

## **A Message from Shelley Berkley, Chief Executive Officer and Senior Provost, Touro Western Division**

As we move into the new academic year of 2014-2015, I would like to extend a warm welcome to all of our new and returning students, faculty, and staff.

Campus security and safety at Touro is a shared responsibility that we must all take very seriously. Fortunately, the majority of us do not experience crimes at Touro; however, despite our best efforts, crimes do occur from time to time.

It has been proven that the best protection against crime is an alert and well-informed campus community. We should make every effort here at Touro to ensure our campus is a safe place to learn, study, and to work.

In furtherance of this objective, and in compliance with federal law, we are providing you with a booklet on campus-wide safety information. The information offered includes an overview of our policies and regulations, as well as brief explanations of the types of incidents typically reported on our campus and tips how to prevent such incidents from taking place.

Here at Touro University Nevada, we take pride in our safe and secure campus. It is through our shared knowledge and joint cooperation we are best able to maintain a protected campus environment. Please help us to keep Touro safe and secure by taking the time to familiarize yourself with the contents of this booklet and by remaining aware and alert at all times. Thank you in advance for your cooperation.



**Shelley Berkley**  
**Chief Executive Officer and Senior Provost**

## **A Message from Our Vice President for Finance and Administration, Touro Western Division**

On behalf of Touro University Nevada's (TUN) Security team, we want to welcome you to the 2014-2015 academic year. We are pleased to provide you with this annual report (ASR-Annual Security Report) in compliance with the federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-52 as amended into the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) that is a federal statute codified at 20 U.S.C. § 1092 (f) with implementing regulations in the U.S. Code of Federal Regulations (34 CFR 668.46).

The ASR is published each year by October 1<sup>st</sup> and can be found on the TUN webpage at <http://tun.touro.edu/current-students/accessing-services/campus-security/>. Current and prospective students may request a paper copy by contacting Campus Security at 702-358-6701.

The enclosed pages are designed to provide you with important information about safety and security on campus. You will find crime statistics that have been reported by Campus Security to various local, state, and federal agencies. The report also contains a statement of the University's drug, alcohol, and emergency preparedness policies in addition to outlining tips and available resources to help make your time with us comfortable and safe. We hope you will take some time to read this report and educate yourself about what you can do to make our campus a safer place.

TUN's Security Department is committed to providing a safe learning environment for all members of our University community. As part of our ongoing effort, we also recognize that safety begins with each one of us. The success of our campus safety programs is directly tied to community involvement. All faculty, students, and staff need to be alert and understand the basic facts about security and safety. We need to take preventive measures to ensure our safety.

In the event of an emergency and/or for general assistance contact our office located on 874 American Pacific Drive, Henderson, NV 89014 or at (702) 358-6701. You may also dial 911.

If you have any questions or concerns about this report or your own safety as a member of the Touro Community, please do not hesitate to call us at (702) 358-6701 or log onto our web page at [www.tun.touro.edu](http://www.tun.touro.edu). We are here to assist and protect you.

Remember, security starts with you! Best wishes for a safe and successful year!

Craig Seiden  
Vice President for Finance and Administration  
Touro Western Division

# About Us

Touro University Nevada (TUN) is located in one of the most rapidly growing cities in the United States, and is becoming recognized as an outstanding health science center serving the greater Las Vegas area. The campus consists of two colleges, the College of Osteopathic Medicine and the College of Health and Human Services. Touro University Nevada is a branch campus of Touro University California.

Touro College and University System is the parent of Touro University Nevada. Touro College and University System was established in New York City by Bernard Lander, Ph.D., LHD, as a Jewish-sponsored independent institution of higher and professional education primarily to enrich the Jewish heritage, and serve the larger American community. Approximately 19,000 students are current enrolled in its various schools and divisions.

## Security Services

Touro University Nevada has employed professional security guards to maintain and monitor security at its campus. Security personnel are carefully screened before being assigned to Touro University Nevada and supervised to ensure quality assurance.

Security Officers respond to emergency calls for service, enforce regulations, and assist in security building inspections and in fire prevention.

Security Officers may detain individuals who engage in illegal and criminal actions until Henderson City Police Officers arrive and/or Local Law Enforcement agencies arrive. They are empowered to enforce Touro's regulations, to investigate incidents, and to apprehend those who violate Touro regulations or commit crimes on campus. Criminal violators that are apprehended are turned over to the Henderson Police Department and/or Local Law Enforcement.

Our Security Supervisor meets regularly with Police Commanders and community organizations to help ensure the safest environment for our campus community.

## Law Enforcement Relationships

It is TUN's Campus Security policy to work in conjunction with all state and federal law enforcement agencies, local police agencies, and emergency management organizations when applicable. In the event that a serious crime or death was to occur, TUN Security is mandated to notify the proper law enforcement agencies. The county in which the crime took place would then either assume responsibility or delegate its authority to another agency to investigate the criminal matter or prescribe action to be taken.

In addition, TUN works closely with the City of Henderson Police Department.

All individuals, whether they belong to the University community or not, are subject to all federal, state, and local laws while on the TUN campus and may be subject to criminal charges when applicable, even for first offenses.

## **Institutional Security Committee**

To further enhance security at TUN, an Institutional Security Committee has been established. The committee is comprised of members of the student body, faculty, and administrative staff. The mission of the Committee shall be to develop, recommend, review, and monitor security measures at TUN, including but not limited to:

- Development and maintenance of a Security Plan for TUN that includes physical and electronic security measures
- Development and maintenance of an Emergency Response Plan
- Development and maintenance of policies for an Emergency Notification Plan
- Coordination with community Emergency Response organizations and plans
- Clery Act reports and compliance

## **Reporting Criminal Activity and Other Campus Emergencies**

All members of the TUN community are encouraged to report any criminal activity, suspicion of criminal activity, accidents, and other emergencies to the TUN Security Department and the local Police Department as soon as possible, when the victim of a crime elects to report or is unable to make such a report. Whenever possible, the identity of the complainant will be kept confidential, if requested.

TUN Security can be reached at (702) 358-6701. Incident Reports can be made at the Security Desk in the Main Lobby (South Entrance) to TUN's campus at 874 American Pacific Drive, Las Vegas, NV 89074.

Additionally, you may report any of the above-named instances, in person, to any Security Officer, the Security Supervisor, and/or the Administration Office.

TUN Security informs complainants of all the options available to them through the University, as well as with local, state, and federal agencies for dealing with offenses committed against them.

If assistance is required in completing and/or reporting an incident/occurrence to local law enforcement agencies, TUN Security will be glad to render any assistance needed.

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

TUN does not have any recognized student organizations with off campus locations.

## Daily Crime Log

TUN Security Department maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department's patrol jurisdiction. The daily crime log is available for public inspection at 874 American Pacific Drive, Henderson, NV 89014. The crime log includes the nature of the crime, the date, the time and the general location in which each crime was reported to the department, as well as the disposition of the complaint (if known). The department is obliged to post new incidents into the daily crime log within two business days of receiving the report unless in doing so it will hinder an open investigation in which case that incident will get posted once the investigation has been deemed closed.

## Timely Warning Notices

In the event of an emergency that constitutes an immediate ongoing or continuing threat to the University community, TUN Security Department, in conjunction with the University Security Committee, will issue campus safety alert messages via the University's mass notification system, mass e-mail, bulletin boards, and on its main webpage ([www.tun.touro.edu](http://www.tun.touro.edu)) advising of the situation and what actions should be taken. Depending upon the circumstances of these events and its relativity to a crime and/or threat, the University will then issue a timely warning notice.

Members of the University community who are aware of a crime and/or a potential threat to the University itself or other members of the University community should report the incident immediately to TUN Security at (702) 358-6701 or any other University official, so that a Campus Safety Alert can be issued if warranted. If University community members report crimes and/or potential threats to other University administrators, those administrators should immediately notify TUN Security so that they can once again determine if an alert is warranted.

## Emergency Communications

TUN has a mass notification system that will provide an easy and effective way to send text and email messages to notify the University community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Once the nature and severity of an incident is determined, the University's Emergency Manager is notified and authorized to begin the notification process. Each category has a different notification tree, with Category 3 and Category 4 requiring notification to the University community. The type of message and content of notification is based upon emergency templates which are part of the University's Crisis Communication Plan.

In the event of an emergency, the TUN community relies on several vehicles for disseminating information:

- **TUN Alerts:** TUN's Information Technology Department provides voice, email, and text messaging capabilities to notify students and employees of critical incidents. The system uses a variety of telecommunications partners to ensure connectivity to cell phones, landlines, email accounts, and TTY/TDD devices. Authorized staff within the institution or at an off-site location can initiate critical incident communications. TUN tests the system annually to ensure timely notification of critical events. TUN Alerts provide real-time updates; instructions on where to go, what to do (or not to do), who to contact and other essential information such as which evacuation routes are available, the nearest emergency shelter, its available bed space or hours of operation.
- **Mass e-mail:** Messages are sent to all TUN email accounts and provides students, faculty, and staff with information and updates regarding potential threats to the safety and security of the campus community. TUN's Office of Information Technology manages the data and updates for the mass notifications.
- **Web Page:** The University community has been accustomed to check TUN's main website ([www.tun.touro.edu](http://www.tun.touro.edu)) for notification and updates regarding emergency situations.
- **Local media:** TUN's Office of Advancement and External Relations provides essential information to the media when the University closes because of inclement weather or other emergencies.

## Safety, Security, and Access to Campus ID Checks

Students, faculty, and staff must possess a valid University photo ID badge, and it must be visible at all times on TUN Campus. If they do not have a University ID, in unusual or extreme circumstances, the Security Officer may accept a valid photo ID card such as a driver's license or another form of official ID and sign them in before entering TUN. The individual will then be issued a temporary pass.

Report all lost and/or stolen photo ID badges, and have it replaced. Any student failing to display their photo ID badge will be referred to the Dean of Students. Faculty and staff will be referred to their immediate supervisor.

Students must complete all pre-registration requirements in order to obtain their ID. Guests, visitors, and vendors must show a valid picture ID and sign in before entering TUN; in addition, verification of purpose of the visit is required. Once this process is achieved, a visitor pass will be provided. In specific locations the use of card access and/or electronic surveillance is utilized.

# **SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES**

TUN is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. All members of the University community are encouraged to report any lighting concerns. Security Officers, during their patrols, focus on such items and report their findings to the Security Supervisor who in turn generates a work order, which is acted upon by a member of the Facilities Staff.

Facilities Staff is available to respond to calls for service regarding unsafe facility conditions. These conditions may include but are not limited to unsafe steps, handrails, trip hazards, defective locks or unsecured equipment.

For the Facilities Department, call (702) 777-1809.

## **Fire Safety Systems**

In September 2013 TUN completed a major upgrade to the fire alarm system located inside of 874 American Pacific Drive Henderson, NV 89014. Once the upgrade was completed, a full test of the system was conducted over a three day period with the City of Henderson Building Department, members of the TUN Security Department, and the outside vendor who installed the system. Every single device was inspected and passed inspection. Some of the upgraded features include the addition of a voice communication system, remote annunciator and microphones, as well as point identification for a more timely response in the event of an alarm. Our facility is equipped with smoke detectors, duct detectors, fire smoke dampers, and a fire sprinkler system, all of which are connected to the fire alarm panels. The fire alarm panels are located in the fire command room, fire pump room, and by the main security desk. You must follow the rules and regulations specified in your site Fire Plan at all times.

## **Crime Prevention Education & Awareness**

Touro University Nevada provides regular ongoing education and notifications to the campus community beginning with the moment a new student or employee begins her/his career at TUN. Strategies include in person communication, email communication, posted materials throughout the facility and emergency notification cards with general safety information are provided to everyone the day they receive their new student or employee identification badge.

TUN has posted its Emergency Response and Evacuation Plan on TUN's website and on its Blackboard page. The TUN Security Committee reviews, updates, and communicates changes in the plan to the general campus community. In addition, safety practices and other security procedures are located on TUN's webpage, in the Annual Security Report, and in TUN's Administrative and Faculty Handbooks.

TUN provides various programs each semester in order to better educate students and employees on the topics including, but not limited to, personal safety, the prevention of crimes. TUN's Safety Committee sends out quarterly newsletters and updates on steps individuals can take in order to create a more safe community.

The following educational programs are sponsored each year by the Student Activities and Student Health Offices for all TUN Students, Faculty and Staff:

- Health Series: alcohol and other drugs use, suicide prevention
- Rape Crisis Center Prevention Programs: healthy relationships, rape, acquaintance rape, dating violence, domestic violence, sexual assault, stalking, and active bystander training
- Being Safe at TUN
- Evacuation Drills and programs
- Shelter In Place programs
- TUN's Orientation program
- Poster Campaigns

TUN is committed to increasing awareness of and preventing violence. All incoming students and new employees are provided with programming strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, staking before it occurs, that includes a clear statement that prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Specifically, new students will complete an online program through NFORMD.NET that covers these important topics. Ongoing prevention and awareness campaigns are also offered throughout the year as noted above.

The University also offers information and resources relating to preventing sexual violence and sexual harassment through the Title IX Coordinator's office and the Student Health Center. Those with questions about preventing sexual assault should a copy of a handout entitled "Preventing Sexual Assault", which can be found in the Student Affairs Main offices.

## **Helpful Tips--How to Protect Yourself:**

- Be aware of your surroundings, who is out there, and what is going on.
- Walk with confidence.
- Be assertive; do not let anyone violate your space.
- Trust your instincts. If you feel uncomfortable in an area, leave.
- Do not prop open self-locking doors.
- Lock your door and your windows even if you are leaving for a few seconds.
- Watch your keys, do not lend them out, and do not label the keys with your address and name. If you lose your keys, report it to your local police department, and change the locks.
- Know who is on the other side of the door before you open it or enter a building.
- Be mindful of isolated spots.
- Avoid walking or jogging alone, especially at night. Alternate your routes, stay in well-traveled and well-lit areas.
- Have your keys ready when entering your final destination.

- Park in well-lit areas, and lock your vehicle.
- Drive in well-traveled streets with windows and doors locked. Remember that a well-maintained vehicle is also part of your safety measure.
- Never hitchhike or pick up a hitchhiker.

## **In the Office:**

- Lock office doors while offices are unoccupied.
- Do not bring unnecessary valuable items on campus.
- Do not leave purses, briefcases, or books unattended.
- Be aware of suspicious persons.
- Call Security to report crimes or suspicious activities.
- Call 911 if immediate danger is suspected or if you are threatened.

## **In Elevators:**

- If you are alone and someone suspicious enters, stand near the elevator control panel. If necessary, use the elevator alarm.

## **On the Street:**

- Be alert and aware of others.
- Stay on well-lit streets.
- Avoid dark and concealed areas.
- Walk with keys in your hands as you approach your home.
- If a car follows you or stops near you to ask for directions, do not approach the car.
- If you are followed, cross the street or change direction. Find a building with a doorman or an open store.

## **Awareness:**

- Know your environment.
- Notify the Security Department of anything suspicious.
- Know where to obtain help when you need it.
- Keep all valuables under your direct view and do not leave them unattended.
- Walk with friends.
- Avoid isolated bus stops.
- You are worth more than all the money possessions you may have. Items can be replaced.
- Every emergency situation is different. You decide what course of action is appropriate.
- If traveling via vehicle, secure all electronics and valuables out of view.
- List all "In Case of Emergency" (ICE) numbers for immediate notification to family members.
- Determine a meeting place for the purposes of emergencies.
- Keep a record of all credit cards and serial numbers to personal property in a separate location.

# Emergency Preparedness

The health and safety of all TUN students, faculty, and staff is of paramount concern to the University. While the likelihood of a major emergency situation is remote, TUN recognizes the critical importance of being prepared and has designed a program that ensures the security of the University community in the event of a crisis.

## Emergency Defined

An emergency is an unanticipated crisis situation that arises, posing an IMMEDIATE or an IMMINENT threat the life/lives, safety, and/or health of students, faculty, staff or others on TUN's campus. Since such situations call for rapid, competent, and responsive action, it is helpful to review the appropriate responses to possible emergency scenarios.

In the event of an emergency, members of the University community can reach a representative of the University by contacting TUN Security at (702) 358-6701.

## The Emergency Plan

TUN's Emergency Preparedness Plan incorporates an all-hazards approach to emergencies including natural disasters, acts of violence, mass casualties and cyber disruptions. In responding to an emergency at TUN, emergency personnel make students, faculty and staff their top priority. Once assured that the people are safe and protected from further harm, emergency personnel turn their attention to protecting equipment, facilities, and other property with the goal of continuing TUN's critical services.

There are two teams responsible for providing oversight, coordination and leadership during an incident, the Crisis Management Team and the Leadership Team. The Crisis Management team is responsible for strategic decisions such as suspending classes, closing a campus, and issuing official statements. This group provides direction to the Leadership Team and makes the decisions, including what and when to communicate to the TUN community during an emergency until it is resolved. The Leadership Team is responsible for managing the incident and preparing the University for recovery.

TUN designates an emergency event according to its severity and scope:

- **Category 1** refers to a localized, contained incident that is quickly resolved with internal resources or limited help.
- **Category 2** situations tend to be primarily people-focused, rather than infrastructure-focused; and are usually student issues. Category 2 situations may emerge as a single incident, but have the potential to quickly evolve into a multi-faceted campus crisis.
- **Category 3** signifies a major emergency that affects portions of the campus and may affect critical functions or life safety.
- **Category 4** describes an emergency involving the entire campus and the surrounding community.

For a Category 1 incident, the Director of Facilities, or that position's designee, is empowered to take all reasonable measures deemed necessary to preserve health and safety. During a Category 2 incident, the Security Supervisor is empowered to take all reasonable measures to preserve health and safety. The Supervisor may call in other agencies, as needed. These include local law enforcement, the University's Emergency Manager, and Human Resources. When warranted by the situation, key campus officials, including senior executives, will also be notified. The Security Supervisor will manage the incident until it is resolved or escalates. If the latter occurs, the Security Supervisor may decide to enlist the assistance of a larger group.

When an incident escalates to Category 3 or Category 4, TUN's Senior Provost and CEO convenes the Leadership Team to manage operations more formally. This team is charged with ensuring that emergencies are responded to effectively, minimizing the loss of lives and property damage.

**The next area lists specific emergencies you may encounter. Please review these procedures carefully. If you have any questions, please feel free to contact the Vice President for Finance and Administration at (702) 777-4794, or the Security Department at (702) 358-6701.**

## **If A Fire Alarm Is Activated Or An Emergency Evacuation Is Initiated:**

- **STAY CALM** and **DO NOT PANIC.**
- Proceed to the closest emergency exit. Do not take the elevator.
- Use secondary route if primary one is blocked or hazardous.
- If the emergency is a gas leak or a hazardous material spill, take the route that will keep you upwind of the problem area.
- Do not stop for belongings or records.
- Follow the instructions of Emergency Evacuation Volunteers (EEVs).
- Continue to follow the directions of EEVs who will direct you to an assembly area. Remain at the assembly area in case emergency personnel need more information or need to ask questions, especially if there are missing persons.

### **In Case Of Fire - Remember "R.A.C.E"**

**Rescue:** Anyone in immediate danger

**Alarm:** Pull the nearest alarm box

**Contain:** Close doors and windows

**Evacuate:** Leave the building immediately

## **Plan Escape Routes**

It is a good idea to locate all exits on your floor and in your building; locate two exits from your office/classroom; locate fire alarm pull stations in your building.

## Fire:

- Upon discovery of a fire, activate the nearest fire alarm pull box.
- Call TUN Security at **(702) 358-6701** or **911** from a local phone or your cell phone. Give your name, telephone number, department, and location of the fire.
- Do not attempt to put out a fire by yourself unless you are trained to do so.
- **DO NOT USE THE ELEVATORS.**
- Close windows and doors. This may help keep the fire from spreading and protect your possessions from fire and smoke damage. Leave lights on and doors unlocked.
- Before entering another room or stairwell, check for heat by placing the back of your hand near the door. If the handle is **NOT** hot, open door cautiously. Check for smoke or fire before going out.
- If the handle is hot, **DO NOT** open the door. Go to the window and call for help.
- When you evacuate the building **DO NOT** stop for personal belongings or records.
- If there is excessive smoke, crawl low to an exit. There is less smoke and toxins there. Smoke will rise making it impossible to see when standing. Toxic chemicals in smoke, when inhaled, can be deadly in minutes. If you are unable to exit, stay low and plug all openings around doors, windows and vents.
- Notify firefighters that are on the scene if you suspect someone may be inside the building.
- If the situation is safe and clear, handicapped individuals should be placed into the Areas of Refuge as soon as most evacuees have departed. A messenger should be dispatched to tell the responding police or fire fighters the location of the handicapped individual(s), so that a rescue can be initiated.
- When outside, stay away from the building, at least 500 feet, and out of the way of emergency personnel and vehicles.

## **DO NOT RE-ENTER THE BUILDING UNTIL INSTRUCTED TO DO SO BY AUTHORIZED PERSONNEL.**

### **For Questions Contact:**

Facilities Department

Tomas Barreto, Director

(702) 777-1809

[tomas.barreto@tun.touro.edu](mailto:tomas.barreto@tun.touro.edu)

Security Department

Francis "Bud" Brey, Supervisor

(702) 358-6701

[francis.brey@tun.touro.edu](mailto:francis.brey@tun.touro.edu)

Administration

Craig Seiden, Vice President for Finance and Administration

(702) 777-4794

[craig.seiden@tun.touro.edu](mailto:craig.seiden@tun.touro.edu)

## **School Closing/Inclement Weather**

TUN has a process in place if it becomes necessary to cancel classes or to close campus

because of severe weather conditions or other emergencies. TUN uses Blackboard and the EMS system to broadcast notices to students, faculty, and staff regarding emergency situations and unexpected school closures. Additionally, information is posted on the TUN website, [www.tun.touro.edu](http://www.tun.touro.edu). Students, faculty, and staff should also check local media for updates on a declared emergency.

## **Bomb Threat**

- Bomb threats usually occur by telephone.
- Take all bomb threats seriously.
- Use the bomb threat checklist (see below).
- Remain calm and attempt to retrieve as much information as possible from the caller.
- Keep the caller on the line as long as possible.
- Do not transfer the call.
- Do not interrupt the caller.
- After hanging up, immediately call Security at (702) 358-6701.
- Give your name, site location and telephone number.
- Inform the operator of the situation including any information you may have as to the location of the bomb, the time it is set to explode and the time you received the call.
- Inform your supervisor or department head.

## **Bomb Threat Checklist**

### **Questions To Ask:**

- Where is the bomb located?
- What time is it set to explode?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause it to explode?

### **WRITE DOWN THE EXACT WORDING FOR ALL ANSWERS TO THE ABOVE QUESTIONS & TAKE NOTE OF THE FOLLOWING:**

- Sex of the caller
- The caller's age
- The caller's race
- Time call was received
- Length of the call

The following information could be very helpful to law enforcement and emergency personnel responding to the threat:

### **Caller's Voice:**

Calm	Laughing	Lisp	Nasal	Stuttered	Disguised	Angry
Crying	Familiar	Breathy	Excited	Raspy	Slow	Deep
Distinct	Loud	Normal	Accented	Soft		Ragged

If the voice is familiar, who did it sound like?

### **Background Noises:**

Street Noise	Voices	House Noise(s)	Motor(s)	Office Noise	Music
Animal Noise(s)		Factory	Static	Soft	Long Distance

### **Language:**

Well spoken	Foul	Irrational	Incoherent	Taped
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### **Suspicious Package**

There is a concern that the receipt of a letter or package may contain biological agents. Many biological threats targeting individuals or departments can frequently be controlled by following the procedures listed below. The responding public safety agencies have plans in place to deal with these types of threats. Following the procedures below will activate those plans and promote the highest level of safety while minimizing the disruption associated with these incidents.

TUN's Receptionists are responsible for the initial monitoring responsibilities for suspicious letters and packages in accordance with guidelines from the U.S. Postal Service. Many of the letters and packages arriving on campus have already gone through one or more screening processes before arriving on campus. However, in the event that a letter or package is obtained by some other means other than the University mail system, the following are common features of threatening letters or packages:

- No return address
- Handwritten or poorly typed address
- Misspelling of common words
- Restrictive markings such as "Confidential" or "Personal"
- Excessive weight
- A feel of a powdery or foreign substance

If a letter or package exhibits any of these warning clues, **DO NOT OPEN IT**. No one is at risk provided there is nothing leaking from the package. Call the TUN Security at (702) 358-6701 to report the item and relate that the envelope has not been opened and there is no substance leaking out.

- Do not approach any unusual or suspicious package. Under **NO** circumstances should you touch, tamper, or move it in any way.
- If there are any indications of imminent danger, such as a suspicious object, call TUN Security at (702) 358-6701 or 911 on a cell phone or land line, and evacuate the area immediately.

## **Hostile Individual Or Violent Activity (Active Shooter)**

In the event that a hostile individual or group engages in violent activity that threatens or causes death or serious physical injury to any member of the University community, the following steps should be taken:

### **If You Are Unable To Safely Evacuate:**

- If you are not in a room, try to get inside an office or classroom. Stay out of open areas, and be as quiet as possible.
- If you are able to communicate, call TUN Security at (702) 358-6701. Try to stay calm, and supply the operator with as much information as possible such as exact location, type of weapon, and how many suspects.
- Remain in the classroom/office and attempt to lock or secure the doors by placing an object in front of it or under the door handle. Cover any windows or openings that have a direct line of sight into the hallway.
- **DO NOT** sound the fire alarm. Activation would cause the occupants to evacuate the building placing them in potential harm.
- Stay away from doors and windows, turn off lights and any audio equipment and stay as low to the ground as possible.
- Stay together as a group, remain quiet and act as if no one is in the room. **DO NOT** answer the door until Security or the Police arrive and give further instructions.
- When the Police arrive, obey all commands. This may involve being handcuffed or keeping your hands in the air. This is done for safety reasons until the situation can be evaluated. It is a common ploy for a perpetrator to mingle with victims and attempt to escape.

### **If You Are Trapped In An Open Area:**

- If you are trying to hide, make sure it is a well hidden space or you may be found as the intruder moves through the campus/site.
- If you think you can run safely out of the building, do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as desks, cabinets, and fixtures between you and the attacker. Upon leaving the building, continue to seek cover. Upon reaching safety, report the incident to the nearest Police Officer.
- If the attacker is causing death or serious physical injury to others and you are unable to escape, you may choose to play dead.
- Fighting back is dangerous, but depending on your situation this could be your last option.

### **Hostage Situation:**

- If you see a situation, move people away from the area of concern.
- Call TUN Security at (702) 358-6701 or 911 on a cell phone or land line.
- Lock all doors and, if possible, secure the doors by placing an object in front of it. If possible, cover all window openings that have a direct line of sight into the hallway.
- **DO NOT** sound the fire alarm. Activation would cause the occupants to evacuate the building placing them in potential harm.

- Account for as many people as possible.
- Stay put unless instructed otherwise.
- Wait for instructions.
- Allow only Emergency Personnel into the building.

### **If You Are Taken Hostage:**

- **DO NOT** try to disarm the person.
- Remain calm, be patient and avoid drastic action.
- Follow the intruder's instructions. Do not speak unless spoken to and avoid arguing.
- Stay alert and be observant; you may be released or able to escape. The safety of others may depend on your memory.
- Be aware that Police may be able to hear what is taking place.
- Be aware that Police may break in at any time.
- Once again, when the Police arrive obey all instructions.

### **After The Hostage Situation Is Resolved:**

- Refrain from discussing the incident with bystanders or the media.
- Communicate all information to TUN Security at (702) 358-6701.
- Some statements made to the media may adversely affect the serving of justice; therefore all public statements will be coordinated through TUN's External Relations Office.

### **Crime In Progress:**

- Do not attempt to apprehend or interfere with the criminal, except to protect yourself.
- Call TUN Security at (702) 358-6701 or 911. Give your name, site location, telephone number, and department. Advise them of the situation details, and give specific directions as to where you are located.
- In the event of a robbery, do not resist.
- If safe to do so, take time to get a good description of the criminal. Note height, weight, sex, race, hair color, approximate age, clothing, method, and direction of travel and name, if known. This takes only a few seconds and could help the investigating officers. If the criminal is entering a vehicle, note the license plate number, make and model of the car, color, and any outstanding characteristics.
- Stay calm.

### **Medical Emergencies:**

- Do not move a seriously injured person unless it is a life threatening situation.
- Call TUN Security at (702) 358-6701 or 911 by cell phone or land line.
- Be prepared to give as much information about the emergency as possible; whether or not the victim is conscious, and if an ambulance is needed.
- If the victim is conscious, obtain information about his/her injury or medical history.
- Stay with the victim until Emergency Personnel arrives.
- Keep the victim as calm and comfortable as possible.

- Maintain safety until help arrives.
- Keep other people away from the scene.
- Avoid physical contact with blood or other bodily fluids.
- If exposed to bodily fluids wash the affected area with soap and water as soon as possible and report your exposure to Emergency Personnel.
- If the injured person is an employee, initiate reporting procedures as directed by your Supervisor or Department Head.

### **Suicide Attempt:**

- Call TUN Security at (702) 358-6701 or 911, and be prepared to give as much information as possible.
- Stay with the person until Emergency Personnel arrives.
- Keep other people away from the scene.
- **DO NOT** handle weapons, containers, or other possible evidence.

### **Mental Health Crisis:**

- If a member of the University community is experiencing a psychological crisis call TUN Security at (702) 358-6701.
- If the individual deteriorates, such that they constitute a threat to themselves or others, call 911 from a cell phone or land line.
- Before Emergency Personnel arrives, make every effort to determine the person's identity and status as staff, faculty, student or visitor.
- If the individual is a **STUDENT**, contact the Office of the Dean of Students at (702) 777-1761. Advise them of the individual's condition and circumstances.
- If the individual is **STAFF** or a **FACULTY MEMBER**, contact the Human Resources Department at (702) 777-3855. Advise them of the individual's condition and circumstances.
- If the individual is a **VISITOR**, contact TUN Security at (702) 358-6701. Advise them of the individual's condition and circumstances.
- Once Emergency Personnel are controlling the scene, all non-essential personnel should leave the area and return to their normal duties unless otherwise instructed by Emergency Personnel.

### **Power Outage:**

- Shut off switches of electrical items before leaving. These include lights, computers, appliances, room air conditioners, heaters, televisions, etc. This will assist in restoring electricity when the system comes back on-line.
- Secure any hazardous materials or processes.
- Use clear, safe escape routes and exits and proceed to the nearest outside safety location as ordered by University officials.
- Help people in darkened work areas move to safety. Help handicapped individuals to get to their designated areas for evacuation assistance.
- Unless life-threatening conditions exist, avoid transporting handicapped individuals up or down stairwells. Call TUN Security at (702) 358-6701, and give your exact location.
- **DO NOT** return to an evacuated building until directed by University officials.

Supervisors/Department Heads must wait for further instructions via available telephone or radio communications.

TUN publishes its Emergency Response and Evacuation Plan on its website on an annual basis, as well as distributes it to all faculty and staff via Blackboard. As noted earlier in this report, TUN conducts multiple drills with all TUN community members and tests its emergency response systems multiple times each year.

## **Jeanne Clery Act**

The “Clery Act” was named in memory of a 19 year old university freshman, Jeanne Ann Clery, who was raped and murdered while asleep in her dorm room on April 5, 1986.

Jeanne’s parents discovered that students had not been told about 38 violent crimes on their daughter’s campus in the three years before her murder. As a result of this they joined with other people who were victims of campus crime and persuaded Congress to enact this law. It was originally known as the “Crime Awareness and Campus Security Act of 1990”.

This law applies to most institutions of higher education because it is tied into participation with federal student financial aid programs. It is overseen by the U.S. Department of Education.

The Clery Act requires that all colleges and universities:

- Publish an annual report by October 1<sup>st</sup> that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. These statistics are gathered from Campus Security, Local Law Enforcement, and other Campus Security Authorities who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”.
- Disclose in a “public crime log” any crime that occurred on campus or within the patrol jurisdiction of the Campus Security Department.

The law was amended in 1992 adding a requirement that colleges and universities afford the victims of campus sexual assaults certain basic rights. It was amended again 1998 to expand the reporting requirements.

In 2000 and 2008 additional amendments added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added provisions to protect crime victims, whistleblowers, and others from retaliation.

The complete text of the Clery Act and the US Department of Education regulations are available on Clery Center for Security on Campus Inc. at [www.clerycenter.org](http://www.clerycenter.org).

# Campus Security Authority

We prefer that TUN community members report all crimes and other emergencies to Campus Security (702-358-6701) or to the Dean of Students (702-777-1761). We recognize that others may prefer to report to other individuals or university offices. The Clery Act recognizes certain university officials and offices as Campus Security Authorities (CSA). These individuals have the authority to take action and respond to issues on behalf of the institution. TUN has designated the following individuals as CSAs:

- A member of the TUN Security Department
- Any individual who has responsibility for campus security but who does not constitute the TUN Security Department (i.e. an individual who is responsible for monitoring the entrance into institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. This includes, but is not limited to: All Deans, Associate Deans, Assistant Deans, Vice Presidents, Associate Vice Presidents, all Directors in Student Affairs, All advisors to Student Organizations

## Good Faith

All Campus Security Authorities are required to report a crime in writing to TUN Security if they have a reasonable basis for believing the information is not simply rumor or hearsay. If a Campus Security Authority is unsure whether or not the information was provided in good faith, he/she should report the information to TUN Security. A Campus Security Authority is not responsible for determining authoritatively whether a crime took place. It is the function for TUN Security and/or Law Enforcement Personnel to determine whether or not a crime took place.

## Types of Crimes/Reportable Offenses

**Murder/Non -Negligent Manslaughter** - The willful (non-negligent) killing of one human being by another. **Note:** Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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

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

- A. Rape — The penetration, no matter how slight, of the vagina or anus with any

body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Non-Forcible - Unlawful, non-forcible sexual intercourse.

C. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited.

D. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent,

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

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

**Dating violence** – is violence committed by a person:

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

**Stalking** – is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

### **Robbery**

The taking or attempting to take anything from value to care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim at fear.

## **Aggravated Assault**

Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

## **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

## **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle.

## **Arson**

The willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle, aircraft, or personal property of another, etc.

# **Hate Crimes**

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability of the victim.

In August of 2008 HEOA S 488, 20 U.S.C. S 1092 (f) (1) F (ii) modified the above hate crimes to include the following additional crimes under the hate crime category:

- **Larceny Theft** – The unlawful taking, carrying, leading or riding away of property from the possession, or constructive possession, of another, includes pocket picking, purse snatching, shoplifting, theft from a building, theft from a motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Threats** – Intimidation (includes stalking) to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Vandalism (except Arson)** – To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the

person having custody or control of it.

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

## **Statement Of Non-Discrimination**

The TUN Community includes students, faculty, and employees from diverse backgrounds, religions, races, ethnic ancestries, and sexual orientation. We recognize the value of such diversity and insist that we practice in an atmosphere free of unlawful discrimination. All members of our University community have the right to be free of discrimination and/or harassment based on race, age, gender, sexual orientation, religion, gender identity, national/ethnic origin or disability. Any behavior that violates this policy will be investigated. In accordance to the degree of the infraction disciplinary action will be applied. Any member of the University community who feels that he/she has been discriminated against by the University or its representatives should report in writing to either the Dean of Students or Human Resources.

Touro University Nevada Campus Security  
Hate Crime Statistics

2011	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability													
	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Sex Offenses, Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
<b>2012</b>																													
2012	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability													
	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Sex Offenses, Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
<b>2013</b>																													
2013	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability													
	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP	OC	NC	RF	PP									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Sex Offenses, Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0								
																		OC - On Campus			NC - Non-Campus			RF - Residential Facilities			PP - Public Property		

NEVADA:  
HENDERSON

TOURO UNIVERSITY NEVADA

TYPE OF OFFENSE	YEAR	ON CAMPUS	RESIDENTIAL FACILITY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>CRIMINAL HOMICIDE</b>					
MURDER/NON-NEGLIGENT MANSLAUGHTER	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
NEGLIGENT MANSLAUGHTER	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>AGGRAVATED ASSAULT</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>FORCIBLE SEX OFFENSES</b>					
FORCIBLE RAPE	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
FORCIBLE SODOMY	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
SEXUAL ASSAULT W/ OBJECT	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
FORCIBLE FONDLING	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>NON-FORCIBLE SEX OFFENSES</b>					
INCEST	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
STATUTORY RAPE	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>ROBBERY</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>LARCENY**</b>					
PETTY LARCENY	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
GRAND LARCENY	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>BURGLARY</b>					
FORCIBLE BURGLARY	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
NON-FORCIBLE BURGLARY	2011	0	0	0	0
	2012	1	0	0	0
	2013	0	0	0	0
ATTEMPTED BURGLARY	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

NEVADA:  
HENDERSON

TOURO UNIVERSITY NEVADA

TYPE OF OFFENSE	YEAR	ON CAMPUS	RESIDENTIAL FACILITY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
<b>MOTOR VEHICLE THEFT</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>ARSON</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>ARRESTS</b>					
<b>DRUG LAW ARRESTS</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>ILLEGAL WEAPONS POSSESSION ARRESTS</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>LIQUOR LAW ARRESTS</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
<b>DRUG LAW VIOLATIONS</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>ILLEGAL WEAPONS POSSESSION VIOLATIONS</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
<b>VAWA</b>					
<b>DATING VIOLENCE</b>					
	2013	0	0	0	0
<b>DOMESTIC VIOLENCE</b>					
	2013	0	0	0	0
<b>STALKING</b>					
	2013	0	0	0	0

There were no hate Crimes reported in 2011, 2012, or 2013 (Hate Crimes include Larceny, Theft, Simple Assault, Intimidation and Destruction/damage/vandalism of property on the basis of the categories of prejudice listed above.)

# Policies, Procedures At TUN

Compliance with TUN's policies and procedures is a necessary step in achieving a safe environment in our educational community. The policies set forth were developed to promote a safe educational environment and a high quality campus life.

## Sexual Misconduct Prevention and Response

Touro University Nevada prohibits all forms of sexual misconduct, including sexual and gender-based harassment, sexual violence, and intimate partner violence and stalking. Such acts and all attempts to commit such acts are regarded as serious violations of TUN's community expectations and norms and are likely to result in a severe disciplinary penalty. Students are advised to read the university policies on Sexual Misconduct within the Student Conduct Code; located in the online University Catalog. Possible disciplinary sanctions range from warning to expulsion from the university. Nevada criminal law encompasses certain sexual offenses, and criminal prosecution may take place independently of TUN's disciplinary processes.

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

- Sexual Harassment
- Sexual Assault
- Non-Consensual Sexual Contact
- Sexual Exploitation
- Domestic Violence
- Dating Violence
- Harm to Others
- Stalking
- Retaliation

Facts:

Every two and a half minutes, somewhere in America, someone is sexually assaulted.

Every person is a potential victim regardless of race, gender, age, or economic status.

Nearly 75% of all sex crimes are committed by a friend, relative, or acquaintance of the victim.

More than 50% of all rapes are committed in the victim's or assailant's home. Date rapes are more likely to occur in the assailant's home.

Rapes perpetrated by strangers occur at all times of the day, every day. However, date rapes occur most frequently on weekends and during late evening hours.

### **If You Are Being Assaulted:**

- Keep your head. Stay as calm as possible, think rationally, and evaluate your resources and options.
- Be realistic about your ability to protect yourself. Yelling, hitting, or biting may give you a chance to escape, but be aware it can also expose you to further harm.
- Passive resistance such as vomiting, urinating, or telling the attacker that you are ill or menstruating is another option, but again be aware it can also expose you to further harm.
- Knowing self defense can help you to overcome fear and think clearly in emergency situations.
- Do not try to defeat the attacker. Just get away as fast as you can. There is no right way to respond to an attack. If you escaped alive, you responded in the right way.

### **If You Have Been Assaulted:**

- You must NEVER BEAR the RESPONSIBILITY for being assaulted. Responsibility for the crime lies with the rapist alone.
- If possible do not shower, bathe, douche, eat, drink, smoke, urinate, or change your clothes.
- Do not disturb anything in the area where the assault occurred.
- Get immediate medical attention.
- Evidence of violence, such as bruising or other visible injuries should be documented by taking a photograph following the incident.
- Write down a description of the assault, circumstances, and the attacker.
- Consider seeking out Life Counseling, EAP Counseling, or other counseling services in the local community. Contact numbers are located at the back of this document. University Administrators will also assist community members in accessing these services.
- We encourage survivors of sexual assault to report the incident to the Henderson Police Department (Call 911) or other appropriate law enforcement agency.

- Call someone to be with you. You should not be alone. Contact a rape crisis center to help you deal with the aftermath. You can find important contact numbers at the end of this document.

### **If Someone You Know Is A Victim Of An Assault:**

- See that they have a safe place to stay and someone to stay with.
- Give the victim your emotional support. Let them express their feelings. Do not pry into details. Do not be judgmental, instead listen and provide understanding.
- Do not let them blame themselves or think that they did something to cause the attack.
- Encourage the victim to get medical attention, contact a rape crisis center, and report the incident. Help the victim explore their options, but let them make the decision. There are a number of resources listed at the end of this document.
- Point out that since they are still alive, they have achieved a major victory.

### **Indicators/Signs of Stalking Behavior:**

- Persistent phone calls despite the fact that you have told the person not to contact you in any form.
- Someone waiting at or outside your workplace, residence, or school.
- Overt threats.
- Manipulative behaviors (i.e. Stating that they will hurt themselves)
- Sending written messages, letters, emails, graffiti, etc.
- Sending of gifts.
- Defamation.

### **If You Become A Victim Of A Stalker, DO NOT Take It Lightly:**

- It is important to preserve any evidence.
- Notify the Dean of Student's office or Campus Security. Even if the problem is not campus/site-related, they can assist you with reporting the problem to the local law enforcement agency.
- Apply for a restraining order through Clark County. If you would like receive contact information on starting this process, contact the Dean of Student's office or Campus Security.

- Document everything. Even if you have decided not to go the legal route, you may change your mind. Keep answering machine recordings, letters, gifts, etc. Keep a log of drive bys or any suspicious occurrences.
- Have co-workers screen all calls and visitors.
- Do not accept packages unless they were personally ordered.
- Destroy discarded mail.
- If you think you are being followed, go to the nearest police station or public place.
- Never be afraid to sound your horn to attract attention.
- Do not be ashamed and think you caused this. Instead tell everyone you know that you are being stalked, from neighbors, to co-workers, to classmates so that no information about you is provided to the stalker.
- Tell the stalker NO once and only once, and never give him/her the satisfaction of a reaction again.

### **Reporting and Incident**

We encourage survivors of sexual assault and gender based violence to report the incident to the Henderson Police Department (Call 911) or other appropriate law enforcement agency.

In addition, we also encourage you to contact the Dean of Students, Director of Human Resources, or Title IX Coordinator (you can find contact numbers for each of these offices at the end of this document). The University's Administrators will keep the matter private, but are required to conduct a Title IX investigation. These offices will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police, if they elect to do so. Victims are not required to report to law enforcement in order to receive assistance from or pursue any options for following up or filing a grievance at TUN.

Victims may also report the incident to TUN's Counseling Service-Life Counseling (see contact phone number at the end of this document). The individuals who work with Life Counseling are not obligated to investigate the incident and will not report you share with them to the University or to the local Police.

It is important to remember that reporting an incident for the university discipline process is not the same as reporting a crime to law enforcement. Individuals may report both to the Police and to the University or to one and not the other.

TUN will work to make sure the rights of the victim are upheld when it comes to orders of

protection, restraining orders and providing no contact orders as appropriate.

## **Sexual Misconduct and Gender Based Violence**

TUN pledges its efforts to ensure an environment in which the dignity and worth of all members of the community are respected. It is the policy of TUN that sexual intimidation of students and employees is unacceptable behavior and will not be tolerated. TUN will not tolerate unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature constituting sexual harassment, or gender based violence.

It is a crime to engage in any sexual contact with a person who does not consent, or to engage in sexual intercourse, deviant sexual intercourse, or sexual abuse if it is accomplished by forcible compulsion. Nevada Law also defines these acts as crimes if any of them are engaged in with a person who is incapable of consent either because of the person's age or because the person is mentally defective, mentally incapacitated, or physically helpless. Therefore, sexual abuse, sodomy, and rape are sex crimes and violators will be prosecuted and sent to prison in accordance with Nevada Penal Law.

### **Conduct Proceedings and Accommodations**

Touro University Nevada strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. If a student is the victim of a sexual misconduct or gender violence, he/she should immediately contact the Dean of Students Office. If an employee is a victim of sexual misconduct or gender violence, he/she should immediately contact the Human Resources Department. It is very important that the victim preserve any proof of the criminal offense. Such incidents will be reviewed and investigated in an impartial, fair, prompt and confidential manner. Both the accused and the accuser will be entitled to the same opportunity to have others present during a disciplinary proceeding, and both parties will be informed of the outcome of that proceeding. The employee can file a grievance per TUN's grievance policy described in the Administrative Handbook. A student can file a grievance through the Student Conduct Code which can be found in the University Catalog, Appendix C, found at <http://tuntouro.wpengine.com/wp-content/uploads/2010/07/TouroUniversityNevada2014-2015Catalog.pdf>. This document can also be obtained from the Dean of Students office or the Title IX Coordinator's office (contact numbers found at the end of this document).

When a sexual offense is reported, the incident is immediately investigated. In response to a report, the Dean of Students or Director of Human Resources is responsible for informing the reporting individual(s) of resources options for care and support on and off campus. The administration of TUN will make every effort to change the victim's academic, working, and or living situation and provide information on options for those changes if those changes are requested by the victim and are reasonably available.

Individuals found responsible for having committed such a violation face sanctions that include but are not limited to: permanent expulsion, termination of employment, suspension, probation, or protective measures such as no contact orders, restitution, written statements, or similar actions. Incidents involving accused students will be handled by the Office of the Dean of Students, 702-777-1761 and incidents involving accused employees/affiliates will be handled by the Director of Human Resources, 702-777-3855.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a proceeding in a manner that protects the safety of victims and promotes accountability. Notification to the appropriate law enforcement officials and other assistance to the student in notifying law enforcement officials will be provided, if requested.

## **Registered Sex Offenders**

TUN must make available to the public over the internet information about certain sex offenders required to register under Megan's Law. These sex offender internet registry laws can be found at the following address:

- [www.nvsexoffenders.gov/](http://www.nvsexoffenders.gov/) (Nevada)

## **Policy on Bias Related Crimes**

TUN is committed to safeguarding the rights of its students, faculty, and staff, and to provide an environment free of bias and prejudice. Criminal activity motivated by bias and hatred toward another person or group based upon a belief or perception concerning race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation is illegal and punishable not only for the underlying crime, but, additionally, as a hate crime pursuant to the Nevada Revised Statute #200.

**The following are specific offenses that constitute a hate crime. While the offenses themselves are not hate crimes, they can be considered hate crimes under certain conditions:**

1. Assault (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Degree)
2. Aggravated Assault on a Person Less than 11 Years Old
3. Menacing (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Degree)
4. Reckless Endangerment (1<sup>st</sup> and 2<sup>nd</sup> Degree)
5. Manslaughter (2<sup>nd</sup> Degree)
6. Stalking (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Degree)

7. Criminal Sexual Acts (1<sup>st</sup> Degree)
8. Sexual Abuse (1<sup>st</sup> Degree)
9. Aggravated Sexual Abuse (1<sup>st</sup> and 2<sup>nd</sup> Degree)
10. Unlawful Imprisonment (1<sup>st</sup> and 2<sup>nd</sup> Degree)
11. Kidnapping (1<sup>st</sup> and 2<sup>nd</sup> Degree)
12. Coercion (1<sup>st</sup> and 2<sup>nd</sup> Degree)
13. Burglary (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Degree)
14. Criminal Mischief (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Degree)
15. Arson (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Degree)
16. Petty Larceny
17. Grand Larceny (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Degree)
18. Robbery (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Degree)
19. Harassment (1<sup>st</sup> Degree)
20. Aggravated Harassment

In addition, any attempt or conspiracy to commit any of these crimes is also punishable as a hate crime. A person convicted of a hate crime will be subject to certain sentencing guidelines for felonies that impose a more severe penalty than similar but non-hate crime offense. A hate crime conviction may also subject the offender to monetary penalties pursuant to the laws of the state of Nevada.

Any incident or attempt to commit a hate crime should be reported to TUN Security or any other University official at (702) 358-6701.

Reported incidents of hate crimes and attempts to commit hate crimes will be referred to the Henderson Police Department and/or other Law Enforcement Agencies for further investigation and legal action. TUN treats all hate crimes as serious offenses which need to be prosecuted with the full force of the legal system.

## **Title IX**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Consistent with the requirements of Title IX, Touro University Nevada maintains a policy of non-discrimination against any person in employment or in any of its programs.

Title IX protects students and employees from discrimination based on sex in the school's education programs and activities. This means that Title IX protects students and employees in connection with official academic, educational, co-curricular and other programs of the school, whether those programs take place on school grounds or at an

officially sanctioned offsite location.

Title IX requires that students and employees receive fair and equal treatment in all areas of education. Examples include educational activities and programming directly related to a course of study, recruitment, admissions, financial aid, hiring and retention of employees and benefits and leave.

Please contact any of the following individuals if you have concerns related to Title IX at TUN:

Diane E. Waryas, Ph.D.  
Associate Vice President for Institutional Effectiveness  
Touro University Nevada Title IX Coordinator  
Office #318 (in the office suite with Accounting)  
(702) 777-1763 (direct line)  
[Diane.Waryas@tun.touro.edu](mailto:Diane.Waryas@tun.touro.edu)

Students may also contact:  
Philip Tompkins, Ed.D.  
Dean of Students  
Office is located in the Student Services Area  
(702) 777-1761  
[Philip.Tompkins@tun.touro.edu](mailto:Philip.Tompkins@tun.touro.edu)

## **Policy on Weapons**

TUN is a **WEAPON FREE CAMPUS**. Firearms, air guns, and other hazardous items or weapons of any kind, including ammunition, fireworks, gunpowder and chemicals, are strictly prohibited. If said items are found, they will be confiscated and the owner(s) subjected to disciplinary action, including expulsion and/or termination. Use of lighted candles or kerosene lamps for any purposes is prohibited.

## **Policy on Workplace Violence**

TUN has a **ZERO** tolerance on workplace violence. Any incidents or occurrences relating to violence in the workplace by employees will be referred to Human Resources, as stated in the Employee Handbook. Any incidents or occurrences relating to students will be handled by the Dean of Students as stated in the Student Handbook.

## **Policy on Alcohol, Drugs & Controlled Substances**

TUN seeks to safeguard the health and well-being of all members of the University community: students, faculty and staff. All members of the University community are accountable to the law and to the regulations of the University. Students, faculty, and staff who distribute or use illegal drugs or illicitly use legal drugs, including alcohol, on the TUN

campus College are violating Federal Laws, Nevada State Laws and the regulations of TUN.

TUN is committed to educating and informing students, faculty, and staff about the dangers and effects of substance abuse. TUN recognizes that drug addiction and alcoholism are illnesses that are not easily resolved and may require professional assistance and treatment.

TUN will provide confidential counseling and referral services to students, faculty, and staff with drug and/or alcohol problems. These services are available through the Office of the Dean of Students and/or Human Resources. All inquiries and requests for assistance will be handled with strict confidentiality.

## **Disciplinary Standards for Students Possessing, Using, Distributing and/or Selling Drugs & Controlled Substances**

It is the policy of TUN that the unlawful use, possession, distribution, or manufacture of drugs or controlled substances on University property is strictly prohibited. Individuals, who possess use, distribute, or manufacture drugs or controlled substances are subject to University disciplinary action as well as possible criminal prosecution.

Students found in violation of these policies will be subject to disciplinary proceedings in accordance with the procedures outlined in the Student Handbook.

## **Disciplinary Standards for Faculty & Staff Possessing, Using, Distributing and/or Selling Drugs & Controlled Substances**

Each faculty and staff member of the University is expected to abide by the University's policies for maintaining a drug-free workplace. The policy statement on drug abuse pertaining to students also applies to faculty and staff. Furthermore, all faculty and staff are required to notify the Director of Human Resources of any criminal conviction relating to his or her own drug activity within five (5) days of such conviction.

Faculty and staff (part-time and full-time) who violate University policies on drugs and controlled substances will be subject to disciplinary sanctions.

## **Regulations on Alcohol Use/Abuse**

The following regulations apply to students, faculty, and staff of the University:

- The consumption of alcoholic beverages by individuals under the age of 21 is illegal.
- Persons under the age of 21 are prohibited from consuming alcoholic beverages on

the premises of TUN.

- Any student who falsely represents himself/herself as being of age to consume alcohol is subject to disciplinary action as outlined in the Code of Conduct.
- Any faculty and/or staff member of the University who transmits alcohol to a minor on University premises shall be subject to full penalty under the laws of their perspective state.
- Alcohol abuse does not excuse any faculty and/or staff member of the University from neglect of their responsibilities to the University. Individuals whose work performance is impaired as a result of the use/abuse of alcohol may be required to participate in an appropriate evaluation/treatment program.
- TUN observes the culpability laws for serving drinks to the mentally-impaired and to individuals who are already inebriated.

Each semester the Offices of Student Activities and Student Health sponsor educational drug and alcohol abuse programs for all faculty staff and students. These programs are titled the Student Health Series and the Stress Less Series.

### **Local Alcohol and Drug Abuse Treatment Facilities**

Henderson Drug Abuse Treatment Programs 800.943.0566

ABC Therapy 702.568.5971

Seven Hills Hospital 877.774.4557

Mission Treatment Centers 702.558.8600

## **Resources**

**There are many outside sources of support available on campus and in the community for individuals who have been a victim of a crime:**

### **University Resources:**

Campus Security (702) 358-6701 or 007 from any University Landline Phone

Life Counseling (702) 463-3043

Dean of Students (702) 777-3073

Office of Academic Services and Institutional Support (702) 777-3065

Vice President for Finance and Administration (702) 777-3135

Title IX Coordinator (702) 777-1763

Student Health (702) 777-9973

**Outside Resources:**

The Rape Crisis Center: [www.rcclv.org](http://www.rcclv.org) (702) 366-1640

Safe Nest: [www.safenest.org](http://www.safenest.org) (702) 646-4981 or (800) 486-7282

[www.rainn.org](http://www.rainn.org) (800) 656-HOPE

[www.peaceoverviolence.org](http://www.peaceoverviolence.org) (310) 392-8381, (213) 626-3393, (626) 793-3385

24 Hour Hotline: (702) 366-1640

24 Hour Hotline: (888) 366-1640

Henderson Police Department: (702) 267-5000 **Toll Free:** (866) 473-4911 Emergency: 911

St. Rose Hospital: 102 Lake Mead Pkwy, Henderson, NV 89015; **Phone:**(702) 564-2622

Employee Assistance Program (800) 865-1044 (Free Confidential Line) [Anthemep.com](http://Anthemep.com)

National Sexual Assault Hot Line (800) 656-4673

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

**Touro University Nevada**  
**874 American Pacific Drive**  
**Henderson, NV 89014**  
**(702) 777-8687**

**Shelley Berkley, CEO and Senior Provost, Touro Western Division**  
**(702) 777-1776**

**Student, Faculty, & Staff IDs: Information Technology Department**  
**(702) 777-4781**

**Philip J. Tompkins, Ed.D., Dean of Students**  
**(702) 777-1761**

**Law Enforcement Affiliation:**  
**Henderson Police Department**  
**225 E. Sunset Road**  
**Henderson, NV 89011**  
**(702) 267-5000**

## NOTES