus crime witnessed by a University student or employee must be reported to the Department of Campus Safety as soon as possible. The Department of Campus Safety is responsible for reporting and follow-up investigation when an incident is reported. All University students, employees, and visitors should exercise responsibility for their own safety while on campus.

## **Crime Log**

Campus Safety keeps statistics and daily crime logs of all crimes reported to the Campus Safety Department. This log includes the date the crime was reported, the nature of the crime, the date and time the crime occurred, the general location of the crime, and the current disposition of the complaint. Updates to the log are made within two business days from when a crime is reported or a change in the disposition of a complaint except when the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information may be temporarily withheld from the log when it would jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

A printed log of all crimes reported to Campus Safety as having occurred within the past 60 days on and around University property is available to the public at the Campus Safety office and on the Campus Safety website at [www.biola.edu/campussafety](http://www.biola.edu/campussafety). A log of crimes reported to Campus Safety prior to the past 60 days will be made available within two business days of the request.

## **Disclosure of Hearing Outcomes**

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is

deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## **Citizen Complaints**

Complaints regarding security personnel should be forwarded to the Chief of Campus Safety. All such complaints will be fully investigated and appropriate corrective action taken.

## **Security and Access to Biola Facilities**

Biola University is a California non-profit (public benefit) corporation under State law and as such, property owned by the entity is “private property.” All persons who enter onto property owned or leased by Biola University should be able to demonstrate a legitimate reason to be present on campus. When practical, University students and employees should accompany their guests or visitors while on campus. Permission to enter onto University property is revocable at any time. Persons not having a legitimate purpose to be on campus may be asked to leave by Campus Safety personnel. All common entrances are posted with trespass warnings. All vehicles parking on campus must display a valid parking permit. Vehicles without permits should stop at one of the entrance Gatehouses to obtain a temporary permit. When the Gatehouses are closed temporary permits may be obtained from Metzger Hall. Temporary permits may also be obtained at the Campus Safety Administration office Monday-Friday 8:00am – 4:30pm.

Exterior doors to the campus residence halls are locked and secured on a 24-hour basis. If a student is locked out of his or her residence hall they should contact Campus Safety at (562) 903-6000 (dial “0” from an on-campus phone). If a student is locked out of his or her residence hall room, the student should check with the R.A. or R.D. of his or her hall prior to contacting Campus Safety. A picture ID will be required and a service fee may be charged for a room unlock. All residents are provided with copies of the community regulations and policies associated with living in the residence halls. These policies are available from either Residence Life, the Auxiliary Services office or can be located on the Biola University website [www.biola.edu/offices/auxiliaryservices/housing](http://www.biola.edu/offices/auxiliaryservices/housing).

The goal of the access control systems is to provide building access outside of normal operating hours while ensuring the safety of faculty, staff, and students. Access control uses a proactive approach to enhance campus security for crime prevention.

Building access is requested by submitting a “Building Access Request” form found under the “Employee Forms” tab on [my.biola.edu](http://my.biola.edu). Requests are processed within two business days. Requests at the start of the semester will take longer and will be processed in the order they are received. All requests are subject to a security review. It is important to note that just because someone works in a specific building, they do not automatically have after-hours access into that building.

The Campus Safety Communications Center in Metzger Hall retains a copy of the University access list, and individuals on the list should contact the Campus Safety Communication Center at (562) 903-6000

for officer assistance with access as needed. However, all requests must be placed according to procedure as Communications Dispatchers do not produce the list and therefore cannot accept any requests related to access. Individuals who have been granted permission to access buildings controlled by card reader use their university ID cards for entrance. The Biola Campus Safety Officers patrol the interior and exterior of all (or some) of the buildings.

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

Biola University maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Campus Safety works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the University community are helpful when they report equipment problems to Campus Safety or to Facilities Management.

## **Emergency Phones**

There are several telephones located on the exterior of campus buildings that may be used to report emergencies. A blue light is located above these phones for ease of identification.

## **Timely Warnings**

The Department of Campus Safety will issue timely warnings for crimes occurring on Biola's main campus as required by the Clery Act, and/or crimes that present a serious or continuing threat to the campus community to aid in the prevention of similar occurrences. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Individuals on campus should notify the Department of Campus Safety of crimes as soon as possible.

The Department of Campus Safety will gather all pertinent information about the nature of the crime from the reporting person and other available sources (these may include, but are not limited to: other witnesses, the University video camera system, the University card access system, and the City of La Mirada Department of Public Safety).

- i. Based on the information available, the Chief of Campus Safety or his designee shall determine whether the crime presents a serious or continuing threat to the campus community. Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:
  - a. Murder/Non-Negligent Manslaughter
  - b. Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Biola University community)

- c. Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- d. Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Chief of Campus Safety, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no longer the opportunity to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- e. Major incidents of Arson

Timely Warnings may be issued for other Clery crimes as determined necessary by the Chief of Campus Safety, or his designee in his absence. Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of Biola University.

- ii. Based on the information available, the Chief of Campus Safety or his designee shall determine the content of the timely warning, the method by which to disseminate the warning to the campus community and will initiate the distribution of the warning. Timely warnings may be issued titled as Crime Alerts, Safety Alerts, or any other title as deemed appropriate by the Chief of Campus Safety or his designee based on the information available.
- iii. Timely Warning Notices will be issued to current students and employees via email blast to all Biola University assigned email accounts. Timely warnings may also be issued using some or all of the following methods of communication: posters, campus newspaper, the main University website, and via announcements through [my.biola.edu](http://my.biola.edu). The content of the timely warning may include but is not limited to the nature of the crime, the area where the crime occurred, a description of the suspect(s), and safety tips. It is the responsibility of the Chief of Campus Safety or his designee to determine whether a crime presents a serious or continuing threat to the campus community and issue a timely warning if necessary.

The Chief of Campus Safety’s designee may include: the Campus Safety Administrative Operations Manager, Deputy Chief, Captain, Lieutenant, Investigator, Emergency Operations Manager, and Campus Safety officers.

## **Emergency Notification**

The purpose of this policy is to establish emergency response and evacuation procedures for Biola University, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of Biola University.

The Emergency Response Team is comprised of representatives from the following Biola University Departments: Information Technology, Student Development, Facilities Management, Finance, Auxiliary Services, Human Resources, Legal Counsel, Student Health Center, University Communications and Marketing, Purchasing, Risk Management, and Campus Safety.

For the purposes of this policy a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees occurring on campus. In the event of an emergency, Biola University will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

An emergency notification is a notification to all Biola University students and employees who have registered their emergency notification information or any subgroup thereof, informing them of a significant emergency or dangerous situation occurring on campus.

For the purposes of this policy Biola University's emergency notification system is Blackboard Connect, provided under contract by Blackboard. This emergency notification system allows authorized University personnel to send an email or text message to cell phone numbers or email addresses of registered students and employees. Authorized personnel may access the Blackboard Connect system for the purpose of sending an emergency notification. If the Blackboard Connect system fails or the University deems it appropriate, in person communication may be used to communicate an emergency.

As used in this policy, authorized Campus Safety personnel are the Chief, Emergency Operations Manager, Deputy Chief, Captain, Lieutenant, Administrative Operations Manager, Investigator, and dispatchers and officers who have been trained in the use of the emergency notification system.

## **Procedures for Designation of Emergency Notification Information**

Students and employees may access [www.biola.edu/ens](http://www.biola.edu/ens) at any time to designate a cell phone number to receive text messages sent by Biola University's emergency notification system. A designation will remain in effect until changed or revoked by the student or employee. This information will be maintained confidentially and will be accessible only to authorized University officials, and will not be disclosed except to law enforcement personnel as necessary during an emergency or the investigation of a crime. All current students and employees are automatically registered to receive email messages sent by the emergency notification system.

## **Official Emergency Notification Procedures**

Any individual on campus who has information about an emergency or dangerous situation that may affect the Biola University campus must notify the Department of Campus Safety as soon as possible.

- i. The Department of Campus Safety will gather all essential information about the nature of the emergency or disaster from the reporting person and other available sources (these may include, but are not limited to: other witnesses, the University video camera system, the City of La Mirada Department of Public Safety, and the United States Geological Survey). Appropriate University staff (including but not limited to members of the Emergency Response Team) may be notified to aid in gathering information to determine the nature and scope of the emergency or disaster.
- ii. Based on the information available, authorized Campus Safety personnel shall confirm whether a significant emergency or dangerous situation exists.
- iii. Based on the information available, authorized Campus Safety personnel shall without delay, and taking into account the safety of the Biola University community, determine the content of the emergency notification and initiate the emergency notification system, unless, in the professional judgment of responsible authorities, issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
  - a. Authorized Campus Safety personnel shall determine the appropriate segment(s) of campus to receive an emergency notification regarding the emergency or dangerous situation, if the threat is limited to a particular building or segment of the population. Appropriate segments of campus include students or any subset thereof, or staff/faculty or any subset thereof.
  - b. The content of an emergency notification will be developed by authorized Campus Safety personnel and may include, but is not limited to, the nature of the emergency or dangerous situation, the area of campus affected, instructions on actions to take, or prompts for a response from the recipients.
- iv. As new information becomes available, authorized Campus Safety personnel shall determine the content of and issue emergency notification updates using Blackboard Connect, taking into account the safety of the Biola University community. Once the emergency or disaster has been resolved, authorized Campus Safety personnel shall issue a final update via Blackboard Connect.
- v. The duration of the operation of the emergency notification system shall be determined by authorized Campus Safety personnel.
- vi. University Communications and Marketing (UCM) personnel may post updates to the University's official Facebook, Twitter, Instagram, or Pinterest accounts regarding emergencies or disasters on campus based on information provided by Campus Safety. During emergencies or disasters that significantly impact campus, UCM will post updates to the University's emergency webpage: [emergency.biola.edu](https://emergency.biola.edu).

### **Responsibility for Initiation of the Emergency Notification System**

It is the responsibility of authorized Campus Safety personnel to determine whether an emergency or dangerous situation exists that may affect the Biola University campus and initiate the emergency notification system.

## Dissemination of Information to the Larger Community

In the event of a significant emergency or dangerous situation affecting the Biola University campus, the Department of Campus Safety shall notify the La Mirada Department of Public Safety. Members of the larger community interested in receiving information about emergencies on campus may go to the University's emergency webpage: [emergency.biola.edu](http://emergency.biola.edu).

## Emergency Response and Evacuation Procedures

Biola University maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. The plan is available online at: [www.biola.edu/offices/campus\\_safety/doc/EOPManual.pdf](http://www.biola.edu/offices/campus_safety/doc/EOPManual.pdf).

The main goal of the Biola University Emergency Operations Plan is the preservation of life, protection of property, and the continuity of campus operations. Other objectives include but are not limited to:

- Delegation of responsibility to emergency personnel.
- Coordination of emergency operations with external agencies such as the city of La Mirada Emergency Management Team, the Los Angeles County Sheriff's Department, the Los Angeles County Fire Department, and other applicable agencies and organizations.

The emergency response and evacuation procedures are tested at least twice each year. Students and employees are given information about the locations of the emergency exits in the buildings and are provided with the designated assembly areas for each facility for a short-term building evacuation. The Department of Campus Safety does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, the location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

Biola University conducts building evacuation drills in each residence hall twice a year. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Biola University evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

### If Evacuation is Required:

- Evacuate to a safe area at least 100-200 feet away from the building.
- If possible, go to your designated assembly area.
- The South Campus Recreational Fields shall serve as an assembly area for a campus wide evacuation.
- As you evacuate your area, assist others.

- Upon evacuating, wait for instructions from Campus Safety or other authorized personnel or for the situation to return to normal.
- iii. Planned and unannounced evacuation drills of all campus residence halls conducted at least once during each of the Fall, Spring, and Summer terms.

### **Testing of Emergency Response and Evacuation Procedures**

Tests of the University's emergency response and evacuation procedures may be either announced or unannounced and may include:

- i. At least one annual test message sent using the University's emergency notification system. This may be done in conjunction with other exercises, such as the annual emergency response drill. Emergency response and evacuation procedures will be publicized in conjunction with this test.
- ii. An annual emergency response exercise involving the University's Emergency Response Team. This exercise may include scenarios involving students, staff members, and outside agencies, evacuation drills of campus building, a test of the University's emergency notification system, or other activities. The University's emergency response and evacuation procedures shall be publicized in conjunction with an annual test (exercise and drill).
- iii. Other tests as decided by the Department of Campus Safety.

The description of each test exercise, the date and time it took place, and whether it was announced or unannounced will be documented by the Department of Campus Safety.



## **Safety Escort Service**

The Department of Campus Safety operates a safety escort service 24 hours a day, 365 days a year. An escort can be obtained by dial '0' from any on campus phone or at (562) 903-6000 from a cell phone. Escorts are provided only within and between Biola-owned properties.

## **Crime Prevention & Security Awareness Programs**

The Department of Campus Safety's crime prevention and security awareness programs exist to eliminate criminal opportunities and encourage students and employees of the University to be responsible for their own security and that of others.

Crime Prevention Programs on personal safety and theft prevention are conducted by the Department of Campus Safety throughout the year. The programs are presented each semester during new student orientation and evacuation drills. Campus Safety conducts annual training for Resident Directors and Resident Assistants.

Crime Prevention Training is also offered annually at all-staff training seminars, faculty conference and to individual departments. All new faculty members receive training when hired. Crime prevention information can be found online at [www.biola.edu/offices/campus\\_safety/prevention/](http://www.biola.edu/offices/campus_safety/prevention/) and prevention videos can be found at [www.biola.edu/offices/campus\\_safety/](http://www.biola.edu/offices/campus_safety/).

Speakers are available to give security awareness presentations to your group or department about sexual assault, bystander intervention, theft prevention, violent crimes, domestic and dating violence, alcohol and drugs, personal safety, emergency preparedness, and other safety topics.

The institution held 8 crime prevention and security awareness programs during the 2014-2015 academic year.

## **Security Survey**

The Department of Campus Safety will conduct a building security survey upon request.

## **Printed Materials**

Crime Prevention brochures and other printed materials are available in the Campus Safety Administration Office and online at [www.biola.edu/offices/campus\\_safety/](http://www.biola.edu/offices/campus_safety/). These materials give safety tips and recommended procedures to help students and employees be responsible for their own security and the security of others.

## **Alarm Systems**

Almost all campus buildings have fire alarms that are monitored by Campus Safety personnel and maintained by Facilities Management. There are several security and panic alarm systems that are monitored and responded to by Campus Safety personnel and maintained by the Telecommunications Department.

## **Rape Aggression Defense (RAD)**

Rape Aggression Defense System (RAD) is a program of realistic, self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, and progresses on to basic hands-on defense training.

Participation in RAD is limited to females. RAD is offered to students as a Physical Education course and to employees through Human Resources training courses. Students interested in the course may enroll during Registration at the beginning of the fall and spring semesters, employees may sign up for courses with Human Resources as they become available.

## **Missing Students**

The purpose of this policy is to establish procedures for Biola University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing.

For purposes of this policy, a student may be considered to be a "missing student" if the student's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student's welfare.

## **Procedures for Designation of a Confidential Contact**

Students may provide a confidential contact to be notified within 24 hours if they are ever determined to be missing. The confidential contact information may be provided when filling out the Housing application. To update confidential contact information at any other time, students may contact the Housing Office. This information will be maintained confidentially and will be accessible only to authorized University Officials, and will not be disclosed except to law enforcement personnel as necessary for a missing student investigation.

Undergraduate Housing may be contacted at (562) 944-0351, x5838 or [undergrad.housing@biola.edu](mailto:undergrad.housing@biola.edu).

Graduate Housing may be contacted at (562) 944-3051, x5814 or [grad.housing@biola.edu](mailto:grad.housing@biola.edu).

In the event a student who is under the age of 18 and is not legally emancipated is determined to be missing pursuant to the procedures set forth below, the University is required to notify a custodial parent or guardian, in addition to the student's designated confidential contact, no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

## Official Notification Procedures for Missing Residential Students

Any individual on campus who has information that a residential student may be a missing student must notify the Department of Campus Safety as soon as possible by calling (562) 777-4000 (dial 5111 from an on-campus phone).

**Note:** When a non-resident and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Department of Campus Safety will assist external authorities with these investigations as requested.

The Department of Campus Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate University staff (including but not limited to Residence Life, Facilities Management, Auxiliary Services, and Information Technology staff) will be notified to aid in the search for the student.

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), no later than 24 hours after the Department of Campus Safety determines that a residential student is missing:

- Regardless of whether the student has identified a confidential contact person, is above the age of 18, or is an emancipated minor the Chief of Campus Safety or his designee shall contact the appropriate local law enforcement agency to report the student as a missing person (unless the local law enforcement agency was the entity that made the determination that the student is missing) and the local law enforcement agency will take charge of the investigation; and
- The Dean of Students or his designee shall work in conjunction with the Chief of Campus Safety or his designee to notify the confidential contact (for students 18 and over) or the confidential contact and the parent/guardian (for students under the age of 18 who are not emancipated) that the student is believed to be missing.

## Campus Communications about Missing Students

All communications with outside media regarding missing students will be handled by Biola University's Media Relations Department in consultation with the Chief of Campus Safety and the Dean of Students or their designees.

All information provided to any individual or department at the University about a missing student shall be referred to the Department of Campus Safety without delay. The Department of Campus Safety shall gather all the necessary information and refer such information to the appropriate law enforcement authorities.

## **Drugs and Alcohol**

The purpose of this policy is to ensure a safe environment that is consistent with the mission of the University and its goal to foster an alcohol-and drug-free environment. The use, sale, possession or distribution of alcoholic beverages and/or illegal substances by students of Biola is prohibited and violates this policy as well as the University's standard of conduct. Biola University is operating in conformity with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-336) and Drug-Free Workplace Act of 1988.

## **Who Needs to Know this Policy**

All Biola University senior management, students, prospective, employees, and prospective employees

## **Publications that Include Drug and Alcohol Abuse Prevention Policy**

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

The Code of Conduct clearly prohibits the unlawful possession, use, sale or distribution of illicit drugs and alcohol on school property or as part of any school activities. The code of conduct is published in the student and employee handbooks and within the Annual Security Report online at [www.biola.edu/asr](http://www.biola.edu/asr)

This policy statement in regards to legal sanctions, under federal, state, and local law for the unlawful possession, use, sale or distribution of illicit drugs and alcohol is published in the Annual Security Report online at [www.biola.edu/asr](http://www.biola.edu/asr)

The policy statement in regards to disciplinary sanctions imposed on students and employees for standards of conduct violations is published in the student and employee handbooks and in the Annual Security Report online at [www.biola.edu/asr](http://www.biola.edu/asr)

The policy that describes the health risks associated with the use of illicit drugs and abuse of alcohol is published in the Annual Security Report online at [www.biola.edu/asr](http://www.biola.edu/asr)

The policy statement that describes drug or alcohol counseling, treatment, and rehabilitation is published in the Annual Security Report online at [www.biola.edu/asr](http://www.biola.edu/asr)

To such end, by October 1 of each year, Biola University's Drug and Alcohol Prevention Policy shall be provided to students in the Student Handbook online and to employees in the Employee Handbook online. The following protocol will apply to assure that all current and new students, upon enrollment, and all current and new employees, upon hire, are provided an electronic copy of Biola University's Drug and Alcohol Prevention Policy.

- New students are provided with a link to the online Student Handbook in the resources section of the training module that all incoming students are required to complete within the first semester. A link to the online Student Handbook will be distributed to all students via email at least annually.
- For employees Human Resources shall review the Employee Handbook with each employee when hired and direct them to the electronic version online. A link to the online Employee Handbook will be distributed electronically to all employees via email at least annually.

## **Disclosures that are Published in the Annual Security Report**

### **Prevention and Treatment**

In compliance with the Drug Free Schools and Communities Act, Biola University publishes information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Biola University students and employees. A complete description of these topics, as pertains to students is available online at: [studentlife.biola.edu/student-support/handbook/](http://studentlife.biola.edu/student-support/handbook/).

The University provides services related to alcohol use and abuse including the dissemination of informational materials, counseling services, referrals and college disciplinary actions to students and employees. Programs to further alcohol and drug abuse education and awareness can be seen in these areas as well;

1. Freshman Orientation.
2. Transfer Orientation.
3. Faculty, Staff and student handbooks.

### **Alcoholic Beverages**

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

Students violating this policy whether on or off campus are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures. In addition to the University process, the University will involve local law enforcement officials when appropriate. The Department of Campus Safety has primary responsibility for the enforcement of State underage drinking laws.

### **Alcohol Abuse Health Risks**

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

#### ***Alcohol***

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

### **Substance Abuse Health Risks**

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

#### ***Marijuana***

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

#### ***Cocaine/Crack***

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

#### ***Hallucinogens: PCP, LSD, Ecstasy***

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

### ***Amphetamines: Benzedrine, Dexedrine, Cross-tops, Whites, Uppers***

- Dilated pupils
- Increased accidents
- Diminished reflexes

### ***Methamphetamines: Crank, Crystal***

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

### ***Sedatives/Barbiturates/Tranquilizers: Valium, Xanax, Seconal, Tuinal, Reds, Downers***

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

If you need help or know someone with an alcohol, drug, or substance-related problem, please know that the Counseling Center, the Health Center, our resident directors, deans, faculty, and all other university personnel will provide assistance to those who come forward seeking help. The Counseling Center provides confidential consultations with trained psychologists at extremely low cost, and also makes referrals to outside counseling and treatment services.

### **Contact Information:**

Biola Counseling Center (562) 903-4800  
Student Development (562) 903-4874  
Health Center (562) 903-4841  
Human Resources (562) 903-4757

### **Legal Sanctions – Laws Governing Alcohol**

Illegal use or possession of alcohol is punishable under applicable local, state, and federal law.

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

### **Legal Sanctions – Laws Governing Illegal Substances**

Illegal possession, use, or distribution of illicit drugs is punishable under applicable local, state, and federal law.

- The California Health & Safety Code states that every person who possesses any controlled substance shall be punished by in a county jail for not more than one year, except that such person shall instead be punished pursuant to subdivision (h) of Section 1170 of the Penal Code if that person has one or more prior convictions for an offense specified in clause (iv) of subparagraph (C) of paragraph (2) of subdivision (e) of Section 667 of the Penal Code or for an offense requiring registration pursuant to subdivision (c) of Section 290 of the Penal Code (H & S

11350), and, every person who possesses for sale, or purchases for sale, any controlled substance shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for two, three, or four years(H & S 11351).

- Purchase or possession of marijuana for the purpose of sale, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code (H&S 11359). In addition, It is unlawful to possess an opium pipe or any device, contrivance, instrument, or paraphernalia used for unlawfully injecting or smoking (1) a controlled substance specified in subdivision (b), (c), or (e) or paragraph (1) of subdivision (f) of Section 11054, specified in paragraph (14), (15), or (20) of subdivision (d) of Section 11054, specified in subdivision (b) or (c) of Section 11055, or specified in paragraph (2) of subdivision (d) of Section 11055, or (2) a controlled substance that is a narcotic drug classified in Schedule III, IV, or V. (H & S 11364).
- In addition, the unlawful distribution or possession of a prescribed medication is also prohibited and punishable by imprisonment in the state penitentiary (B & P 4059 & 4060).

### **Biola University Sanctions**

Students violating this policy are subject to disciplinary actions up to and including suspension or dismissal from the University in accordance with university policies and procedures.

Employees found to have violated the tenets of this policy are subject to disciplinary action, up to and including the suspension or termination of employment. A review by Human Resources of the nature of the violation will determine the particular action to be taken.

In addition to the University process, the University will involve local law enforcement officials when appropriate.



## Domestic Violence, Dating Violence, Sexual Assault and Stalking

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

## Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

### Domestic Violence

- A Felony or misdemeanor crime of violence committed—
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition—
  - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - B) Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** is defined as 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.
- **Fondling** is defined as the touching of the private parts of another person for the purposes 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.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

## Stalking

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - A) Fear for the person's safety or the safety of others; or
  - B) Suffer substantial emotional distress.
- ii. For the purposes of this definition—
  - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
  - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## California Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

### Domestic Violence

The state of California defines domestic violence as follows:

"Domestic violence" is abuse perpetrated against any of the following persons:

- (a) A spouse or former spouse.
- (b) A cohabitant or former cohabitant, as defined in Section 6209.
- (c) A person with whom the respondent is having or has had a dating or engagement relationship.
- (d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act (Part 3 (commencing with Section 7600) of Division 12).
- (e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected.
- (f) Any other person related by consanguinity or affinity within the second degree.

### Dating Violence

The state of California does not have a definition of dating violence, however it does include dating or engagement relationships in its definition of domestic violence (see above).

### Sexual Assault

The state of California defines sexual assault as follows:

- (a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.
- (b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery.
- (c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery.
- (d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. (e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery.

## Stalking

The state of California defines stalking as follows:

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.

## Consent

The State of California has adopted an affirmative consent standard in the determination of whether consent was given by both parties to sexual activity.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

In addition, in the evaluation of complaints in any disciplinary process:

1. It shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:
  - a. The accused’s belief in affirmative consent arose from the intoxication or recklessness of the accused.
  - b. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented.
2. It shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:
  - a. The complainant was asleep or unconscious.
  - b. The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
  - c. The complainant was unable to communicate due to a mental or physical condition.

## How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” 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. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911 (if on campus, call Campus Safety at 562-777-4000). 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

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

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 cash 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.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately by calling 911 (if on campus, call Campus Safety at 562-777-4000).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go

with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately** by calling 911 (if on campus, call Campus Safety at 562-777-4000). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

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

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

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that:

- A. Biola University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

- C. Defines what behavior and actions constitute consent to sexual activity in the State of California;
- D. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- E. Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence; and
- F. Provides information regarding:
  - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
  - b. how the University will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights & Options” elsewhere in this document);
  - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights & Options” elsewhere in this document);
  - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights & Options” elsewhere in this document); and
  - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document).

## Primary Prevention and Awareness Programs

These programs include of presentations that include distribution of educational materials to new students, presentation of information and materials during new employee orientation, and ongoing awareness and prevention campaigns for students and employees.

Specifically, the University offered the following **primary prevention and awareness programs** for all **incoming students** in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Campus SaVE	August 28, 2014 – December 13, 2014	Online Module	DoV, DaV, SA & S*

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **primary prevention and awareness programs** for all **new employees** in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Biola 201	March 5, 2014	Metzger Hall	SA
Biola 201	May 28, 2014	Metzger Hall	SA
New Faculty Orientation	August 19, 2014	Metzger Hall	SA
Biola 201	October 2, 2014	Metzger Hall	SA
Biola 201	December 17, 2014	Metzger Hall	SA

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking



## Ongoing Prevention and Awareness Campaigns

The University has developed an annual educational campaign consisting of distribution of educational materials to new students, presentation of information and materials during new employee orientation, and ongoing awareness and prevention campaigns for students and employees

The University offered the following **ongoing awareness and prevention programs** for **students** in 2014:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Which Prohibited Behavior* Covered?</b>
Rape & Aggression Defense	January 3 – January 10, 2014	Chase Gymnasium	DoV, DaV, SA & S
Rape & Aggression Defense	January 31, 2014 – February 21, 2014	Chase Gymnasium	DoV, DaV, SA & S
Rape & Aggression Defense	February 28, 2014 – March 28, 2014	Chase Gymnasium	DoV, DaV, SA & S
Rape & Aggression Defense	April 4, 2014 – May 2, 2014	Chase Gymnasium	DoV, DaV, SA & S
Rape & Aggression Defense	May 28, 2014 - June 4, 2014	Chase Gymnasium	DoV, DaV, SA & S
Rape & Aggression Defense	August 29, 2014 - September 19, 2014	Chase Gymnasium	DoV, DaV, SA & S
Rape & Aggression Defense	September 26, 2014 - October 24, 2014	Chase Gymnasium	DoV, DaV, SA&S
Rape & Aggression Defense	October 31, 2014 – November 21, 2014	Chase Gymnasium	DoV, DaV, SA & S
Weaponless Self Defense	March 31, 2014 – December 19, 2014	Varsity Soccer Field	DoV, DaV, SA & S

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following ongoing awareness and prevention programs for employees in 2014:

<b>Name of Program</b>	<b>Date Held</b>	<b>Location Held</b>	<b>Which Prohibited Behavior* Covered?</b>
Resident Assistant Training	August 18, 2014	Business Building	DoV, DaV, SA & S
Spiritual Director Training	August 18, 2014	Business Building	DoV, DaV, SA & S
Officer/RD Training	August 20, 2014	Cafe' Banquet Room	DoV, DaV, SA & S
Campus Safety Student Worker In-Service Training	August 21, 2014	Business Building	DoV, DaV, SA & S

\*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

## **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at Whittier Presbyterian Hospital, which is located at 12401 Washington Blvd, Whittier, CA 90602, or other medical facility. Whittier Presbyterian Hospital is open 24 hour and their telephone number is (562) 698-0811. In California, evidence may be collected even if you chose not to make a report to law enforcement.<sup>1</sup> It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

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<sup>1</sup> Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

## Involvement of Law Enforcement and Campus Authorities

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the University Campus Safety department will assist any victim with notifying law enforcement if the victim so desires. The Los Angeles County Sheriff's Department may also be reached directly by calling 562-863-8711 or in person at 12335 Civic Center Drive, Norwalk, CA 90650. Additional information about the Los Angeles County Sheriff's Department may be found online at: <http://sheriff.lacounty.gov/wps/portal/lasd>.

## Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to a Title IX Coordinator (see contact information below) by calling, writing or coming into the office to report in person and Campus Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

### Title IX Senior Coordinator

- **Sr. Director of Human Resources, Ron Mooradian (Senior Title IX Coordinator)**

**Address:** Human Resources, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Metzger Hall)

**Phone:** (562) 903-4757

**E-mail:** [ron.mooradian@biola.edu](mailto:ron.mooradian@biola.edu)

*Note: The Title IX Senior Coordinator maintains authority over the compliance and adjudication of all Title IX complaints. However, depending on the complainant's affiliation with the University, a specific Deputy Title IX Coordinator may oversee the investigation.*

### Title IX Coordinators: Undergraduate Students

- **Associate Dean of Students, Matthew Hooper (Deputy Title IX Coordinator)**

**Address:** Student Development, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Student Services Building)

**Phone:** (562) 903-4874

**E-mail:** [matthew.hooper@biola.edu](mailto:matthew.hooper@biola.edu)

- **Director of Student Care, Katie Powell (Deputy Title IX Coordinator)**

**Address:** Student Development, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Student Services Building)

**Phone:** (562) 903-4874

**E-mail:** [katie.powell@biola.edu](mailto:katie.powell@biola.edu)

### **Title IX Coordinator: Graduate Students**

- **Dr. Tammy Anderson (Deputy Title IX Coordinator)**

**Address:** Rosemead School of Psychology, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Rose Hall)

**Phone:** (562) 903-4867

**E-mail:** [tammy.anderson@biola.edu](mailto:tammy.anderson@biola.edu)

### **Title IX Coordinators: Employees (Faculty & Staff)**

- **Sr. Director of Human Resources, Ron Mooradian (Senior Title IX Coordinator)**

**Address:** Human Resources, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Metzger Hall)

**Phone:** (562) 903-4757

**E-mail:** [ron.mooradian@biola.edu](mailto:ron.mooradian@biola.edu)

- **Assoc. Dir. of Human Resources, Susan Kaneshiro (Deputy Title IX Coordinator)**

**Address:** Human Resources, Biola University, 13800 Biola Avenue, La Mirada, CA 90639, (Metzger Hall)

**Phone:** (562) 903-4757

**E-mail:** [susan.kaneshiro@biola.edu](mailto:susan.kaneshiro@biola.edu)

## **Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported**

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

Students should contact the Student Development Department.

**Address:** Student Development, Biola University, 13800 Biola Avenue, La Mirada, CA 90639,  
(Student Services Building)

**Phone:** (562) 903-4874

Employees should contact the Human Resources Department.

**Address:** Human Resources, Biola University, 13800 Biola Avenue, La Mirada, CA 90639,  
(Metzger Hall)

**Phone:** (562) 903-4757

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow:

Incident Being Reported	Procedure the University Will Follow
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Campus Safety shall work in conjunction with the Health Center, Student Development, and Human Resources to provide complainant with access to medical care</li> <li>2. Campus Safety will assess the immediate safety needs of the complainant and put measures in place</li> <li>3. Campus Safety will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for local police department</li> <li>4. Upon gathering the facts, Campus Safety will assess whether to provide timely warning to other students and employees</li> <li>5. Student Development or Human Resources staff will provide the complainant with referrals to on and off campus mental health providers</li> <li>6. Campus Safety and Student Development or Human Resources will assess the need to implement interim or long term protective measures, such as housing changes, on campus employment changes, changes in class schedule, and a “No Contact” directive between both parties</li> <li>7. Campus Safety, Student Development, or Human Resources will provide the victim with a written explanation of the victim’s rights and options</li> <li>8. Campus Safety will provide a “No trespass” directive to the accused party if deemed appropriate</li> <li>9. Campus Safety will provide written instructions on how to apply for a Protective Order</li> <li>10. The Student Development staff or the Human Resources Department staff will meet with the complainant. The applicable Deputy Title IX Coordinator will provide a copy of the “Procedure for Processing Complaints of Unlawful Discrimination, Including Sexual Harassment and Sexual Assault” to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>11. Student Development or Human Resources will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> <li>12. Campus Safety and Student Development or the Human Resources Department will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based incidents</li> </ol>

<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Campus Safety will assess the immediate safety needs of the complainant and put measures in place</li> <li>2. Campus Safety will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Campus Safety will provide written instructions on how to apply for a Restraining Order</li> <li>4. Campus Safety will provide written information to complainant on how to preserve evidence</li> <li>5. Campus Safety and Student Development or Human Resources will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Campus Safety and Student Development or Human Resources will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Campus Safety will provide a "No trespass" directive to the accused party if deemed appropriate</li> </ol>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Campus Safety will assess the immediate safety needs of the complainant and put measures in place</li> <li>2. Campus Safety will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Campus Safety will provide written instructions on how to apply for a Restraining Order</li> <li>4. Campus Safety will provide written information to complainant on how to preserve evidence</li> <li>5. Campus Safety and Student Development or Human Resources will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Campus Safety and Student Development or Human Resources will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Campus Safety will provide a "No trespass" directive to the accused party if deemed appropriate</li> </ol>

<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Campus Safety will assess the immediate safety needs of the complainant and put measures in place</li> <li>2. Campus Safety will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Campus Safety will provide written instructions on how to apply for a Restraining Order</li> <li>4. Campus Safety will provide written information to complainant on how to preserve evidence</li> <li>5. Campus Safety and Student Development or Human Resources will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Campus Safety and Student Development or Human Resources will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Campus Safety will provide a "No trespass" directive to the accused party if deemed appropriate</li> </ol>
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### **Assistance for Victims: Rights & Options**

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

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action



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

Biola University complies with California law in recognizing restraining orders (see chart below). The University cannot apply for a restraining order for a victim from the applicable jurisdiction(s).

Type Of Order	Rights of Victims	Institution's Responsibilities
Restraining orders	The right to a restraining order	Develop a Safety Action Plan when requested by the victim
Orders of protection	Same as restraining order	Same as restraining order
No contact orders	Same as restraining order	Same as restraining order
Similar lawful orders issued by a criminal, civil, or tribal court	Same as restraining order	Same as restraining order
Orders by the University	The right to request a "no contact" order	Campus Safety and/or Student Development will evaluate and issue a no contact order if necessary.

The victim is required to apply directly for these services with Campus Safety. Restraining orders and other protective orders may be available through the applicable jurisdiction (see chart below).

Type of Order:	Who Can File For One:	Court:	Based On:
<b>Domestic Violence Civil Protection Order (Restraining Order in California)</b>	Family or household members including : <ul style="list-style-type: none"> <li>• Spouses, former spouses</li> <li>• Parent, child, foster parent</li> <li>• People who have kids together</li> <li>• Intimate partners who lived together in the last 5 years</li> <li>• Same sex couples are eligible</li> </ul>	Domestic Relations Court – where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
<b>Stalking Protection Order (Restraining Order in California)</b>	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm

<b>Sexually Oriented Offense Protection Order (Restraining Order in California)</b>	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
<b>Juvenile Protection Order (Restraining Order in California)</b>	Victim of abuse by a person who is under age 18, or the victim's parent or other household member, or other parties the Court approves.	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

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

### **Accommodations and Protective Measures Available for Victims**

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

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

To request changes to academic, living, transportation and/or working situations or protective measures, or to receive assistance in requesting these accommodations a victim should contact Student Development (for students) or Human Resources (for employees).

## On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Biola University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

<b>ON CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact Information</b>
<b>Counseling</b>	Counseling services	Biola Counseling Center	(562) 903-4800
<b>Health</b>	Basic medical services	Biola Health Center	562-903-4841
<b>Mental Health</b>	Counseling services	Biola Health Center	562-903-4841
<b>Victim Advocacy</b>	Victim assistance	Student Development Department	(562) 903-4874
<b>Legal Assistance</b>	No services available	N/A	N/A
<b>Visa and Immigration Assistance</b>	Visa and Immigration assistance	Global Student Service	(562) 777-4008
<b>Student Financial Aid</b>	Assistance with student finances	Financial Aid Department	(562) 903-4752
<b>Law Enforcement Assistance</b>	Assistance in notifying law enforcement	Campus Safety	(562) 903-6000

<b>OFF CAMPUS</b>	<b>Type of Services Available</b>	<b>Service Provider</b>	<b>Contact Information</b>
<b>Counseling</b>	Counseling services	Contact the Biola Counseling Center for a referral	(562) 903-4800
<b>Health</b>	Forensic examination and medical and services	Whittier Presbyterian Hospital	(562) 698-0811
<b>Mental Health</b>	Mental health services	Whittier Presbyterian Hospital	(562) 698-0811
<b>Victim Advocacy</b>	Victim assistance	Rape, Abuse & Incest National Network (RAINN)	(800) 656-4673
<b>Legal Assistance</b>	Legal assistance	Legal Aid Society	(562) 864-9935
<b>Visa and Immigration Assistance</b>	Visa and Immigration assistance	USCIS Immigration Service Center	(800) 656-5283

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> – Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights

## **Confidentiality**

Victims may request that directory information on file with the University be withheld by request to the Registrar. The Biola University Registrar's Office is located in Metzger Hall. The Registrar may be contacted in person or via telephone at (562) 903-4720.

Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

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

## Adjudication of Violations

The university's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the university<sup>2</sup> or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

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<sup>2</sup> Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant.

## Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

### Student Handbook - Discrimination; Sexual Harassment & Assault

(Including Domestic Violence, Dating Violence, and Stalking. Revised August 2015)

#### *1. How to File a Disciplinary Complaint under this Policy*

Any person who believes he/she has been discriminated against, sexually harassed, or subject to domestic violence, dating violence, or stalking involving sexual assault or sexual harassment may file a complaint with the Title IX Coordinator or Deputy Coordinator. All individuals are encouraged to file a timely complaint. The university's ability to investigate and respond effectively may be reduced with the passage of time.

#### *2. How the University Determines Whether This Policy will be used*

Within five (5) working days after the receipt of the complaint, the Title IX Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual misconduct which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct.

If the complaint does not describe the kind of prohibited conduct the university investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

#### *3. Steps in the Disciplinary Process with Anticipated Timelines*

- A. On the Unlawful Discrimination or Sexual Misconduct Complaint, the complainant shall submit a detailed account of the alleged, unlawful discrimination or sexual misconduct and the action the complainant requests to resolve the matter. All written complaints shall, where known, contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged, unlawful discrimination or sexual misconduct. Names, addresses, and phone numbers of witnesses or potential witnesses should also be included, if possible.
- B. Within five (5) working days after the receipt of the complaint, the Title IX Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual misconduct which is prohibited under these procedures and whether the complaint sufficiently describes the facts of the alleged misconduct.

If the complaint does not describe the kind of prohibited conduct the university investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and

the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

- C. Within ten (10) working days of receiving the complaint or amended complaint, the appropriate Title IX Coordinator shall act as investigator or shall appoint one or more investigators to act alone, together, or in conjunction with the Title IX Coordinator to investigate the charges and shall notify the appropriate vice president and the respondent that a written complaint has been received and a formal investigation has begun.

For allegations involving sexual misconduct, the appropriate Title IX Coordinator will determine whether “interim actions” should be taken. This process seeks to assess the need to remove any person from campus deemed an immediate threat or danger to any member of the campus community or to take other temporary actions to protect the safety of the complainant. The university will investigate claims of sexual misconduct even if the complainant does not wish to pursue disciplinary or legal action. Additionally, if the complainant desires to press legal charges, local law enforcement may also conduct a formal investigation.

- D. The investigator(s) shall, within ten (10) working days of the complainant’s referral to the formal complaint process, commence an investigation of the alleged unlawful discrimination or sexual misconduct. The investigator(s) shall meet with the complainant to review:
  - 1. the nature of the complaint, and
  - 2. identify the scope and nature of the investigation.

The investigator(s) shall also meet with the respondent to:

- 1. present a copy of the complaint,
- 2. present a copy of the Title IX policy if needed,
- 3. receive the respondent’s answer to the complaint, and
- 4. review with the respondent the scope and nature of the investigation.

Any written response from the respondent shall be given to the complainant.

- E. The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) may meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigator(s) should speak with, and to request any additional information.
- F. After completion of the investigation, the investigator(s) shall meet with the vice president designated below. The appropriate vice president shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any, in consultation with the Title IX Coordinator involved in the matter.



1. If both parties are students or if both are faculty – Provost/Senior Vice President.
2. If one both parties are administrative staff members – Vice President of Financial and Business Affairs, unless the complainant or respondent is a Financial and Business Affairs employee, in which case the Vice President of University Services.
3. Any case not covered above – Provost/Senior Vice President or other appropriate vice president designated by the Provost.

#### ***4. Decision-Making Process and Standard of Evidence***

- G. Within sixty (60) calendar days of receiving the complaint, the investigation shall be completed and a determination shall be made. A preponderance of evidence standard will be utilized. The Provost or other appropriate vice president shall concurrently forward to the complainant and respondent all of the following:
1. a summary of the investigative report; and
  2. a written notice setting forth:
    - a. the findings of the appropriate vice president as to whether unlawful discrimination, sexual misconduct, domestic violence, dating violence, or stalking did or did not occur with respect to each allegation in the complaint;
    - b. a description of actions taken, if any, to remedy any unlawful discrimination, sexual misconduct, domestic violence, dating violence, or stalking that occurred and to prevent similar problems from occurring in the future;
    - c. the complainant's and respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

#### ***5. Possible Sanctions***

The university may impose any one or more of the following sanctions following the results of a disciplinary procedure for an allegation of sexual assault, domestic violence, dating violence, or stalking:

<b>Sanction Type</b>	<b>Dating Violence</b>	<b>Domestic Violence</b>	<b>Sexual Assault</b>	<b>Stalking</b>
Reprimand/warning				X
Changes to academic schedule	X	X	X	X
Disciplinary probation	X	X		X
Revocation of honors or awards	X	X	X	X
Restriction of access to university facilities or activities	X	X	X	X
Community service	X	X	X	X

No contact orders	X	X	X	X
Changes to housing assignments	X	X	X	X
Restriction or dismissal from university employment	X	X	X	X
Removal from student housing	X	X	X	X
Suspension	X	X	X	X
Expulsion	X	X	X	X

#### ***6. Range of Protective Measures Available to a Victim Alleging Misconduct***

Following an allegation of sexual assault, domestic violence, dating violence or stalking, the protective measures that the university may offer include:

- Moving a student's residence
- Adjusting a student's work schedule for university employment
- Changing a student's academic schedule
- Changing a student's transportation arrangements
- Allowing a student to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support
- Issuing a "no contact" directive
- Issuing a "no trespass" directive
- Written instruction on how to apply for a protective order
- Enforcement of the university's anti-retaliation policy, which prohibits retaliation against a person for complaining of sex-based incidents

### **Employee Handbook - Discrimination & Sexual Harassment (Including Sexual Assault)**

#### ***1. How to File a Disciplinary Complaint Under this Policy***

Any person who believes he/she has been discriminated against, sexually harassed, or sexually assaulted may file a complaint with the Title IX Coordinator or Deputy Coordinator. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged unlawful discriminatory action or sexual harassment, or within 120 days of the complainant learning of the discriminatory action or sexual harassment unless unusual circumstances exist that would extend the time for the filing of such a complaint as determined by the Senior Title IX Coordinator.

#### ***2. How the University Determines Whether This Policy will be Used***

Within five (5) working days after the receipt of the signed complaint, Title IX Deputy Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual

harassment which is prohibited under these procedures, and whether the complaint sufficiently describes the facts of the alleged misconduct.

If the complaint does not describe the kind of prohibited conduct the university investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

### *3. Steps in the Disciplinary Process and Anticipated Timelines*

- A. On the Unlawful Discrimination/Harassment Complaint, the complainant shall describe in detail such alleged unlawful discrimination or sexual harassment and the action the complainant requests to resolve the matter. All written complaints shall be signed and dated by the complainant and, where known, shall contain at least the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged unlawful discrimination or sexual harassment. Names, addresses and phone numbers of witnesses or potential witnesses should also be included, if possible.
- B. Within five (5) working days after the receipt of the signed complaint, Title IX Deputy Coordinator will review the complaint to determine whether it describes the kind of unlawful discrimination or sexual harassment which is prohibited under these procedures, and whether the complaint sufficiently describes the facts of the alleged misconduct.

If the complaint does not describe the kind of prohibited conduct the university investigates under these procedures, the complainant will be notified and will be referred to the appropriate process. If the complaint does not sufficiently describe the facts giving rise to the complaint so that a determination can be made regarding the alleged misconduct, the complaint will be returned and the complainant will be invited to submit an amended complaint providing enough factual detail to allow the above determination to be made.

- C. Within ten (10) working days of receiving the complaint or amended complaint, the appropriate Title IX Deputy Coordinator shall act as investigator or shall appoint one or more investigators to act alone, together or in conjunction with the Title IX Deputy Coordinator to investigate the charges, and shall notify the appropriate vice president and the respondent that a written complaint has been received and a formal investigation has begun.

For allegations involving sexual harassment, the appropriate Title IX Deputy Coordinator will determine whether “interim actions” should be taken. This process seeks to assess the need to remove any person from campus deemed an immediate threat or danger to any member of the campus community or to take other temporary actions to protect the safety of the complainant. The university will investigate claims of sexual harassment/sexual assault even if the complainant does not wish to pursue disciplinary or legal action. Additionally, if the complainant desires to press legal charges, local law enforcement may also conduct a formal investigation.

- D. The investigator(s) shall within ten (10) working days of the complainant's referral to the formal complaint process, commence an investigation of the alleged unlawful discrimination or sexual harassment. The investigator(s) shall meet with the complainant to review the nature of the complaint and identify the scope and nature of the investigation. The investigator(s) shall also meet with the respondent to present a copy of the complaint and this policy, to receive the respondent's answer to the complaint and to review with the respondent the scope and nature of the investigation. Any written response from the respondent shall be given to the complainant.
- E. The investigator(s) shall thoroughly investigate the complaint. Prior to completing the investigation, the investigator(s) shall meet again with the complainant and the respondent separately to give an overview of the steps taken during the investigation, to ask the complainant and the respondent for the names of any others the investigator(s) should speak with, and to request any additional information.
- F. After completion of the investigation, the investigator(s) shall meet with the vice president designated below. The appropriate vice president shall be responsible for reviewing the report of the investigator(s), making factual determinations, and reaching a conclusion regarding the charges and appropriate disciplinary sanction, if any, in consultation with the Sr. Title IX Coordinator and /or Deputy Coordinator involved in the matter.
  - 1. If both parties are undergraduate students - Provost.
  - 2. If one or both parties are administrative staff members – Vice President of Business and Financial Affairs, unless the complainant or respondent is a Business and Financial Affairs employee, in which case the Provost.
  - 3. Any case not covered above – Provost or other appropriate vice president designated by the Provost.

#### ***4. Decision-Making Process and Standard of Evidence***

- G. Within sixty (60) calendar days of receiving the complaint, the investigation shall be completed and a determination shall be made. A preponderance of evidence standard will be utilized. The Provost or other appropriate vice president shall forward to the complainant and respondent all of the following:
  - 1. a summary of the investigative report;
  - 2. a written notice setting forth:
    - a. the findings of the appropriate vice president as to whether unlawful discrimination or sexual harassment did or did not occur with respect to each allegation in the complaint;
    - b. a description of actions taken, if any, to remedy any unlawful discrimination or sexual harassment that occurred, and to prevent similar problems from occurring in the future;
    - c. the complainant's and respondent's right to appeal the determination either as to the finding or to the appropriateness of the recommended actions.

### 5. Possible Sanctions

The university may impose any one or more of the following sanctions following the results of an employee disciplinary proceeding for an allegation of sexual assault, domestic violence, dating violence, or stalking:

Sanction Type	Dating Violence	Domestic Violence	Sexual Assault	Stalking
Reprimand/warning				X
Changes to work schedule	X	X	X	X
Disciplinary probation	X	X		X
Revocation of honors or awards	X	X	X	X
Restriction of access to university facilities or activities	X	X	X	X
No contact orders	X	X	X	X
Changes to work assignments	X	X	X	X
Suspension	X	X	X	X
Termination of employment	X	X	X	X

### 6. Range of Protective Measures Available to a Victim Alleging Misconduct

- Changing an employee's work assignment
- Adjusting an employee's work schedule
- Changing an employee's transportation arrangements
- Issuing a "no contact" directive
- Issuing a "no trespass" directive
- Written instruction on how to apply for a protective order
- Enforcement of the university's anti-retaliation policy, which prohibits retaliation against a person for complaining of sex-based incidents

### University-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.

Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Biola University.

### **Sex Offender Registration**

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

In California, convicted sex offenders must register with the local law enforcement agency for the jurisdiction in which they live. You can link to this information, which appears on the California Department of Justice's official Internet web site [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov) or by calling the Los Angeles County Sheriff Department at (562) 863-8711.

### **Hate Crimes**

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

There were no reported Hate Crimes at the Main Campus for the years 2012, 2013, & 2014.

## Crime Statistics for Biola University 2014

### *Criminal Offenses – On Campus*

<b>Criminal Offense</b>			<b>2014</b>
Murder/Non-negligent manslaughter			0
Negligent manslaughter			0
Rape			0
Fondling			2
Incest			0
Statutory Rape			0
Robbery			0
Aggravated assault			0
Burglary			0
Motor vehicle theft			1
Arson			0
Domestic Violence			0
Dating Violence			0
Stalking			2

### *Criminal Offenses – On Campus Residence Halls*

<b>Criminal Offense</b>			<b>2014</b>
Murder/Non-negligent manslaughter			0
Negligent manslaughter			0
Rape			0
Fondling			2
Incest			0
Statutory Rape			0
Robbery			0
Aggravated assault			0
Burglary			0
Motor vehicle theft			0
Arson			0
Domestic Violence			0
Dating Violence			0
Stalking			0

(Residence Halls are a subset of On Campus)

### *Criminal Offenses – Noncampus*

<b>Criminal Offense</b>			<b>2014</b>
Murder/Non-negligent manslaughter			0
Negligent manslaughter			0
Rape			0
Fondling			0
Incest			0
Statutory Rape			0
Robbery			0
Aggravated assault			1
Burglary			0
Motor vehicle theft			1
Arson			0
Domestic Violence			0
Dating Violence			0
Stalking			0

### *Criminal Offenses – Public Property*

<b>Criminal Offense</b>			<b>2014</b>
Murder/Non-negligent manslaughter			0
Negligent manslaughter			0
Rape			0
Fondling			0
Incest			0
Statutory Rape			0
Robbery			0
Aggravated assault			0
Burglary			0
Motor vehicle theft			0
Arson			0
Domestic Violence			0
Dating Violence			0
Stalking			0

### *Arrests – On Campus*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			0
Drug law violation			1
Liquor law violation			0



### *Disciplinary Actions – On Campus*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			3
Drug law violation			13
Liquor law violation			10

### *Arrests – Residence Halls*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			0
Drug law violation			0
Liquor law violation			0

(Residence Halls are a subset of On Campus)

### *Disciplinary Actions – Residence Halls*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			2
Drug law violation			7
Liquor law violation			8

(Residence Halls are a subset of On Campus)

### *Arrests – Noncampus*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			0
Drug law violation			1
Liquor law violation			2

### *Disciplinary Actions – Noncampus*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			0
Drug law violation			2
Liquor law violation			1

### *Arrests – Public Property*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			0
Drug law violation			0
Liquor law violation			1

### *Disciplinary Actions – Public Property*

<b>Law Violation</b>			<b>2014</b>
Illegal weapons possession			0
Drug law violation			0
Liquor law violation			0

## Crime Statistics for Biola University 2012 -2013

### *Criminal Offenses – On Campus*

<b>Criminal Offense</b>	<b>2012</b>	<b>2013</b>	
Murder/Non-negligent manslaughter	0	0	
Negligent manslaughter	0	0	
Sex Offenses	0	0	
Sex Offenses-Non-forcible (incest & statutory rape)	0	0	
Robbery	0	0	
Aggravated assault	0	0	
Burglary	3	3	
Motor vehicle theft	0	2	
Arson	0	0	

### *Criminal Offenses – On Campus Residence Halls*

<b>Criminal Offense</b>	<b>2012</b>	<b>2013</b>	
Murder/Non-negligent manslaughter	0	0	
Negligent manslaughter	0	0	
Sex Offenses	0	0	
Sex Offenses-Non-forcible (incest & statutory rape)	0	0	
Robbery	0	0	
Aggravated assault	0	0	
Burglary	2	3	
Motor vehicle theft	0	0	
Arson	0	0	

(Residence Halls are a subset of On Campus)

### *Criminal Offenses – Noncampus*

<b>Criminal Offense</b>	<b>2012</b>	<b>2013</b>	
Murder/Non-negligent manslaughter	0	0	
Negligent manslaughter	0	0	
Sex Offenses	0	0	
Sex Offenses-Non-forcible (incest & statutory rape)	0	0	
Robbery	0	0	
Aggravated assault	0	0	
Burglary	0	9	
Motor vehicle theft	0	2	
Arson	0	0	

### *Criminal Offenses – Public Property*

<b>Criminal Offense</b>	<b>2012</b>	<b>2013</b>	
Murder/Non-negligent manslaughter	0	0	
Negligent manslaughter	0	0	
Sex Offenses	0	0	
Sex Offenses-Non-forcible (incest & statutory rape)	0	0	
Robbery	0	0	
Aggravated assault	1	1	
Burglary	0	0	
Motor vehicle theft	0	0	
Arson	0	0	

### *Arrests – On Campus*

<b>Law Violation</b>	<b>2012</b>	<b>2013</b>	
Illegal weapons possession	0	0	
Drug law violation	1	1	
Liquor law violation	0	0	

### *Disciplinary Actions – On Campus*

<b>Law Violation</b>	<b>2012</b>	<b>2013</b>	
Illegal weapons possession	4	7	
Drug law violation	16	19	
Liquor law violation	7	3	

### *Arrests – Residence Halls*

<b>Law Violation</b>	<b>2012</b>	<b>20123</b>	
Illegal weapons possession	0	0	
Drug law violation	0	0	
Liquor law violation	0	0	

(Residence Halls are a subset of On Campus)

### *Disciplinary Actions – Residence Halls*

<b>Law Violation</b>	<b>2012</b>	<b>2013</b>	
Illegal weapons possession	0	2	
Drug law violation	5	10	
Liquor law violation	18	4	

(Residence Halls are a subset of On Campus)

*Arrests – Noncampus*

<b>Law Violation</b>	<b>2012</b>	<b>2013</b>	
Illegal weapons possession	0	0	
Drug law violation	0	0	
Liquor law violation	0	0	

*Disciplinary Actions – Noncampus*

<b>Law Violation</b>	<b>2012</b>	<b>2013</b>	
Illegal weapons possession	0	0	
Drug law violation	0	1	
Liquor law violation	0	1	

*Arrests – Public Property*

<b>Law Violation</b>	<b>2012</b>	<b>2013</b>	
Illegal weapons possession	0	0	
Drug law violation	0	0	
Liquor law violation	0	0	

*Disciplinary Actions – Public Property*

<b>Law Violation</b>	<b>2012</b>	<b>2013</b>	
Illegal weapons possession	0	0	
Drug law violation	0	0	
Liquor law violation	0	0	

## Definitions of Geography

### On-Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and any building or property that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

**Note:** *Statistics for university housing facilities are recorded and included in both the all on-campus category and the on-campus residential category*

### Non-Campus Building or Property

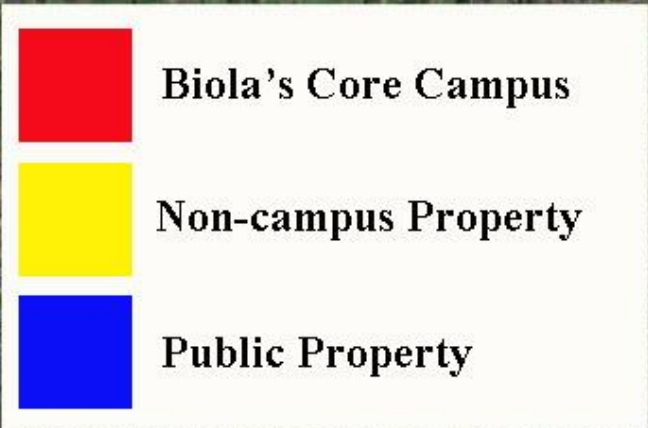
Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Residence halls that are located outside campus boundaries (Tropicana, Tradewinds, Beachcomber, Lido, Rosecrans 1-5, and the La Mirada Apartments) are captured in the Non-Campus category.

### Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The Biola University crime statistics do not include crimes that occur in privately owned homes or businesses adjacent to the campus buildings.



## Campus Map



## **Annual Fire Safety Report for Biola University 2012-2014**

### **Fire Log**

Campus Safety keeps a daily fire safety log of all reported fires at on-campus student housing facilities. This log includes the date the fire was reported, the nature of the reported fire, the date and time the reported fire occurred, and the general location of the reported fire. Updates to the log are made within two business days from when a fire is reported to Campus Safety.

All employees and students of the University must report any fire occurring in an on-campus student housing facility to Campus Safety, regardless of whether or not the fire has been extinguished. Fires should be reported to the Campus Safety emergency line by calling (562) 777-4000 (or extension 5111 from any campus phone or call box).

A written log of all fires reported within the past 60 days at on-campus student housing facilities is available to the public at the Campus Safety Administration office and on the Campus Safety website ([www.biola.edu/campussafety](http://www.biola.edu/campussafety)). A log of fires reported to Campus Safety prior to the past 60 days will be made available within two business days of the request.

### **Regular, Mandatory, Supervised Fire Drills in Student Housing Facilities**

In conjunction with the Department of Residence Life, Campus Safety conducts one evacuation drill during the Fall and Spring semesters for every residence hall, and one in Summer for the summer housing residence hall (three drills annually) to educate students in how to respond to a fire. These drills may be announced or unannounced. Fire safety information is provided to new student residents during new student orientation.



## Student Housing Fire Safety Policies

The following policies can be found in the Biola University Undergraduate Housing Handbook. The complete handbook can be found online at: [www.biola.edu/offices/auxiliaryservices/housing/](http://www.biola.edu/offices/auxiliaryservices/housing/).

### Smoking

Smoking is not permitted on Biola University's campus, including in residence halls.

### Electrical Outlets/Fixtures

Do not remove or alter any electrical outlets or switches. Do not alter, remove, or replace any lighting fixtures. Do not install any additional electrical fixtures, such as ceiling fans. Costs to return any altered fixture to its original condition will be billed to your student account.

### Appliances:

- Because of a strict electrical code set by the State of California, none of the electrical switches, plugs, or fixtures in University housing may be altered. This means that no switches can be temporarily installed and no fixtures (including ceiling fans) may be altered or installed. This strict electrical code, combined with the potential for a fire as well as the limitations of the electrical system makes it imperative that certain parameters on the use of electrical appliances be observed. Hence, the following policies must be observed when using any electrical appliance or accessory. All food preparation must be done in a floor, hall or apartment kitchen and not in your room. Please note that the cleanliness of the floor or hall kitchens is the responsibility of those who use it.
- Strict electrical codes, fire code and the limitations of Biola's electrical system make parameters on the use of electrical appliances imperative. As a result, students who exceed the electrical load limitations in their rooms may be required to remove appliances. The following list of permitted and non-permitted items, while not exhaustive, is designed to help students stay within the electrical capacity of their rooms. If in doubt, please contact Facilities Services at 562-903-4897.

### *Appliances permitted in student rooms:*

- Small devices such as radios, clocks, phone chargers, laptops
- Desktop or laptop computers
- Electric blankets
- Stereos – Less than or equal to 200 watts incoming power or 1.7 amps
- Televisions – Less than or equal to 150 watts or 1.25 amps, which is generally 32" or smaller. Larger televisions are permitted in apartment living rooms.
- Refrigerators – Maximum of two per room, limited to a maximum rating of 95 watts or .8 amps per refrigerator. If a student room contains only one refrigerator it must not exceed 190 watts or 1.6 amps. This information is usually found on the manufacturer's label located on the back of the refrigerator. When in doubt, generally a refrigerator no larger than 1.8 cubic feet will meet the 95 watt limit.
- Coffee makers or small pots for heating water (when used for their intended purpose)



- Hair dryers are subject to the following limitations: Alpha, Hart Hall and Stewart Quads – hair dryers may only be used in community restrooms. Hope Hall, Horton Hall, Sigma (at vanity only) and Thompson Hall (at vanity only) – limited to 1,300 watt maximum in student rooms. Emerson Hall and Stewart Suites (at vanity only) – limited to 1,000 watt maximum in student rooms. NOTE: Higher wattage hair dryers may be used in community restrooms or apartment restrooms.

#### ***Appliances NOT permitted in student rooms:***

- Halogen floor lamps
- Cooking/kitchen appliances such as hot plates, burners, microwave ovens, toaster ovens, electrical skillets, rice cookers, toasters, blenders, crock pots, popcorn poppers, sandwich makers or food grillers. These may be used in common area kitchens.
- Air conditioners or space heaters
- You may use appliances such as a radio, clock, hair dryer (maximum 1300 watts), electric blanket, stereo (maximum 200 watts), or television (up to 150 watts) in your room or apartment. Hair dryers exceeding 1300 watts may be used in community restrooms.
- Irons, but they may be used in the laundry rooms.

#### ***Vacuum Cleaners:***

- Vacuum cleaners are available in each residence hall and in the Li and Welch apartment buildings and may be checked out through the Residence Life staff. Each Lido Mirada, Beachcomber, Tradewinds and Tropicana apartment has a vacuum cleaner provided. Replacement bags, if needed, may be obtained through the Residence Life staff.

#### ***Prohibited Items:***

- Items described below are not permitted in the buildings, apartments or rooms, by residents or their guests, for legal, safety and/or health reasons.
- Prohibited possessions may be confiscated and disposed of by the University in accordance with federal, state and local laws and established University procedure. Failure to comply may result in removal from University housing, student discipline and/or appropriate legal action.
- Halogen floor lamps are not permitted in any University owned or managed housing, due to the high risk of fire.
- No personal lofts, platforms or similar structures will be allowed in any University housing. See “Lofts” for information on University loftable beds.
- Water beds and other water-filled furniture are prohibited.
- The use or storage of hazardous or toxic chemicals, substances or materials in Biola University housing is strictly prohibited. This includes, but is not limited to: charcoal briquettes, charcoal starter fluid and other barbecue materials, motor oil, gasoline, tires and other flammable automotive products, and photographic development chemicals.
- Cable and/or satellite television equipment and/or services are not to be installed or contracted for by student residents of Biola University residence halls or apartments.

- Tobacco products and alcoholic beverages or their containers are strictly prohibited on University property.
- Non-alcoholic beer, wine, or champagne or their containers may not be stored or consumed on campus.
- Due to fire hazards and safety regulations, burning of candles and other sources of open flames and/or incense are not permitted.
- Hammocks may not be used on campus.

#### **Christmas Decorations:**

- Live trees are allowed in the residence halls rooms, apartments, lounges and lobbies, but state and county fire codes require that they be fireproofed.
- Live trees must be purchased from a vendor who can treat and tag the tree and issue a fireproof certificate. Using a can of fire retardant spray will not meet the fire code. The vendor's tag must remain on the tree and the certificate must be presented to Facilities Services before the tree is taken into any building.
- Artificial trees must also be treated with flame retardant.
- No "spray snow" is to be used on any surface as it is extremely difficult to remove. Instead, prepare a paste of laundry soap or soap powder and apply it to windows with a sponge.
- Christmas light cords may not extend through any doorway, ceiling panel or window, across any hallway or other traffic area, or be placed under any carpet or rug. Indoor lights may be used indoors, but not with extension cords. Outdoor lights may not be used indoors. No lights may be hung near water sources.

#### **Electrical Cords:**

- Electrical cords may not extend through any doorway, ceiling panel or window, across any hallway or traffic area, or be placed under any carpet or rug.
- Extension cords are designed for temporary use only and should not be part of a permanent room arrangement.
- Extension cords should not be used for refrigerators and computers even temporarily. Approved power surge protector strips are recommended for computers.

## Fire Safety:

- All fire protection equipment has been installed to protect life and property.
- Tampering with fire equipment in any way is considered a misdemeanor. This includes:
  - any fire equipment on a door , e.g. automatic door closers;
  - any other fire protection equipment, e.g. fire extinguishers, smoke detectors, fire alarms;
  - or removing fire equipment, e.g. batteries from smoke detectors, fire extinguishers from walls.
- If you are found guilty of a misdemeanor (breaking any section of the ordinance) you are liable for a fine and/or a one year jail sentence.
- Initial breaking of the fire code at Biola may not necessarily lead to your being formally charged, but it will involve a fine. This includes:
  - removing/tampering with automatic door closers;
  - pulling a fire alarm on false pretenses;
  - removing or tampering with fire extinguishers;
  - propping open fire exit doors.
- The pulling of a fire alarm under false pretenses carries an automatic fine from Campus Safety.
- In addition to fines and jail terms applicable to misdemeanors (see above), tampering with smoke and/or heat detectors will involve a two hundred dollar (\$200.00) fine per incident plus the cost of any replacement parts that may be necessary. Persons found guilty of such tampering may be apprehended and prosecuted.
- Replacements for the smoke/heat detection system will be a minimum of \$150 each for each damaged or missing room smoke detector, hallway/common area smoke detector or heat detector (in restrooms, laundry rooms, boiler rooms).
- Failure to evacuate the building in the event of an alarm will involve a twenty-five dollar (\$25) fine as well as other possible disciplinary action.
- No decorations may be hung within 1 foot of the ceiling. No decorations may be placed on any fire doors. No decorations may be placed within 3 feet of all four sides of a fire extinguisher or fire alarm pull station.
- Due to fire hazards and safety regulations, burning of candles and/or incense is not permitted.
- Due to fire regulations all stairwells, walkways, hallways and balcony walks such as at the Stewart Suites must remain clear of furnishings, trash and personal belongings once residents have completely moved in.

## **Procedures for Residence Hall Evacuation in the Event of a Fire**

Mounted in each dorm room is a diagram that illustrates evacuation routes for that specific residence hall. Evacuation procedures are also emailed annually to all students.

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Department of Campus Safety. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, and to activate the alarm as they exit. At no time should the activation of the alarm delay the exit from the building.

### **Fire Statistic Reporting**

- For the purposes of including a fire in the statistics in the annual fire safety report, students and employees must report all incidents of fire occurring on campus to the Department of Campus Safety.

## **Fire Safety Education and Training Programs for Students, Faculty, and Staff**

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals.

Each Biola University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

### **Fire Evacuation:**

- In the event of a fire, alert others and GET OUT. Move everyone away from area of fire; close (but do not lock) all doors behind you as you leave, in order to slow down spread of fire.
- Remain calm.
- Walk, do not run. Keep noise to a minimum. Walk carefully to avoid tripping.
- Do not use elevator.
- On stairways, use handrails and keep to right.
- Check all doors for heat (top and bottom) with back of hand. If hot, do not open.
- Assist people with disabilities (refer to section on persons with disabilities).

- If you are caught in smoke, drop to hands and knees and crawl; breathe shallowly through nose and use blouse, shirt or jacket as filter.
- Assist those leaving the building to move to safe areas away from falling debris.
- If you have relocated away from the building, do not return until you are notified that it is safe to do so.
- If your clothing catches fire, DO NOT RUN. STOP. . . DROP. . . ROLL.

#### **If Trapped By Fire in Room:**

- Place (moist, if possible) cloth material around/under door to prevent smoke from entering.
- RETREAT – close as many doors as possible between you and fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary. (Outside smoke may be drawn in.)

#### **Prepare in Advance:**

- Thoroughly familiarize yourself now with all possible routes you could take to exit your building during a fire. Practice walking through alternate exit routes. Remember, during a fire, smoke may obscure normally visible exit signs.
- Avoid creating fire hazards. Do not store things in corridors, overload electrical circuits, put up flammable decorations or prop open doors. Report any problems with smoke detectors, fire alarms, or fire hazards to Campus Safety.

Fire safety education materials and materials for other potential emergencies are available at the Campus Safety Administration office, or online at: [www.biola.edu/offices/campus\\_safety/preparedness/](http://www.biola.edu/offices/campus_safety/preparedness/). These materials give fire safety tips and recommended procedures to help students and employees be responsible for their own safety and the safety of others.

Campus Safety and the Department of Residence Life conduct bi-annual emergency response training that includes response to major emergencies for Officers and Residence Directors.

#### **Planned Upgrades**

Hope Hall is currently being retrofitted and will have the same features as the previous system.

There are currently no other planned upgrades to fire safety systems in residence halls.

## **Description of Student Housing Fire Systems and Fire Drills**

Campus Safety responds to all fires and alarms on campus to determine the cause and whether the Los Angeles County Fire Department should be notified to respond. The Los Angeles County Fire department shall play the primary role in any fires they respond to on campus; Campus Safety will assist as needed. In conjunction with the Department of Residence Life, Campus Safety conducts two fire drills annually for every residence hall on campus. The following tables give a description of the fire detection and suppression systems in each residence hall, and the number of fire drills conducted in each residence hall during the previous calendar year.

## Fire Systems and Drills – 2014

BUILDING NAME	ADDRESS	FIRE ALARM MONITORING	PARTIAL SPRINKLER SYSTEM*	FULL SPRINKLER SYSTEM**	SMOKE DETECTION	FIRE EXTINGUISHER DEVICES	EVACUATION PLAN AND PLACARDS	FIRE DRILLS
Blackstone Hall	13800 Biola Ave	NEW BUILDING – NOT IN USE – UNDER CONSTRUCTION – OPENS FALL 2015						
Sigma	13800 Biola Ave	Yes	No	No	Yes	Yes	No	2
Alpha	13800 Biola Ave	Yes	No	No	Yes	Yes	No	2
Emerson Hall	13800 Biola Ave	Yes	No	No	Yes	Yes	No	2
Horton Hall	13800 Biola Ave	Yes	No	Yes	Yes	Yes	Yes	2
Hope Hall	13800 Biola Ave	Yes	No	Yes	Yes	Yes	Yes	2
Stewart Hall	13800 Biola Ave	Yes	No	No	Yes	Yes	No	2
Hart Hall	13800 Biola Ave	Yes	No	No	Yes	Yes	No	2
Welch Apt	13501 La Mirada Blvd	Yes	No	No	Yes	Yes	Yes	2
Li Apt	13601 La Mirada Blvd	Yes	No	No	Yes	Yes	Yes	2
Thompson Apt	13701 La Mirada Blvd	Yes	No	No	Yes	Yes	Yes	2

*\* Partial Sprinkler System is defined as having sprinklers in the common areas only.*

*\*\* Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.*

## 2012 - Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Sigma – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Horton Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Emerson Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Hope Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Stewart Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Hart Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Welch Apt – 13501 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A
Li Apt – 13601 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A
Thompson Apt – 13701 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A

## 2013 - Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Sigma – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Horton Hall – 13800 Biola Ave.	1	1	Unintentional/ Toaster Fire	0	0	\$0-99
Emerson Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Hope Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Stewart Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Hart Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Welch Apt – 13501 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A
Li Apt – 13601 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A
Thompson Apt – 13701 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A



## 2014 - Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Alpha – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Sigma – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Horton Hall – 13800 Biola Ave.	1	1	Power Outlet	0	0	\$100-999
Emerson Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Hope Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Stewart Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Hart Hall – 13800 Biola Ave.	0	0	N/A	N/A	N/A	N/A
Welch Apt – 13501 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A
Li Apt – 13601 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A
Thompson Apt – 13701 La Mirada Blvd.	0	0	N/A	N/A	N/A	N/A