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# **Southern California University of Health Sciences (SCU) - Arizona Campus Safety Manual**

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## 1. Introduction

Welcome to the Southern California University of Health Sciences (SCU) Arizona Campus at Sonoran University. This Campus Safety Manual provides essential information and procedures to ensure the safety and security of our students, faculty, staff, and visitors. It outlines the policies and practices that support a safe learning environment.

## 2. Emergency Contacts

- **Immediate Emergency:** 911
- **Sonoran University Campus Security:** 480-645-4387
- **AZ Police Non-emergency:** 480-350-8305
- **Poison Control Center:** 1-800-955-9119
- **SCU contact numbers:**
  - Campus Safety: 562-902-3333
  - [CampusSafety@scuhs.edu](mailto:CampusSafety@scuhs.edu)
  - AVP for Auxiliary Operations :562-902-3357

## 3. Campus Security Authorities (CSA)

- Sonoran University
  - **Chief Information Officer:** 602-738-7166
  - **Facilities Director:** 480-222-9273
  - **Dean of Students:** 480-222-9237
  - **Chief Human Resources Officer:** 480-231-0788
  - **AVP for Auxiliary Operations:** 562-902-3357
- SCU
  - **AVP for Auxiliary Operations:** 562-902-3357
  - **VP for Operations/COS:** 562-902-3305

## 4. Reporting Emergencies

All emergencies should be reported immediately to the appropriate emergency services by calling 911. After contacting emergency services, notify Sonoran campus security at 480-645-4387.

## 5. Emergency Procedures

### Fire Emergencies

- **Evacuation:** When a fire alarm sounds, evacuate the building immediately using the nearest exit. Do not use elevators.
- **Assembly Area:** Proceed to the designated assembly area and remain there until further instructions are provided.

### Medical Emergencies

- **Serious Medical Emergency:** Call 911 and notify campus security. Provide first aid if trained and ensure the individual is comfortable until emergency services arrive.
- **Urgent Medical Situation:** Call 911 for non-life-threatening injuries and notify campus security.

### Active Shooter

- **Run:** If there is an accessible escape path, attempt to evacuate the premises.
- **Hide:** If evacuation is not possible, find a place to hide out of the shooter's view.
- **Fight:** As a last resort, and only when your life is in imminent danger, attempt to disrupt or incapacitate the shooter.

### Evacuation Procedures

- **Evacuation Routes:** Familiarize yourself with the nearest exits and evacuation routes from your location.
- **Mobility Assistance:** Ensure individuals with disabilities receive the necessary assistance during evacuations.

## 6. Campus Safety Policies

### No Weapons Policy

Possession of weapons on the Sonoran University campus is strictly prohibited. This includes firearms, knives, explosives, and any other items classified as weapons.

### Drug and Alcohol Policy

The use, possession, or distribution of illegal drugs and alcohol on campus is prohibited. Violations will result in disciplinary action per Sonoran and SCU regulations. [See appendix A.](#)

### Title IX/Sexual Assault/Misconduct

Nonconsensual sexual activity of any kind is strictly prohibited. Victims of sexual assault are encouraged to report incidents to campus security and seek medical and counseling support. [See appendix B.](#)

## 7. Parking and Transportation

SCU students will have access to parking on the 3rd and 4th floors of the parking structure.

## 8. Emergency Notification

SCU students will automatically be enrolled in both SCU's and Sonoran's Emergency Notification Systems. These systems allow both universities to contact students in the event of a crisis or emergency and provide details on what to do. Email addresses are used as defaults, however, students can add additional contact information such as cell phone to their profiles.

For SCU: Visit

[https://my.scuhs.edu/ICS/Departments/Campus\\_Safety/Emergency\\_Notification\\_\(Informacast\).jnz](https://my.scuhs.edu/ICS/Departments/Campus_Safety/Emergency_Notification_(Informacast).jnz)

For Sonoran: Please contact Sonoran Security 480-645-4387

### **9. ID Badges**

SCU Students are required to always wear issued ID badges when on the Sonoran Campus.

# Appendix A

## Drug & Alcohol Abuse Prevention Program

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**Section 1: Standards of conduct regarding unlawful possession or distribution of illicit drugs and abuse of alcohol by students and employees**

**Section 2: Applicable legal sanctions**

**Section 3: Health risks associated with substance abuse**

**Section 4: Available drug and alcohol counseling**

**Section 5: Applicable disciplinary sanctions**

**Section 6: Biennial review**

**Section 1: Standards of conduct regarding unlawful possession or distribution of illicit drugs and abuse of alcohol by students and employees**

### ***Policy Disclosures:***

It is the desire and obligation of SCUHS to provide a safe, healthful, and conducive educational environment by maintaining a drug abuse free atmosphere. It will be the policy of the University that it will not tolerate the unlawful or unauthorized manufacture, sale, possession, distribution, use or being under the influence of a controlled substance or alcohol while on University property or in any of its authorized programs whether on or off campus.

In keeping with the United States Department of Education statutory requirements of the Drug-Free Schools and Communities Act Amendments of 1989, as found in Public Law 101-226, that as a condition of receiving funds or any other form of financial assistance under any federal program, the University certifies that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Any violation of this policy will result in immediate disciplinary action, up to and including discharge or expulsion.

The University, consistent with federal, state and local laws, prohibits the unlawful possession, use or distribution of illicit drugs and abuse of alcohol on its property or as part of any of its activities whether on or off campus. The University will impose sanctions on students or employees that are caught in the act of or been proven to be guilty of abusing drugs or alcohol on University property. The sanctions will be in keeping with the University regulations on Rules of Conduct for employees (see Volume III of the *SCUHS Policy Manual*) and Disciplinary Standards for students (see Volume VI of the *SCUHS Policy Manual*). This will include actions that can lead to suspension, dismissal, or termination with referral for prosecution.

### ***Controlled Substances:***

SCU understands all drugs listed in the United States Code 21, Section 812, Schedules I-V to be controlled substances; including, but not limited to:

1. Opiates and opium derivatives (such as heroin, morphine, codeine);
2. Hallucinogenic substances (such as marijuana, LSD, phencyclidine, peyote);
3. Depressants (such as methaqualone, barbiturates);
4. Stimulants (such as amphetamines, methamphetamines);
5. Benzodiazepines (such as Valium, Librium);
6. Coca leaf derivatives (such as cocaine, “free base” or “crack” cocaine); and
7. All of their mixtures, derivatives, preparations, compounds, isomers, esters, ethers and salts. 4

All drugs that are prescribed by a licensed physician for medical purposes are not included in the drug abuse program unless the prescription is in itself abused and affects the employee or student while on University property; however, the use or possession of medically prescribed marijuana is excluded from this exception and consequently is not allowed on University property in compliance with United States federal law.

Alcoholic beverages may be allowed on University property or at any University related functions whether on or off campus as long as it is in keeping with the Policy on Alcoholic Beverages on Campus and is not abused.<sup>3</sup>

***University Employee Drug and Alcohol Use (Drug Free Workplace):***

It is SCUHS' and Trinet's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and satisfactory manner.

In keeping with the United States federal government requirements of the Drug-Free Workplace Act of 1988 as found in Public Law 100-690 and in keeping with Chapter 5.5 entitled, “Drug-Free Workplace,” as found under Division 1 of Title 2 of the California Government Code, and as a condition for receiving federal, state contractual funds or grants, SCUHS employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on SCUHS premises and while conducting business-related activities off SCUHS premises. The legal use of legally obtained prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. In addition to the above, employees who drive any vehicle for University business must immediately report arrests for drugs or DUI, either on or off duty, to their supervisor.

In further compliance with the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify SCUHS and Trinet of a criminal conviction for drug-related activity occurring in the workplace or off University premises while conducting SCUHS business. A report of a conviction must be made to Human Resources within five days after the conviction. The term “conviction” means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence or both by any judicial body charged with responsibility to determine

violations of state or federal criminal drug statutes. The University is obligated to notify the appropriate federal contracting agency within 10 days of receipt of notice of an employee conviction.

Violations of the University's Drug and Alcohol Use policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To ensure orderly operations and provide the best possible work environment, SCUHS and Trinet expect employees to follow rules of conduct that will protect the interests and safety of all employees and the organization including – but not limited to:

☒ Not working under the influence of alcohol or illegal drugs; and

☒ Not possessing, distributing, selling, transferring, or using alcohol or illegal drugs or abusing a prescription drug in the workplace, while on duty, or while operating employer owned vehicles or equipment.

☒ Not complying with a request to consent to a required drug or alcohol test.

#### ***Faculty Professional Conduct:***

Faculty shall maintain an attitude of professionalism at all times, but particularly in the preparation, presentation, and conduct of teaching and other duties. Specifically, they shall arrive promptly for classes, display proper appearance and conduct, utilize institutional materials and equipment appropriately, demonstrate a cooperative attitude towards their students and colleagues, and attend all scheduled meetings punctually. Moreover, faculty shall not be under the influence of or use alcoholic beverages, drugs, or other substances in such a manner as may detract from, interfere with, or impair their total professional performance; shall have syllabi, examinations, grades, scientific papers, and other reports and materials filed with the Vice President for Academic Affairs according to schedule, and posted appropriately; shall hold appropriate California licenses or be in the active pursuit of same; and shall maintain eligibility for professional liability insurance.<sup>7</sup>

#### ***Student Code of Ethics:***

SCUHS is committed to providing a campus that is safe and secure, and that allows students to develop as professional individuals and responsible citizens. Students are expected to behave in ways that are respectful of the rights of all members of the SCUHS community to learn, work, practice and teach. The Student Code of Ethics is meant to address any student behaviors that disrupt or detract from the goals of the University. To learn more about the principles guiding the Code of Ethics and Judicial Process at SCUHS, please consult the Judicial Handbook.

Students are expected to maintain themselves at all times in a manner befitting a professional institution. Unprofessional conduct at the University will not be tolerated. Students should realize that their enrollment at SCUHS is a privilege, not a right, and carries with it obligations with regard to conduct, not only inside but also outside the classrooms. In addition, students are subject to the laws governing the community, as well as the rules and regulations of the University.



Students are also expected to observe the standards of professional conduct, dress, and appearance approved by the University and the profession. Personal conduct and appearance are outward expressions of character. The right to exclude students whose behavior or appearance is undesirable, unprofessional or prejudicial to the University's interest is a right reserved by SCUHS.

All students are provided with a copy of this Code of Ethics and Student Judicial Process upon matriculation, and are expected to be familiar with its contents. Additionally, the *SCUHS Policy Manual* is available in the Seabury Learning Resource Center.

A student may be expelled for unsatisfactory conduct, academic dishonesty, or for any other cause if the student's conduct is considered to be prejudicial to the interest of the University or the integrative health care professions through the University's Student Judicial Process. In addition, students may be subject to arrest by local, state or federal agencies for such violations.

Specifically, students are expected to adhere to the University's Alcohol and Drug Policy covered in this document. Failure to comply with the expectations set herein will result in disciplinary actions.

#### ***Serving Alcohol at University Sponsored Events:***

SCUHS recognizes the need for University departments and student organizations to raise money for their use through activities such as dances, dinners, entertaining campus visitors, or other fundraising events where the sale and/or consumption of alcoholic beverages is appropriate.

To support this need, SCUHS shall allow, upon approval, student body organizations, University departments, and outside groups to engage in the sale or dispersal of alcoholic beverages for the activities mentioned above. All individuals or groups not affiliated with the University shall not be allowed to bring or serve alcoholic beverages on campus unless they have liquor liability insurance coverage.

The University also recognizes that by allowing alcoholic beverages to be served or dispensed on campus property, the University may be held liable for damages and/or injuries either on or off campus that might arise due to over indulgence of alcohol consumption. Therefore, SCUHS shall limit the sale or consumption of alcoholic beverages on University property to beer and wine only. The University reserves the right to control the quantity of beverages dispensed to individuals through established University policies and procedures.

#### ***Legal Drinking Requirements:***

In compliance with the applicable laws of the State of California and the ordinances of Los Angeles County, the University will observe the following:

- 1.The legal drinking age in California is 21. The purchase, possession and consumption of alcoholic beverages on University property is prohibited for those under that age.
- 2.No person under the legal drinking age shall misrepresent his age or identity in any manner including, but not limited to, using any false identification for the purpose of purchasing or obtaining any alcoholic beverage.
- 3.Proof of age must be presented when requested by persons responsible for dispensing alcoholic beverages.

**4.No alcoholic beverage shall be provided to any person who is in a state of noticeable intoxication.**

***Approval Process:***

**Any persons, departments, or student body organizations of the University or outside groups who plan to sponsor or organize an event with the intention of selling or serving alcoholic beverages shall observe the following:**

- 1.Obtain and receive approval for a Facilities Usage Permit from the Director of Auxiliary Services. This Facilities Permit shall state whether or not alcoholic beverages will be served or sold.**
- 2.After the Facilities Permit has been approved, and before applying for a Temporary Liquor License, the sponsor must obtain from the President an approved letter of authorization to sell alcoholic beverages on University property. Before seeking Presidential approval, student and/or student clubs and organizations must receive written approval from the Office of Student Affairs.**
- 3.The sponsoring party must then present the letter of authorization to the State Alcoholic Beverage Control Board (ABC) to apply for an approved Temporary Liquor License.**

***ABC License Procedures:***

**Once approval is obtained, the sponsor must contact the Student Affairs Office to obtain an ABC License. Once an ABC License is obtained, the Director of Auxiliary Services shall be contacted, who shall ensure that the license is displayed at the event.**

**It is the responsibility of the Office of Student Affairs to supervise all alcoholic events to ensure the safety of the SCUHS community. Any student, faculty or staff not in compliance with the University's Serving Alcohol at University Sponsored Events or who otherwise violated University policy can be charged with misconduct.**

***Additional Guidelines:***

- 1.Alcoholic beverages are to be consumed only in the designated room(s) or enclosed boundaries approved for the event.**
- 2.Proof of legal drinking age will be required at the bar.**
- 3.Only those beverages served and provided by the sponsoring organization of an event are to be consumed. Individuals are not permitted to bring their own beverages to an event.**
- 4.Drinking games will not be allowed.**
- 5.No person may purchase or obtain alcohol for another person unless the person is present at the time of service, regardless of whether they are of legal drinking age.**
- 6.Soft drinks and food will be made available for the duration of any activity where alcoholic beverages are served.**
- 7.The University will discourage the inappropriate use of alcohol by any member of its community.**

## Section 2: Applicable Legal Sanctions

### Federal Regulations and Penalties associated with Illegal Substances

☑ **1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.**

☑ **After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000 or both.**

☑ **After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000 or both.**

☑ **Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000 or both, if:**

1. 1st conviction and the amount of crack possessed exceeds 5 grams.
2. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
3. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

**21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)**

**21 U.S.C. 881 (a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.**

**21 U.S.C. 844a) Civil fine of up to \$10,000 (pending adoption of final regulations).**

**21 U.S.C. 853a Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.**

**18 U.S.C. 922(g) Ineligible to receive or purchase a firearm. Miscellaneous Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.**

**Source: U.S. Department of Justice Drug Enforcement Administration Publication: Drugs of Abuse, 1989 Edition.**

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

<b>Methamphetamine (possession)</b>		
<b>Up to ½ oz.</b>	<b>Class A misdemeanor</b>	<b>6 months/\$1000 fine</b>

<b>½ - 2 oz.</b>	<b>Class C felony</b>	<b>1-15 years/\$15,000 fine</b>
<b>2 oz. or more</b>	<b>Class A felony</b>	<b>3 years – life/</b>
<b>Methamphetamine (sale)</b>		
<b>Up to 1/8 oz.</b>	<b>Class D misdemeanor</b>	<b>1-3 years/\$15,000 fine</b>
<b>1/8 – ½ oz</b>	<b>Class B Felony</b>	<b>1-25 years/\$35,000 fine</b>
<b>½ oz – more</b>	<b>Class A-II Felony</b>	<b>3 years – life/\$50,000 fine</b>

<b>Hallucinogens (possession)</b>		
Less than 25 mg.	Class A misdemeanor	6 months/\$1,000 fine
25-125 mg.	Class C Felony	1-15 years/\$15,000 fine
125-625 mg.	Class B Felony	1-25 years/\$30,000 fine
625 mg. or more	Class A-II Felony	3 years-life/\$50,000 fine
<b>Hallucinogens (sale)</b>		
Less than 25 mg.	Class D Felony	1-23 years/\$15,000 fine
25-125 mg.	Class B Felony	1-25 years/\$30,000 fine
125 mg. or more	Class A-II felony	3 years-life/\$50,000 fine
Any amount w/ prior drug conviction	Class B felony	1-25 years/\$30,000 fine
<b>Stimulants (possession)</b>		
Less than 1 gm.	Class A misdemeanor	6 months/\$1,000 fine
1-5 gm.	Class C felony	1-15 years/\$15,000 fine
5-10 gm.	Class B felony	1-25 years/\$30,000 fine
10 gm. - more	Class A-II felony	3 years-life/\$50,000 fine
<b>Stimulants (sale)</b>		
Less than 1 gm.	Class D felony	1-3 yeas/\$15,000 fine
<b>Narcotic Drugs (possession)</b>		
Less than 1/8 oz	Class A misdemeanor	1-3 years/\$1,000 fine
1/8 – 1/2 oz.	Class C felony	1-15 years/\$15,000
1-2 – 2 oz.	Class B felony	1-25 years/\$30,000 fine
2 – 4 oz.	Class A-II felony	3 years-life/\$50,000 fine
4 oz. – or more	Class A-I felony	15 years-life/\$100,000 fine
<b>Narcotic Drugs (sale)</b>		
Less than 1/2 oz.	Class A misdemeanor	6 months/\$1,000 fine
1/2 oz/ - 2oz.	Class A-II felony	3 years-life/\$50,000 fine
2 oz. or more	Class A-I felony	15 years-life/\$100,000 fine
<b>Narcotic Mixtures</b>		

<b>(possession)</b>		
<b>Less than 1 oz.</b>	<b>Class A misdemeanor</b>	<b>6 months/\$1,000 fine</b>
<b>1 oz. – 2 oz.</b>	<b>Class D felony</b>	<b>1-3 years/\$15,000 fine</b>
<b>2 oz. or more</b>	<b>Class C felony</b>	<b>1-15 years/\$15,000 fine</b>
<b>Narcotic Mixtures (sale)</b>		
<b>Any quantity</b>	<b>Class C felony</b>	<b>1-15 years/\$15,000 fine</b>
<b>Any quantity to a person under 21 years of age</b>	<b>Class B felony</b>	<b>1-25 years/\$30,000 fine</b>
<b>Cocaine (possession)</b>		
<b>Up to 1 mg.</b>	<b>Class A misdemeanor</b>	<b>6 months/\$1,000 fine</b>
<b>LSD (possession)</b>		
<b>Up to 1 mg.</b>	<b>Class D felony</b>	<b>1-3 years/\$15,000 fine</b>
<b>1-5 mg.</b>	<b>Class C felony</b>	<b>1-15 years/\$15,000 fine</b>
<b>5-25 mg.</b>	<b>Class B felony</b>	<b>1-25/\$30,000 fine</b>
<b>25 mg. or more</b>	<b>Class A –II felony</b>	<b>3 years-life/\$50,000 fine</b>
<b>LSD (sale)</b>		

Up to 1 mg.	Class D felony	1-3 years/\$15,000
1-5 mg.	Class B felony	1-25 years/\$30,000 fine
2-25 mg.	Class A-II felony	3 years-life/\$50,000
Any amount w/ a prior drug conviction	Class B felony	1-25 years/\$30,000

**California State Applicable Legal Sanctions – Health and Safety Code § 11350-11356.5**

**11350. (a) Except as otherwise provided in this division, every person who possesses (1) any controlled substance specified in subdivision (b), (c), (e), or paragraph (1) of subdivision (f) of Section 11054, specified in paragraph (14), (15), or (20) of subdivision (d) of Section 11054, or specified in subdivision (b) or**

**(c) of Section 11055, or specified in subdivision (h) of Section 11056, or (2) any controlled substance classified in Schedule III, IV, or V which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment 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.**

**(b) Except as otherwise provided in this division, whenever a person who possesses any of the controlled substances specified in subdivision (a), the judge may, in addition to any punishment provided for pursuant to subdivision (a), assess against that person a fine not to exceed seventy dollars (\$70) with proceeds of this fine to be used in accordance with Section 1463.23 of the Penal Code. The court shall, however, take into consideration the defendant's ability to pay, and no defendant shall be denied probation because of his or her inability to pay the fine permitted under this subdivision.**

**(c) Except in unusual cases in which it would not serve the interest of justice to do so, whenever a court grants probation pursuant to a felony conviction under this section, in addition to any other conditions of probation which may be imposed, the following conditions of probation shall be ordered:**

**(1) For a first offense under this section, a fine of at least one thousand dollars (\$1,000) or community service.**

**(2) For a second or subsequent offense under this section, a fine of at least two thousand dollars (\$2,000) or community service.**

- (3) If a defendant does not have the ability to pay the minimum fines specified in paragraphs (1) and (2), community service shall be ordered in lieu of the fine.

**11351.** Except as otherwise provided in this division, every person who possesses for sale or purchases for purposes of sale (1) any controlled substance specified in subdivision (b), (c), or (e) of Section 11054, specified in paragraph (14), (15), or (20) of subdivision (d) of Section 11054, or specified in subdivision (b) or

(c) of Section 11055, or specified in subdivision (h) of Section 11056, or (2) any controlled substance classified in Schedule III, IV, or V which is a narcotic drug, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for two, three, or four years.

**11351.5.** Except as otherwise provided in this division, every person who possesses for sale or purchases for purposes of sale cocaine base, which is specified in paragraph (1) of subdivision (f) of Section 11054, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for a period of two, three, or four years.

**11352.** (a) Except as otherwise provided in this division, every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport (1) any 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, or specified in subdivision (b) or

- (c) of Section 11055, or specified in subdivision (h) of Section 11056, or (2) any controlled substance classified in Schedule III, IV, or V which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for three, four, or five years.
- (b) Notwithstanding the penalty provisions of subdivision (a), any person who transports any controlled substances specified in subdivision (a) within this state from one county to another noncontiguous county shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for three, six, or nine years.
- (c) For purposes of this section, "transports" means to transport for sale.
- (d) This section does not preclude or limit the prosecution of an individual for aiding and abetting the commission of, or conspiring to commit, or acting as an accessory to, any act prohibited by this section.

**11352.1.** (a) The Legislature hereby declares that the dispensing and furnishing of prescription drugs, controlled substances, and dangerous drugs or dangerous devices without a license poses a significant threat to the health, safety, and welfare of all persons residing in the state. It is the intent of the Legislature in enacting this provision to enhance the penalties attached to this illicit and dangerous conduct.

- (b) Notwithstanding Section 4321 of the Business and Professions Code, and in addition to any other penalties provided by law, any person who knowingly and unlawfully dispenses or furnishes a



dangerous drug or dangerous device, or any material represented as, or presented in lieu of, any dangerous drug or dangerous device, as defined in Section 4022 of the Business and Professions Code, or who knowingly owns, manages, or operates a business that dispenses or furnishes a dangerous drug or dangerous device or any material represented as, or presented in lieu of, any dangerous drug or dangerous device, as defined in Section 4022 of the Business and Professions Code without a license to dispense or furnish these products, shall be guilty of a misdemeanor. Upon the first conviction, each violation shall be punishable by imprisonment in a county jail not to exceed one year, or by a fine not to exceed five thousand dollars (\$5,000), or by both that fine and imprisonment.

Upon a second or subsequent conviction, each violation shall be punishable by imprisonment in a county jail not to exceed one year, or by a fine not to exceed ten thousand dollars (\$10,000), or by both that fine and imprisonment.

**11352.5.** The court shall impose a fine not exceeding fifty thousand dollars (\$50,000), in the absence of a finding that the defendant would be incapable of paying such a fine, in addition to any term of imprisonment provided by law for any of the following persons:

- (1) Any person who is convicted of violating Section 11351 of the Health and Safety Code by possessing for sale 14.25 grams or more of a substance containing heroin.
- (2) Any person who is convicted of violating Section 11352 of the Health and Safety Code by selling or offering to sell 14.25 grams or more of a substance containing heroin.
- (3) Any person convicted of violating Section 11351 of the Health and Safety Code by possessing heroin for sale or convicted of violating Section 11352 of the Health and Safety Code by selling or offering to sell heroin, and who has one or more prior convictions for violating Section 11351 or Section 11352 of the Health and Safety Code.

**11353.** Every person 18 years of age or over, (a) who in any voluntary manner solicits, induces, encourages, or intimidates any minor with the intent that the minor shall violate any provision of this chapter or Section 11550 with respect to either (1) a controlled substance which is 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, or specified in subdivision (b) or (c) of Section 11055, or specified

in subdivision (h) of Section 11056, or (2) any controlled substance classified in Schedule III, IV, or V which is a narcotic drug, (b) who hires, employs, or uses a minor to unlawfully transport, carry, sell, give away, prepare for sale, or peddle any such controlled substance, or (c) who unlawfully sells, furnishes, administers, gives, or offers to sell, furnish, administer, or give, any such controlled substance to a minor, shall be punished by imprisonment in the state prison for a period of three, six, or nine years.

**11353.1.** (a) Notwithstanding any other provision of law, any person

18 years of age or over who is convicted of a violation of Section 11353, in addition to the punishment imposed for that conviction, shall receive an additional punishment as follows:

- (1) If the offense involved heroin, cocaine, cocaine base, or any analog of these substances and occurred upon the grounds of, or within, a church or synagogue, a playground, a public or private youth center, a child day care facility, or a public swimming pool, during hours in which the facility is open for business, classes, or school-related programs, or at any time when minors are using the facility, the defendant shall, as a full and separately served

enhancement to any other enhancement provided in paragraph (3), be punished by imprisonment in the state prison for one year.

- (2) If the offense involved heroin, cocaine, cocaine base, or any analog of these substances and occurred upon, or within 1,000 feet of, the grounds of any public or private elementary, vocational, junior high, or high school, during hours that the school is open for classes or school-related programs, or at any time when minors are using the facility where the offense occurs, the defendant shall, as a full and separately served enhancement to any other enhancement provided in paragraph (3), be punished by imprisonment in the state prison for two years.
- (3) If the offense involved a minor who is at least four years younger than the defendant, the defendant shall, as a full and separately served enhancement to any other enhancement provided in this subdivision, be punished by imprisonment in the state prison for one, two, or three years, at the discretion of the court.
- (b) The additional punishment provided in this section shall not be imposed unless the allegation is charged in the accusatory pleading and admitted by the defendant or found to be true by the trier of fact.
- (c) The additional punishment provided in this section shall be in addition to any other punishment provided by law and shall not be limited by any other provision of law.
- (d) Notwithstanding any other provision of law, the court may strike the additional punishment provided for in this section if it determines that there are circumstances in mitigation of the additional punishment and states on the record its reasons for striking the additional punishment.
- (e) As used in this section the following definitions shall apply:
  - (1) "Playground" means any park or recreational area specifically designed to be used by children which has play equipment installed, including public grounds designed for athletic activities such as baseball, football, soccer, or basketball, or any similar facility located on public or private school grounds, or on city, county, or state parks.
  - (2) "Youth center" means any public or private facility that is primarily used to host recreational or social activities for minors, including, but not limited to, private youth membership organizations or clubs, social service teenage club facilities, video arcades, or similar amusement park facilities.
  - (3) "Video arcade" means any premises where 10 or more video game machines or devices are operated, and where minors are legally permitted to conduct business.
  - (4) "Video game machine" means any mechanical amusement device, which is characterized by the use of a cathode ray tube display and which, upon the insertion of a coin, slug, or token in any slot or receptacle attached to, or connected to, the machine, may be operated for use as a game, contest, or amusement.
  - (5) "Within 1,000 feet of the grounds of any public or private elementary, vocational, junior high, or high school" means any public area or business establishment where minors are legally permitted to conduct business which is located within 1,000 feet of any public or private elementary, vocational, junior high, or high school.
  - (6) "Child day care facility" has the meaning specified in Section 1596.750.

- (f) This section does not require either that notice be posted regarding the proscribed conduct or that the applicable 1,000-foot boundary limit be marked.

**11353.4.** (a) Any person 18 years of age or older who is convicted for a second or subsequent time of violating Section 11353, as that section applies to paragraph (1) of subdivision (f) of Section 11054, where the previous conviction resulted in a prison sentence, shall, as a full and separately served enhancement to the punishment imposed for that second or subsequent conviction of Section 11353, be punished by imprisonment in the state prison for one, two, or three years.

- (b) If the second or subsequent violation of Section 11353, as described in subdivision (a), involved a minor who is 14 years of age or younger, the defendant shall, as a full and separately served enhancement to any other enhancement provided in this section, be punished by imprisonment in the state prison for one, two, or three years, at the discretion of the court.
- (c) The additional punishment provided in this section shall not be imposed unless the allegation is charged in the accusatory pleading and admitted by the defendant or found to be true by the trier of fact.
- (d) The additional punishment provided in this section shall be in addition to any other punishment provided by law and shall not be limited by any other provision of law.
- (e) Notwithstanding any other provision of law, the court may strike the additional punishment provided for in this section if it determines that there are circumstances in mitigation of the additional punishment and states on the record its reasons for striking the additional punishment.

**11353.5.** Except as authorized by law, any person 18 years of age or older who unlawfully prepares for sale upon school grounds or a public playground, a child day care facility, a church, or a synagogue, or sells or gives away a controlled substance, other than a controlled substance described in Section 11353 or 11380, to a minor upon the grounds of, or within, any school, child day care facility, public playground, church, or synagogue providing instruction in preschool, kindergarten, or any of grades 1 to 12, inclusive, or providing child care services, during hours in which those facilities are open for classes, school-related programs, or child care, or at any time when minors are using the facility where the offense occurs, or upon the grounds of a public playground during the hours in which school-related programs for minors are being conducted, or at any time when minors are using the facility where the offense occurs, shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for five, seven, or nine years. Application of this section shall be limited to persons at least five years older than the minor to whom he or she prepares for sale, sells, or gives away a controlled substance.

**11353.6.** (a) This section shall be known, and may be cited, as the Juvenile Drug Trafficking and Schoolyard Act of 1988.

- (b) Any person 18 years of age or over who is convicted of a violation of Section 11351.5, 11352, or 11379.6, as those sections apply to paragraph (1) of subdivision (f) of Section 11054, or of Section 11351, 11352, or 11379.6, as those sections apply to paragraph (11) of subdivision (c) of Section 11054, or of Section 11378, 11379, or 11379.6, as those sections apply to paragraph (2) of

subdivision (d) of Section 11055, or of a conspiracy to commit one of those offenses, where the violation takes place upon the grounds of, or within 1,000 feet of, a public or private elementary, vocational, junior high, or high school during hours that the school is open for classes or school-related programs, or at any time when

minors are using the facility where the offense occurs, shall receive an additional punishment of three, four, or five years at the court's discretion.

- (c) Any person 18 years of age or older who is convicted of a violation pursuant to subdivision (b) which involves a minor who is at least four years younger than that person, as a full and separately served enhancement to that provided in subdivision (b), shall be punished by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for three, four, or five years at the court's discretion.
- (d) The additional terms provided in this section shall not be imposed unless the allegation is charged in the accusatory pleading and admitted or found to be true by the trier of fact.
- (e) The additional terms provided in this section shall be in addition to any other punishment provided by law and shall not be limited by any other provision of law.
- (f) Notwithstanding any other provision of law, the court may strike the additional punishment for the enhancements provided in this section if it determines that there are circumstances in mitigation of the additional punishment and states on the record its reasons for striking the additional punishment.
- (g) "Within 1,000 feet of a public or private elementary, vocational, junior high, or high school" means any public area or business establishment where minors are legally permitted to conduct business which is located within 1,000 feet of any public or private elementary, vocational, junior high, or high school.

**11353.7.** Except as authorized by law, and except as provided otherwise in Sections 11353.1, 11353.6, and 11380.1 with respect to playgrounds situated in a public park, any person 18 years of age or older who unlawfully prepares for sale in a public park, including units of the state park system and state vehicular recreation areas, or sells or gives away a controlled substance to a minor under the age of 14 years in a public park, including units of the state park system and state vehicular recreation areas, during hours in which the public park, including units of the state park system and state vehicular recreation areas, is open for use, with knowledge that the person is a minor under the age of 14 years, shall be punished by imprisonment in state prison for three, six, or nine years.

**11354. (a)** Every person under the age of 18 years who in any voluntary manner solicits, induces, encourages, or intimidates any minor with the intent that the minor shall violate any provision of this chapter or Section 11550, who hires, employs, or uses a minor to unlawfully transport, carry, sell, give away, prepare for sale, or peddle (1) any 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, or specified in subdivision (b) or (c) of Section 11055, or specified in subdivision (h) of Section 11056, or (2) any controlled substance classified in Schedule III, IV, or V which is a narcotic drug, or who unlawfully sells, furnishes, administers,

gives, or offers to sell, furnish, administer, or give, any such controlled substance to a minor shall be punished by imprisonment in the state prison.

(b) This section is not intended to affect the jurisdiction of the juvenile court.

**11355.** Every person who agrees, consents, or in any manner offers to unlawfully sell, furnish, transport, administer, or give (1) any controlled substance specified in subdivision (b), (c), or (e), or paragraph (1) of subdivision (f) of Section 11054, specified in paragraph (13), (14), (15), or (20) of subdivision (d) of Section 11054, or specified in subdivision (b) or (c) of Section 11055, or specified in subdivision (h) of Section 11056, or (2) any controlled substance classified in Schedule III, IV, or V which is a narcotic drug to any person, or who offers, arranges, or negotiates to have any such controlled substance unlawfully sold, delivered, transported, furnished, administered, or given to any person and who then sells, delivers, furnishes, transports, administers, or gives, or offers, arranges, or negotiates to have sold, delivered, transported, furnished, administered, or given to any person any other liquid, substance, or material in lieu of any such controlled substance shall be punished by imprisonment in the county jail for not more than one year, or pursuant to subdivision (h) of Section 1170 of the Penal Code.

**11356.** As used in this article "felony offense," and "offense punishable as a felony" refer to an offense prior to October 1, 2011, for which the law prescribes imprisonment in the state prison, or for an offense on or after October 1, 2011, imprisonment in either the state prison or pursuant to subdivision (h) of Section 1170 of the Penal Code, as either an alternative or the sole penalty, regardless of the sentence the particular defendant received.

**11356.5.** (a) Any person convicted of a violation of Section 11351, 11352, 11379.5, or 11379.6 insofar as the latter section relates to phencyclidine or any of its analogs which is specified in paragraph (21), (22), or (23) of subdivision (d) of Section 11054 or in paragraph (3) of subdivision (e) of Section 11055, who, as part of the transaction for which he or she was convicted, has induced another to violate Section 11351, 11352, 11379.5, or 11379.6 insofar as the latter section relates to phencyclidine or its analogs, shall be punished as follows:

- (1) By an additional one year in prison if the value of the controlled substance involved in the transaction for which the person was convicted exceeds five hundred thousand dollars (\$500,000).
- (2) By an additional two years in prison if the value of the controlled substance involved in the transaction for which the person was convicted exceeds two million dollars (\$2,000,000).
- (3) By an additional three years in prison if the value of the controlled substance involved in the transaction for which the person was convicted exceeds five million dollars (\$5,000,000).

(b) For purposes of this section, "value of the controlled substance" means the retail price to the user.

**Section 3: Health Risks Associated with Substance Abuse**

Substance	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal
Heroin	High	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, runny nose, chills and sweating, watery eyes
Morphine	High	High			
Codeine	Moderate	Moderate			
Methadone	High	High			
Other Narcotics: Percodan, Darvon, Talwin, Percocet, Opium, Demerol	High-Low	High-Low			
Barbiturates: Amytal, Nembutal, Phenobarbital, Pentobarbital	High-Moderate	High-Moderate	Slurred speech, disorientation, drunken behavior	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse,	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines: Ativan, Diazepam, Librium, Xanax, Valium, Tranxene, Versed, Halcion	Low	Low	without odor of alcohol	comatose, possible death	
Methaqualone	Moderate	Moderate			
GHB					
Rohypnol					
Other Depressants	Moderate	Moderate			

<b>Cocaine</b>	<b>Possible</b>	<b>High</b>	<b>Increased alertness, increased pulse rate and blood pressure, loss of appetite, euphoria,</b>	<b>Agitation, increased body temperature, hallucinations, convulsions, possible death</b>	<b>Apathy, long periods of sleep, irritability, depression, disorientation</b>
<b>Amphetamine</b>	<b>Possible</b>	<b>High</b>			
<b>Methamphetamine</b>	<b>Possible</b>	<b>High</b>			
<b>Ritalin</b>	<b>Possible</b>	<b>High</b>			

Other Stimulants	Possible	High	excitation, insomnia		
Marijuana	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite
THC, Marinol	Unknown	Moderate			
Hashish	Unknown	Moderate			
Hashish Oil	Unknown	Moderate			
LSD	None	Unknown	Illusions and hallucinations, altered perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Unknown
Mescaline and Peyote	None	Unknown			
Psilocybin mushrooms	None	Unknown			
Ecstasy (MDMA)	Unknown	Unknown			
Phencyclidine (PCP)	Unknown	High			
Ketamine	Unknown	Unknown			
Other Hallucinogens	None	Unknown			
Testosterone	Unknown	Unknown	Virilization, testicular atrophy, acne, edema, gynecomastia, aggressive behavior	Unknown	Possible depression



#### **Section 4: Available Drug and Alcohol Counseling**

The University has also established a referral resource for those employees or students who wish to avail themselves to any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs. All inquiries are held in the strictest of confidence and will not affect an employee's job security or a student's participation in the University.

Contact Trinet Employee Assistance Program (EAP) at 888-893-5893

The University does not subsidize any costs associated with such referral services or treatment programs. An employee may use sick leave to which he or she is entitled for the purpose of entering and participating in an alcohol or drug rehabilitation program. Once sick leave has been used, the employee may request a leave of absence as covered in the University's Leave of Absence Policy.<sup>15</sup>

#### ***Student Specific:***

To arrange for counseling, treatment, or rehabilitation programs, an individual needs to contact the All One Health. To access these free services is to either call 1-800-756-3124.

Download The App at: MyLifeExpert.com Student Company Code: SCUHS

Depending on the nature of disclosure or the treatment, re-entry to the program may be assessed by the Vice President for Enrollment Services and Student Affairs as well as the Executive Director of Student Affairs. Consequently, conditions may be applied to individuals that are granted re-entry to their respective program of study.

#### ***Employee Specific:***

To inform employees about important provisions of this policy, Trinet has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the (888) 231-7015. They may also wish to discuss these matters with their supervisor at SCUHS or the Trinet Employee Service Center at 800-554-1802 to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a

rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all SCUHS policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause SCUHS any undue hardship.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor at SCUHS or the Trinet Employee Service Center at 800-554-1802 without fear of reprisal. <sup>16</sup>

Both the Employee Assistance Program (EAP) and Employee Service Center can provide additional information concerning how the program works; however, the general guidelines are as followed:

- Following the receipt of a confirmed positive drug or alcohol test result, employees are placed on suspension. Your continued employment will be conditioned on your agreeing to be evaluated by the EAP and if determined to be necessary by the EAP to participate in a counseling, treatment, or rehab program.
- The EAP professional will make the determination regarding your qualification for return-to-duty, and both the frequency and duration of follow-up drug and alcohol testing.

***Confidentiality:***

Information related to the services you obtain under the above mentioned program will be maintained confidentiality and will only be shared under the following circumstances: (1) You have provided written consent for the disclosure, (2) There is reasonable concern that you are a threat to the life or safety of yourself or others, and/or (3) If disclosure is required by law.

# Appendix B

**For full Title IX/SB 493 Policy, please visit:**

**[https://my.scuhs.edu/ICS/Departments/Campus\\_Safety/Title\\_IXSexual\\_Misconduct.jnz](https://my.scuhs.edu/ICS/Departments/Campus_Safety/Title_IXSexual_Misconduct.jnz)**

## **Title IX/SB 493 Sexual Misconduct**

### **Discrimination and Harassment**

This policy applies to all employees, students, independent contractors, vendors, and others doing business with SCU. Furthermore, it prohibits unlawful discrimination in any form, including verbal, physical, or visual harassment. It also prohibits retaliation of any kind against individuals who file valid complaints or who assist in a University investigation. Additionally, the University has adopted a comprehensive document that addresses issues of discrimination on the basis of sex and sexual misconduct pursuant to the Title IX/SB 493 Policies and Procedures.

### **Definitions**

#### **Discrimination**

SCU takes positive action to ensure that students and employees are treated in compliance with applicable laws and regulations governing nondiscrimination on the basis of race, color, creed, religion, sex, national origin, disability, age, sexual orientation, gender identity, genetic characteristics, marital status, pregnancy, childbirth or related individual conditions, medical condition (as defined by state law), military status, political affiliation, or any other characteristic protected by federal, state, or local law. It is therefore a violation of University policy to discriminate in the provision of educational or employment opportunities, benefits, programs, activities, or privileges; to create discriminatory work or academic conditions; or to use discriminatory evaluative standards in employment or educational settings if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, creed, religion, sex, national origin, disability, age, sexual orientation, gender identity, genetic characteristics, marital status, pregnancy, childbirth or related individual conditions, medical condition (as defined by state law), military status, political affiliation, or any other characteristic protected by federal, state, or local law.

#### **Discrimination on the Basis of Sex**

SCU is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, including all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. SCU considers sex discrimination in all its forms to be an egregious offense. This

policy refers to all forms of sex discrimination, including, but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, and/or third parties.

### **Sexual Discrimination**

Sexual discrimination is defined as inequitable treatment of individuals on the basis of gender, including both sexual harassment and sexual assault.

### **Discriminatory Harassment of a Non-Sexual Nature**

It is the University's policy to prohibit discriminatory harassment of a non-sexual nature, including verbal, physical, or graphic conduct that denigrates or shows hostility or aversion toward an individual or group on the basis of the person's race, color, creed, religion, sex, national origin, disability, age, sexual orientation, gender identity, genetic characteristics, marital status, pregnancy, childbirth or related individual conditions, medical condition (as defined by state law), military status, political affiliation, or any other characteristic protected by federal, state, or local law (protected characteristic) and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive employment or educational environment;
2. Has the purpose or effect of unreasonably interfering with an employee's work performance or a student's academic performance; or
3. Otherwise adversely affects an individual's employment or educational opportunities.

Examples of harassment include verbal harassment (including slurs, jokes, insults, epithets, gestures, or teasing), graphic harassment (including offensive posters, symbols, cartoons, drawings, computer displays, or emails), and physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion toward an individual because of any protected characteristic.

### **Sexual Harassment**

Sexual harassment is defined as unwanted or unwelcome sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

1. Unwanted sexual advances;
2. Offering employment or academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct that includes leering; making sexual gestures; or displaying sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct that includes making derogatory comments or jokes or using epithets or slurs;

6. Verbal sexual advances or propositions;
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations;
8. Physical conduct that includes touching, assaulting, or impeding or blocking movements; or
9. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature. These constitute sexual harassment when:
  - Submission to such conduct, communication, or solicitation is made either explicitly or implicitly a term or condition of an individual's employment or academic status or progress;
  - Submission to or rejection of such conduct, communication, or solicitation is used or threatened as the basis for employment, academic, or student life decisions; or
  - Such conduct, communication, or solicitation has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

### **Sexual Misconduct**

Sexual misconduct is a broad term used to encompass unwelcome behavior of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behaviors that include, but is not limited to, sexual discrimination, sexual harassment, sexual violence/assault, sexual exploitation, and stalking. Sexual misconduct can occur in any sex and gender configuration (i.e., between the opposite sex or the same sex), regardless of sex and gender identity.

### **Sexual Exploitation**

Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another, for their own advantage or benefit or for the benefit or advantage of anyone other than the one being exploited.

### **Stalking**

Stalking involves an intentional course of repeated conduct or behavior over a period of time, directed at a specific person, which causes a person to feel harm, annoyance, emotional distress, and/or fear. Stalking can also be done via usage of electronic mediums/devices (cyber stalking) and is no less of an egregious offense. When performed based on the victim's gender, stalking is considered sexual misconduct.

### **Reporting Complaints**

The University strongly urges the reporting of all incidents of discrimination, harassment, retaliation, sexual misconduct, or assault, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to the University's policy or who

have concerns about such matters should file their complaints with the appropriate official at the University as set forth below:

**Students:** Any student who believes that they have been the victim of behavior that conflicts with University policy by another student, an employee of the University, or any other agent of the University should promptly report the facts of the incident or incidents and the name(s) of the individual(s) involved to the Title IX Coordinator and to Campus Safety. In addition, they may want to report the issue directly to the Dean of the student's college, the Vice President for Enrollment Management and Student Affairs, or the Vice President for Academic Affairs. Alternative reporting can be made to any faculty or staff. University employees receiving complaints from a student shall report the allegations to Human Resources.

**Employees:** Employees who believe they have experienced conduct that they believe is contrary to the University's policy or who have concerns about such matters should file their complaints with their immediate supervisor, the Title IX Coordinator, Human Resources, and/or the ADP TotalSource Employee Service Center at 800-554-1802 before the conduct becomes severe or pervasive. Individuals should not, however, feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of the Title IX Coordinator, Human Resources, or Trinet.

**Vendors, Contractors, and Third Parties:** Vendors, contractors, and third parties should report complaints of behavior conflicting with University policy to the Assistant Vice President for Auxiliary Operations, who serves as the Title IX Coordinator; this individual shall in turn report the complaint to Human Resources and ADP TotalSource, if necessary.

Upon receipt of the complaint, the individuals listed above will immediately forward the complaint to the University's Equal Employment Opportunity Executive (EEOE), the Vice President of Administration and Finance.

Please note that if any of the individuals designated above to receive complaints is the subject of the discrimination or harassment allegations, or if the complainant is otherwise uncomfortable approaching these individuals, the complainant should direct the complaint to the EEOE.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that their behavior is unwelcome and requesting that it be discontinued.

### **Confidentiality**

Investigations under this policy shall be conducted in a manner that will protect, to the extent possible, the confidentiality of all parties. The University, however, cannot guarantee complete confidentiality when it conflicts with the University's obligation to investigate meaningfully and, where warranted, take disciplinary action.

### **Anti-Retaliation and False Accusations Statement**

Retaliation against anyone who files a complaint, serves as a witness, or otherwise participates in the enforcement of this policy is strictly prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation, or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status. Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without harassing or discriminatory work or educational effect requires a determination based on all facts pertaining to the situation.

False accusations of harassment or discrimination can seriously injure innocent people. It is a violation of this policy, therefore, for anyone knowingly to make false accusations of harassment and discrimination. If, during the investigation, it is determined that the evidence demonstrates that the accusation was made falsely, appropriate disciplinary action shall be instituted by the University. A determination that a complaint is not meritorious, however, is not necessarily equivalent to a false allegation. A finding for the accused does not constitute a finding that the complaint was in bad faith.

Finally, these policies should not and may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business, work-related, or student social activities or discussions in order to avoid allegations of harassment. The law and the policies of the University prohibit disparate treatment on the basis of protected characteristics, regarding terms, conditions, privileges, and perquisites of employment or admission as a student. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **Title IX Coordinator**

The Title IX Coordinator oversees monitoring of University policy in relation to Title IX law developments; implementation of complaint procedures, including notification, investigation, and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the University's Title IX compliance. In addition, this official shall prepare annual statistical reports for the campus community on the incidence of sexual harassment. No information that identifies individuals shall be reported in the annual statistical reports. For information on the Coordinator and their respective contact information, please see Appendix A for the University's complete Title IX Policies and Procedures guide.

# Appendix C

## **SONORAN EMERGENCY PREPAREDNESS PLAN**



## PURPOSE AND SCOPE

The safety of the SONORAN UNIVERSITY OF HEALTH SCIENCES community, patients and visitors is a high priority. SONORAN UNIVERSITY OF HEALTH SCIENCES is cognizant of its responsibility to provide a safe work environment and priority is given to the safety and welfare of all students, faculty and staff.

This Emergency Preparedness Plan establishes the organizational structure and procedures for response to emergencies that cause a significant disruption to all or portions of the College. The Plan describes the roles and responsibilities of emergency Management Teams (MT) as well as those of individuals during emergency situations. These protocols are meant to guide the stabilization of and recovery from an incident and include emergency instructions for use by individuals.

As emergencies are often sudden and without warning, these procedures, while providing guidance, are designed to be flexible in order to permit the College to respond to any given situation. Also, emergencies may occur that are not described in this plan. Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the Plan.

This Plan supports the College's intent to respond to any emergency situation in a safe, effective, and timely manner - starting with protecting human lives, the plan intends to preserve health and safety, protect assets and maintain college services.

## DEFINITIONS OF AN EMERGENCY

The following definitions are provided as guidelines in determining the appropriate action.

### Minor Emergency

An incident, potential or actual, which will not seriously affect the overall functional capability of the College.

### Major Emergency/Disturbance

An event, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services may be required. Major considerations and decisions will usually be required from administrative officials or designated employees during times of a crisis.

### Disaster

An event or occurrence which seriously impairs or halts college operations. In some cases, casualties and property damage may be incurred. The coordinated effort of all designated personnel and available equipment is required to effectively control the situation. Outside emergency services may be necessary.

## CAMPUS RESPONSIBILITIES

Maintaining campus preparedness for recognizing and responding to an emergency is a responsibility of every member of our campus community. In an emergency situation, individuals on campus will follow directions of the Management Team (MT) that plans and executes emergency preparedness, response, and recovery functions. All personnel designated to carry

out specific responsibilities are expected to know and understand the policies and procedures outlined herein.

## Management Team (MT)

- Members of the Executive Council (EC)
- Facilities Director
- Dean of Students

The MT will evaluate information from various sources during the progress of the event and take appropriate action. In a general emergency the Facilities Director or designee, in consultation with the Vice of Finance and Administration and/or other Campus Security Authorities (CSA) will serve as the incident commander. The primary objective is the management of assigned resources for effective control of any situation. When a tactical response is required by first responders the appropriate first CSA or MT responder will be the incident commander.

## Emergency Contact Information

IMMEDIATE EMERGENCY	911
Police Non-emergency	480-350-8305
Poison Control Center	1-800-955-9119
On campus assistance	480-645-4387

## Campus Security Authorities (CSA)

Chief Information Officer	602-738-7166
Facilities Director	480-222-9273
Dean of Students	480-222-9237

Additionally, the Chief Human Resources Office may also be contacted at 480-231-0788.

# CAMPUS PREPAREDNESS

Campus preparedness includes the following elements:

## Intelligence

The campus community has the responsibility to recognize and report any event with the potential of developing into an emergency, or to provide the information to one of the Campus Security Authority (CSA).

## Awareness

The Management Team has the responsibility to maintain current knowledge of any developing local, state, or national potential for an emergency and to inform the campus community.

## Testing/Inspection

Annual inspection of all physical and fire protection devices by a certifying authority. This includes inspection of:

- Door access system
- Fire Alarm Control Panel
- Fire Alarms and Detection Devices
- Fire Extinguishers

- Fire Sprinkler System
- Mass Communications System

Annual inspection in accordance with OSHA requirements including safe storage of chemicals, eyewash station operation, employee safety and notification of required public policy, building environmental and safety issues, electrical and lighting, new additions include ergonomics and safe work habits. The annual OSHA inspection will also incorporate any new changes, additions, modifications made by the Arizona Department of Environmental Quality.

Monthly inspection of all fire extinguishers by a trained Facilities employee - any extinguisher not reading "FULL" must be replaced with another of equal or better rating immediately.

Facilities will be responsible for delivering extinguishers to a certified Fire Safety company for recharge/servicing of extinguishers as needed.

- Monthly inspection of permanent batteries in emergency lights
- Daily inspection by Facilities employees to ensure fire exits are not obstructed.

## Response Coordination

Facilities staff are vital to immediate response in an emergency. Facilities employees will be responsible for safely directing personnel to the evacuation meeting area. The Facilities Director or designee will coordinate the evacuation area activities.

## EMERGENCY ANNOUNCEMENT

Depending on the priority of situation the Management Team (MT) will determine a communication plan to notify students, staff, faculty, patients, and others as needed. The MT will be responsible for preparing concise statements for notification and determine how to implement them.

The ability to provide information to the community during an emergency is crucial to the management of the emergency. The College strives to inform the community without causing widespread alarm. The nature of the threat will determine the communication systems used to inform the community of the actual or potential emergency. Some notification requires an immediate response by the community. The communication will provide information about the incident and direct action to take to reduce the risk of harm. In the event of a campus closure or other emergency, using the emergency mass notification system, members of the SONORAN UNIVERSITY OF HEALTH SCIENCES community including students, faculty and staff will receive text, email and voice call notification with information and instructions. Depending on the type of emergency this notification may be accompanied by a lockdown of campus door access. The campus telephone system provides for a phone paging system in case of an emergency announcement for some areas. Phones are available in all classrooms and exam rooms.

## Authority to Notify

Decisions concerning notification of the community about an imminent or active threat or emergency situation may be made by any member of the Executive Council (EC). Other members may be added at the discretion of the EC.

Whenever possible, prior notification of emergencies or disasters that may affect the college community will be made.

## Types of Communication

- Alert, warn, and advise the campus community of a potential, imminent or active emergency. The College will issue emergency notifications or warnings to the campus community at any time if conditions indicate that an incident is developing or highly probable.
- Continue to communicate with campus and broader community through a variety of media to inform of protective actions taken and the status of the event.
  - Communicate with the extended campus community (to include spouses or other next-of-kin) and through the media to inform and to advise of the campus situation, developments, and recovery efforts.

## Communication with external community/media

- To ensure a unified and consistent message, communication with the external community will be managed by the Management Team (MT)
- There will be a single spokesperson for the College, the Director of Marketing - All other employees should refrain from sharing information which may be incorrect or not current.
- The MT may designate others to be spokespersons as needed/appropriate.
- A brief scripted statement may be prepared for news/media announced by the Director of Marketing in consultation with a member of the Executive Council.

## Terminating an Incident

An incident will be considered terminated upon the determination of the EC or one of its members that no state of emergency still exists and that normal operations may resume. Communication channels as described will be used.

## BUILDING EVACUATION

The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give the best chance of remaining safe and avoid a more harmful situation. Instructions are provided to proceed to pre-determined assembly area of buildings.



Facilities personnel or designee are responsible for managing evacuation of buildings as well as aiding in the evacuation of persons with disabilities in their respective areas. Depending on the nature of the disability, Facilities employees or designee may need to obtain additional assistance to evacuate these persons. Facilities employees must ensure that persons with disabilities are attended to until the “all clear” is given or until relieved by emergency services personnel.

- Facilities employees will be responsible for identification of personnel injured and/or in need of medical and immediately secure assistance.
- Facilities staff will be positioned at the main driveway entrances to:
  - + Guide emergency vehicles;
  - + To prohibit entrance of unnecessary vehicles which may get in the way of emergency vehicles

## FIRE DRILLS

Fire drills will be conducted periodically. These will be planned at times which minimally impact classes/patients and/or activities, yet are not so scheduled, that the effectiveness of the drill is compromised. Each fire drill takes less than 10 minutes from the time the fire alarm is activated until the occupants re-enter the building. All occupants of the building must participate in fire drills.

The purpose of fire drills is a structured learning exercise to prepare building occupants for an organized evacuation in case of a fire or other emergency. Fire drills allow occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm; in addition, it provides information on the amount of time it takes to evacuate a building, and which exits are generally used. Problems, if any, with fire alarm components can also be identified. A written record of all drills will be maintained by the Director of Facilities should be readily available for inspection. Shortly after every drill the Facilities Director and the EC will hold meeting to determine the effectiveness of the drill and ensure that the procedures in the plan are being followed.

## NO WEAPONS POLICY

All persons on SONORAN UNIVERSITY OF HEALTH SCIENCES's campus including students, employees, patients, visitors, vendors and contractors are strictly prohibited from possessing weapons while occupying any building or vehicle owned, leased, or rented by any SONORAN UNIVERSITY OF HEALTH SCIENCES entity. Anyone found to be in violation of this directive will be subject to disciplinary action. See Weapons, Explosives and Firearms policy.

## INCIDENTS OF NON-EMERGENCY INJURY/REACTION/PERSONAL ACCIDENTS

Student must report any and all injuries, negative reactions, and untoward results by/to any student on campus or at an SONORAN UNIVERSITY OF HEALTH SCIENCES affiliated patient care site. This includes any accidents in or outside the class, in labs, during practice sessions, in medical clinics, at offsite offices, and in axillary clinic locations. Every student is required to



notify the person in charge at that location and to complete an Incident/Injury Report form, as found on MYSONORAN.

## MEDICAL CRISIS

Applies to both students and non-students.

A medical/health crisis results when the health of a person is threatened and requires immediate medical attention. This may result from a worsening of a pre-existing medical condition, catastrophic onset of illness, accident, physical attack causing bodily harm, consequence of an infectious disease, substance abuse or overdose, exposure to a hazardous substance or other causes not immediately apparent.

Levels of Response:

## Serious Medical Emergency

Indications of serious medical emergency are severe distress, ongoing loss of consciousness, severe and/or escalating pain, breathing difficulty, significant blood loss, seizures, or rapid deterioration in condition.

What to do:

- Call 911 immediately
- Notify one of the Campus Security Authority (CSA)
- Stay with the person until emergency care arrives

## Urgent Medical Situation

Indications of urgent medical situation may include brief fainting episode, laceration with minimal blood loss, possible fracture, and pain without other symptoms or other symptoms that do not seem to constitute a medical emergency.

What to do:

- Call 911 immediately
- Inform one of the CSAs as soon as possible
- Stay with the person until emergency care arrives

## Non-urgent Medical Condition

What to do:

- Refer person to urgent care or PCP
- Inform one of the CSAs as soon as possible

## ALCOHOL ABUSE/DRUG USE

Applies to both students and non-students.

Alcohol abuse is most often identified when irresponsible, unpredictable behavior affects the learning or working situation or when a combination of health and social impairments associated with alcohol/drug abuse sabotages learning or work performance. Because of the denial that exists in most substance abusers, it is important to express concern not in terms of suspicions about alcohol and other drugs, but in terms of specific changes in behavior or performance. See "Alcohol and Drug Policy" in the Student Handbook and Employee Handbook.

Signs of Alcohol Abuse and Drug Use

- Difficulty sleeping

- Drinking outside of a social setting
- Experiencing memory blackouts during or after drinking
- Loss of interest in activities which were once of interest
- Loss of interest in friends or previous relationships
- Loss of time from school

- Mood fluctuations
- Not fulfilling promises or obligations
- Poor judgment
- Showing up intoxicated in inappropriate settings
- Usually drinking to the point of intoxication

What to do

- Do not ignore signs of intoxication in the classroom or academic setting or the work environment
- If the person is disruptive, uncooperative, hostile or endanger of injuring himself/herself, call Tempe Police and one of the CSAs

The CSA will:

- Address the person privately about their behavior that is of concern
- Offer support and concern for the overall wellbeing
- Refer to the College Counselor
- Not make allowances for the student's irresponsible behavior
- Not convey judgment or criticism about the person's substance abuse

## ERRATIC BEHAVIOR/VIOLENCE IN WORKPLACE

Applies to both students and non-students (need more specific description of non-student) For more information see "Code of Student Professional Conduct and Academic Honor" in the Student Handbook and Section 4 – "Code and Discipline" in the Employee Handbook.

### Disruptive/Suspicious/Threatening Behavior

Disruptive or threatening behavior on-campus or off-campus that interferes with the learning environment, the academic activities of students, is damaging to the property of SONORAN UNIVERSITY OF HEALTH SCIENCES or the members of the SONORAN UNIVERSITY OF HEALTH SCIENCES community, visitors or patients constitutes a threat to others' safety and well-being. Students and employees communicating threats to another will be subject to disciplinary action. All managers are responsible for ensuring that incidents of this nature are immediately reported to the Dean of Students/Chief Human Resources Officer and they will conduct an investigation to determine if disciplinary action is appropriate.

Disruptive or threatening behaviors may include:

- Acts of harassment
- Behavior which disturbs the peace
- Behavior which interferes with the performance of the duties of college official (e.g., failure to comply with an authority)
- Behavior which regularly interferes with effective class management
- Challenges to fight

- Destruction of property
- Direct or implied threats of violence
- Physical attacks

- Public Intoxication
- Shoving
- Stalking
- Tampering with college equipment (e.g., fire alarms, elevators, wiring, and plumbing)
- Theft
- Threatening phone calls, emails, or other correspondence
- Unauthorized entry
- Verbal attacks/screaming/shouting

What to do:

- Notify the local police when an off-campus behavior is destructive or threatening
- Call Tempe Police immediately when there is erratic behavior or physical violence on-campus
- Notify one of the CSAs
- Do NOT approach suspicious individuals
- Be prepared to provide description of person(s) involved and location of the incident.

The CSA will:

- Notify appropriate offices and individuals as needed and determine the degree to which the SONORAN UNIVERSITY OF HEALTH SCIENCES community has been affected
- Not put themselves in danger. If a deadly weapon is involved, the area or entire building should be evacuated immediately.

## Distressed Student

Any bizarre/erratic behavior or extreme change in behavior may signal that a student is in distress and requires intervention. The competition and pressure associated studies and general life difficulties, can be very stressful for many. Some can adequately cope with these stressors, but when stress exceeds the capacity to cope, stress becomes distress.

Signs to look for:

- Behavior which regularly interferes with effective class management
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present)
- Dependency (e.g., the student who hangs around after class or makes excessive appointments)
- Exaggerated emotional responses
- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work
- Excessive weight gain or loss
- Expressed suicidal thoughts verbally or in writing, expressions of hopelessness and helplessness
- Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior; mood swings

- Impaired speech (very rapid or very slow) and disjointed thought
- Infrequent class attendance or frequent tardiness with little or no work completed

- Intoxication, hangover, or other aftereffects of misuse
- Listlessness, low mood, lack of energy, or frequently falling asleep in class
- Marked changes in personal hygiene
- Physical evidence of self-harm (e.g., cuts on arms or legs) or other unexplained injuries
- Repeated requests for special consideration (e.g., deadline extensions)
- Social isolation/withdrawal from friends and family
- Students who appear overly nervous, tense or tearful
- Unable to make decisions despite your repeated efforts to clarify or encourage.

What to do:

- Contact the College Counseling Services
- Immediately contact 911 or Tempe Police if the situation is a true emergency (involves threat to personal or public safety)
- Be as specific as possible in stating your observations and reasons for concern. Listen carefully to everything the person says.

The College Counseling Services will:

- Talk to the person in private about the concern and avoid criticizing or sounding judgmental
- Maintain the boundaries of your relationship
- Seek another option, if needed
- Refer the person to the College Counselor and offer to help make the appointment and if necessary and appropriate accompany to meet with the Counselor.

## Sexual Assault/Misconduct

Applies to both students and non-students.

Nonconsensual sexual activity describes a continuum of sexual offenses, including rape, attempted rape, date/acquaintance rape, sexual assault, and other forms of nonconsensual sexual activity. In any sexual assault situation, the victim of a sexual assault has the right to refuse medical services and/or the initiation of law enforcement. For more information on SONORAN UNIVERSITY OF HEALTH SCIENCES's policy see Annual Security Report: "Harassment Prohibition – Sexual, Dating Violence, Domestic Violence, and Stalking".

What to Do:

- If the incident involves physical injury or a fleeing offender, call 911.
- If the assailant is known, inform Tempe Police
- Inform one of the CSAs as soon as possible
- If you learn of an assault after it has happened, refer the victim to one of the CSAs immediately.

Also see Annual Security Report – "Actions by the CSA When Incidents Reported".



## Relationship Violence

Applies to both students and non-students.

Relationship violence is any verbal, written, physical, sexual, or other acts of violence, threat, or intimidation directed at another individual with whom the aggressor is involved in an intimate relationship. Relationship violence is the leading cause of injury to women. Although it occurs in heterosexual and homosexual relationships, the predominant pattern is male abuser/female victim.

Signs to look for - a victim of relationship violence may:

- Act ambivalent, guilty—feel responsible for his/her partner's behavior
- Be emotionally and economically dependent upon the batterer
- Believe she/he might be insane
- Express anger, embarrassment or shame
- Fear his/her partner's temper/anger
- Feel isolated and distrust others
- Feel powerless to escape the situation; fear ending the relationship
- Have been abused as a child or witnessed the abuse of others
- Have few friends and limited contact with others
- Have poor self-image and low self-esteem
- Have unexplained injuries that may go untreated
- Make excuses for, or minimize, the batterer's behavior
- Seem fearful of her/his living conditions.

Perpetrators of relationship violence may:

- Anger easily
- Constantly accuse their partner of being unfaithful
- Constantly criticize their partner for little things
- Discourage relationships with family and friends
- Force sex
- Hit, punch, slap, or push their partner
- Humiliate their partner in front of others
- Stalk or check up on their partner all of the time
- Try to control their partner's activities

What to do:

Call CSA

- If the incident involves disruptive circumstance such as physical injury, a fleeing offender, or other highly disruptive circumstances, call 911

CSA will:

- Listen without judging.
- Ask direct questions, gently. Do not rush into providing solutions.
- Offer your support and caring. Emphasize that violence in a relationship is never acceptable and that it is likely to continue without any intervention. Explain that it is possible to leave the relationship, and help is available.

## Physical Assault

Applies to both students and non-students.

A physical assault may be an isolated incident or may be a sign of long-term abuse.

What to do:

- Call 911. Authorities will respond to the situation and call for an ambulance if necessary.
- If you learn of an assault after it has happened refer the victim to appropriate medical services, if needed Emergency Room
- Contact one of the CSAs as soon as possible.

## Suicide Crisis

A suicide crisis is a time-limited occurrence signaling immediate danger of suicide. Most people committing suicide give some clue as to their intentions before they make an attempt. During a time of suicide crisis, the suicidal person sees suicide as the only solution to a set of overwhelming feelings or unbearable circumstances. While suicidal people often do not really wish to die, the intense emotional distress often blinds them to alternative solutions.

Signs to look for:

- **Precipitating Event:** A recent event that is particularly distressing such as loss of loved one, end of a relationship, or career failure. In considering whether a person may be suicidal, it is extremely important that the precipitating event be evaluated from that person's perspective. What may seem of minor importance could be extremely distressful and painful for the person in crisis.
- **Observable signs of serious depression:** Unrelenting low mood, pessimism, hopelessness, desperation (anguish + urgency for relief), anxiety, inner pain/tension, withdrawal, sleep problems
- Increased alcohol and/or other drug use
- Recent impulsiveness, unnecessary risk-taking, or self-destructive behavior
- **Threatening suicide or expressing a strong wish to die:** This may be indirect. Be alert to such statements as, "My family would be better off without me." Sometimes those contemplating suicide talk as if they are saying goodbye or going away.
- **Making a plan:** Giving away prized possessions; Sudden or impulsive purchase of a firearm; Obtaining other means of killing oneself such as poisons or medications; Putting affairs in order
- Deterioration in functioning at work or socially
- Unexpected rage or anger

What to do:

- If the situation is a true emergency involves immediate threat to personal or public safety, call Impact (480) 784-1500 or is after hours immediately contact 911
- Contact one of the CSAs as soon as possible
- If you are concerned that the person is exhibiting warning signs but not seeking help

refer to one of the CSAs and provide him/her with contact information.

## Suicide Attempt

A suicide attempt follows a suicide crisis and is any action taken in an effort to end one's life. Suicide attempts vary greatly in lethality, but any attempt must be taken seriously, especially as those who have a serious attempt are much more likely than others to attempt or complete suicide in the future. Signs to look for:

- Person seems excessively sedated, drugged, or disoriented
- Person cannot be aroused from sleep
- Visible signs of injury (cuts on arms or red marks/bruises on the neck)
- Empty medication bottles, weapons, or other means of suicide are present.

What to do if an attempt is in progress:

- Remain calm
- Call 911
- Do not leave the person alone until help is available
- Notify one of the CSAs who will notify appropriate offices and individuals as needed.

## CAMPUS PROTEST

Students and employees are free to voice dissent and to demonstrate in an orderly and peaceful manner. Picketing or demonstrating must not interfere with the normal flow of pedestrian or vehicular traffic or with the entrances to buildings and must not interfere with the normal functioning of the College. Failure to abide by these guidelines may lead to disciplinary action.

What to do:

If you encounter a demonstration or group picketing, or if you hear rumor of a possible protest, contact one of the CSAs immediately.

## ARREST/INCARCERATION

The arrest of a student/employee could result from an incident that occurs on or off campus by a local police agency.

What to Do:

If you are informed of the arrest of a student/employee:

- Obtain as much information as possible from the person informing you of the arrest
- Notify one of the CSAs immediately
- DO NOT talk to the media about any information you have been given.

If a student is incarcerated, the CSA will notify appropriate offices depending on the severity of the situation. The Dean/Chief HR Officer will also make contact with the student/employee when appropriate.

## DEATH OF STUDENT/EMPLOYEE

Any death, whether by suicide, accident, or natural causes, has a significant impact on the entire SONORAN UNIVERSITY OF HEALTH SCIENCES community, necessitating a coordinated response. It is not always clear what the final cause of death is and labeling it “a

suicide” can be especially upsetting to parents and friends. Therefore, sensitivity and discretion are always required.

What to do:

- If you learn of death of a student or employee, first immediately call 911 or TempePolice
- Contact one of the CSAs who will notify appropriate offices and individuals as needed.

## MISSING STUDENT/EMPLOYEE

A missing student or employee generally falls into two categories on a college campus. The first and less critical is missing classes or absence from work. Student absences are generally first noticed and reported by faculty members or on occasion other students. In most cases, unaccounted-for students are simply “on their own time” and nothing more comes of it as the student chose to be absent. The second case is more serious when it is determined the student/employee is truly missing.

What to do if a student or employee is reported missing:

- Contact one of the CSAs immediately who will attempt to contact the student or employee using contact information previously provided.

## PUBLIC UTILITY INTERRUPTION/SERVICE FAULT

Emergency outage of a public utility due to system failure or emergency repairs are unannounced. The Facilities Director or designee will attempt to contact the appropriate service and request information regarding the anticipated duration of the outage. The Facilities Director, in consultation with the Vice President of Finance and Administration or designee will determine if a schedule modification or temporary closure may be necessary.

## Water/Sewer Damage

- Water damage can occur as a consequence of many natural disasters or result from internal plumbing failure. Burst water pipes, floods or storms producing heavy rains, and often, firefighting activities can cause extensive damage to Building structure as well as contents. Any type of water leaks will receive immediate attention to prevent excess damage to property.
- If there is any possible danger, an orderly evacuation of the area will be initiated by the Facilities Director or designee.
- Facilities department will take the lead on immediately informing the Information Technology (IT) department and the Medical Center.
- IT staff will initiate necessary actions to ensure the backup and safety of the College network, systems, and equipment.

- Facilities department will contact the Medical Center with status updates to inform the scheduling of patients.
- The MT will assess the situation and determine if the College will have to close as a result or if it is anticipated that power will be restored shortly and to wait.
- Supervisors will be notified of appropriate action to take with regard to students and/or staff.



- Facilities department will take essential steps to avoid or reduce immediate water damage. If the source of the water leak is known, facilities personnel will cautiously control the situation by turning off the water.
- If appropriate and deemed necessary, the facilities personnel will contact a professional plumbing company for service as soon as possible.
- In the event of sewage backup inside the building, individuals performing cleanup will use proper precautions and, upon extraction of all sewage material, the entire area will be cleaned with a Green Certified anti-microbial disinfecting cleaning solution.

## Power Outage

- Facilities department will take the lead on immediately informing the Information Technology (IT) department and the Medical Center.
- IT staff will initiate necessary actions to ensure the backup and safety of the College network and systems.
- Facilities department will contact the Medical Center and assist in preserving refrigerated items in the clinic.
- The MT will assess the situation and determine if the College will have to close as a result or if it is anticipated that power will be restored shortly and to wait.
- Supervisors will be notified of appropriate action to take with regard to students and/or staff.

## HAZARDOUS MATERIALS

Hazardous materials are chemicals or substances that present a health hazard, whether the materials are in a usable or waste condition. Detailed information on hazardous materials specifically used at SONORAN UNIVERSITY OF HEALTH SCIENCES may be found in the Material Safety Data Sheet (MSDS) book in labs, custodial closet, Medical Center, and office of the Facilities Director. The MSDS sheets provide specific information on how to handle specific chemical compounds.

Hazardous materials include:

- Toxic Chemicals - Gas, liquid, or solid. Can cause illness or death if not handled properly. Dangerous Liquids - Give off vapors than can cause an explosion under specific conditions.
- Dangerous Gases - Can be corrosive, combustible, flammable, explosive, poisonous, or any combination of these conditions.
- Explosives - Mixtures or compounds that can cause an explosion. Several different conditions may apply; (1) the explosive may be instantaneous or may occur after an extended period of time, (2) the explosion may occur in an oxygen rich environment or in an environment with other chemical agents ... liquid, gas, or solid.
- Obvious conditions apply to an odor, sound, or visual observation by some or all the occupants of an area.

Examples of abnormal "obvious conditions" would be:

- Lingered odor of gas, sewer, burning electrical wires, etc.
- Haze in the air, smoke, colored vapors emitted from air vents, dust clouds

- Vibration
- Crack developing in a structural wall, floor, or ceiling
- A "hot spot" on a wall, floor, or ceiling
- Hissing or grating sound, a pop or bang that cannot be explained
- Any suspected water leaks
- Dirt or grit continually falling from the ceiling
- Eye irritation
- Persistent symptoms or illness

## NATURAL DISASTERS

The Arizona State Office of Emergency Preparedness will activate warning signals in the affected areas. Follow directions of the Management Team.

## NUCLEAR/CHEMICAL/BIOLOGICAL THREATS

In the event of any of these disasters, the Arizona State Office of Emergency Preparedness will activate warning signals in the affected areas. If evacuation is required, communication will be provided.

## MEDICAL CENTER SAFETY PROCEDURES AND POLICIES

See information here.

## REVISIONS

Year	Revision Dates
2020	11/18/2020
2021	11/8/2021
2022	11/16/2022
2023	12/20/2023
2024	