



Annual Security & Fire Safety Report Emergency Preparedness Plan

This information is required under Public Law 102.26. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus, as well as the public property surrounding the campus. This information may be accessed on-line at SUI's website <http://www.sui.edu> under "Consumer Information". A hard copy of this report is also available at Sacramento Ultrasound Institute.

Crime Log	SUI Campus			Public Property			Total		
Criminal Offense	2	2	2	2	2	2	2	2	2
	0	0	0	0	0	0	0	0	0
	1	2	2	1	2	2	1	2	2
	9	0	1	9	0	1	9	0	1
Murder	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Race	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0
Ethnicity / National Origin	0	0	0	0	0	0	0	0	0
Arrests									
Weapons Law Violation	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Violations	0	0	0	0	0	0	0	0	0
Disciplinary Action									
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Violations	0	0	0	0	0	0	0	0	0
VAWA REPORTS									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

The Assistant Director of the college is the official responsible for preparing and disclosing this information which is provided by the local police.

Sacramento Ultrasound Institute is a small campus located on 2233 Watt Avenue in Sacramento, CA. This street is highly traveled with many businesses around our campus. Due to strong police patrol in the area, there have been minimal crimes reported on campus.

PARKING SAFETY: Sacramento Ultrasound Institute has a private parking lot for students and staff that is close and well lit. SUI encourages a policy of walking in pairs after dusk to the lot. Due to a high majority of female students, SUI addresses personal safety during orientation of new students, provides information in the Student Handbook and encourages personal awareness for all students both on and off campus.

REPORTING AND PROCEDURES FOR CRIME RELATED OFFENSES: Robbery or theft, vandalism of property and harassment are addressed internally and police intervention may be utilized. Even though stealing is rare at Sacramento Ultrasound Institute, it is always a possibility within a large group. Students are advised not to bring large sums of cash to school or to leave valuables unattended or unlocked. SUI also has a printed policy discouraging borrowing and lending, as well as a “Code of Conduct” policy relating to dishonesty, verbal and physical abuse, harassment, etc. Students violating the “Code of Conduct” are suspended or terminated from school immediately.

EMERGENCY NOTIFICATION PROCEDURES: SUI utilizes STARS to notify all students of any potential danger or announcements that may affect their safety in school. It is published in the Student Handbook that any after-hours school announcements will be made through STARS text messaging feature with notifications sent to student’s cellphone. This is in regard to weather related situations, as well as student emergency issues. Emergency Response & Evacuation Personnel: Emergency Announcers: Front Desk Personnel / School Director or Assistant Director.

TO REPORT AN EMERGENCY:

- Call 911 from a phone and calmly state:
- Your name
- The address (including the building and room location of the emergency)
- The nature of the emergency (fire, chemical spill, intruder, etc.)
- Whether injuries have occurred
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached.

TIMELY WARNING:

For the purposes of making timely warning reports and the annual statistical disclosure faculty, staff, students, and visitors are able and encouraged to report *Clery Act* crimes to the Director or Assistant Director who will determine the proper reporting required.

In the event of a situation that, in the judgment of the SUI management, constitutes an on-going or continuing threat to the college community (either on or off campus), a “timely warning” will be issued through social media and push notifications through the STARS text messaging. Push notifications, phone messages, text messages, and/or e-mail will be used if possible and deemed necessary.

EVACUATION PROCEDURES:

SUI has an evacuation procedure that is reviewed at orientation.

Emergency and Fire evacuation routes are posted throughout the school. The school’s ORBUND system is used to electronically notify the students in case of an emergency and the school has a fire alarm and sprinkler system used according to the emergency.

Designated Safe Area – Fire: SUI Parking Lot behind the building.

BUILDING EVACUATION PLAN:

Upon hearing the fire alarm or push notification, begin evacuation procedures:

- Keep yourself and others calm.
- Immediately stop what you are doing.

- If time, conditions and safety permit, take important personal items with you (i.e. car keys, purse, medication, glasses, etc.). Leave everything else. Instruct students to do the same.
- Walk directly to the nearest exit, assisting students and visitors with evacuation procedures. Move quickly; however, do not run, push or crowd.
- Check doors for heat before opening by touching it near the top with the back of your hand. Do NOT open a hot door.
- Close windows and doors as you leave.
- Staff take your attendance sheet/student roster and a pen or pencil with you for a correct headcount.
- If smoke is present, stay low and crawl to your exit.
- Do NOT use elevators.
- Use handrails in stairwells, stay to the right.
- Keep noise to a minimum so you can hear emergency instructions.
- Assist people with disabilities/special needs and those unfamiliar with evacuation procedures. (See below for more information on evacuation procedures for individuals with disabilities/special needs).
- Once outside, move quickly away from the building and report immediately to the designated “safe area” located in SUI’s parking lot behind the building. Southwest side of the parking lot between the dumpster and apartment building behind the school.
- Staff report attendance to school management.
- Report missing persons to emergency response personnel.
- Wait for instructions from emergency response and evacuation personnel.
- Do NOT re-enter the building until told it is safe to do so.

PLANNED EVACUATION ROUTE:

An evacuation procedure is reviewed the first day of class.

If you discover Fire or see Smoke – DO NOT PANIC.

RACE = Remove/Relocate individuals away from danger without endangering your own safety.

Activate Alarm – Call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate – Extinguish fire only if trained and fire is small, using the nearest fire extinguisher and evacuate by the nearest safe exit.

If you hear the fire alarm, or are informed of a fire...EVACUATE IMMEDIATELY! DO NOT RUN! CRAWL if overwhelmed by smoke.

BUILDING SAFETY SYSTEMS:

The building at 2233 Watt Ave #150 Sacramento, CA 95825 has the following safety systems:

Fire Extinguishers - Location of extinguishers are identified with red “Fire Extinguisher” stickers and are hung around the building. Floor plans are posted that indicate where extinguishers are located. This is reviewed upon hiring staff and yearly safety in-services. Students are apprised of this at orientation.

First Aid Kit - For minor injuries not requiring medical attention, a First Aid Kit is located in the school’s kitchen and front desk.

Alarm System - The school has an alarm system for fire and security. Floor plans are posted that indicate where Fire Pull Stations are located.

Sprinkler System – In the event of a fire, SUI is equipped with a sprinkler system throughout the facility.

SEVERE WEATHER PLAN:

Tornados/Severe Thunderstorms Watch:

Definition of a Watch: A severe thunderstorm or tornado watch is issued by the National Weather service, when the weather conditions are such that a severe thunderstorm, a tornado or both, are more likely to develop and you should be prepared to move to a designated area.

If a tornado or a severe thunderstorm WATCH has been issued in an area that includes the campus:

- Monitor Local Emergency Alert Weather or the National Weather Service.
- Employees should be alerted to close all windows, inform students of building’s safe areas, and be ready to relocate to those areas in case the WATCH is upgraded to a WARNING.

Designated Safe Area – Weather: Inner hallways, restrooms, and classroom 2, 3, 4 & 5, Lab 1 & 2 are designated safe areas.

Tornados/Severe Thunderstorms Warning:

Definition of a Warning: A severe thunderstorm or tornado warning is issued by the National Weather Service when a thunderstorm or a tornado has been sighted or indicated by weather radar. At this point the danger is very serious and you should move to a designated safe area.

If a tornado or severe thunderstorm WARNING has been issued in an area which includes the campus:

- Move students and employees to safe area IMMEDIATELY
- Close classroom, laboratory, and/or office doors.
- Staff, take your attendance sheet/student roster and a pen or pencil with you for a correct head count.
- Remain in safe area until warning expires or until the all clear has been issued.

In the event of a severe snow storm or flooding, employees and students will be notified of school closings by school management. Such announcements will be made through the STARS text messaging and on the SUI Facebook Page.

HOSTAGE/INTRUDER SITUATION PLAN:

If an intruder(s) enters the school with a weapon and threatens to shoot or injure persons, the primary concern must be the safety of the students, employees and guests. Individuals who take hostages are emotionally disturbed and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-joking manner, always remembering that it may take very little to cause such persons to carry out threats or become violent.

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, this guideline should be followed:

School Director/Designee

- Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
 - Initiate Action Secure Building

- Lock down building, and do not let any students that are not in class enter the building.
- Alert all rooms of the event.
- Educators close/lock your classroom doors and do not let students leave the classroom.
- Monitor hostage situation the best you can without doing anything to exacerbate it.
- Follow instructions of law enforcement when they arrive on site.

Staff Responsibilities

- Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
- Keep your distance. Give the intruder(s) ample personal space.
- Do not attempt to deceive or threaten the intruder(s).
- Do not “buy into” the delusions of the intruder(s).
- Suggest marching the students and /or staff quietly out the back door. Back off if this approach angers the intruder(s).
- Constantly be alert and prepared for violence. IF AN INTRUDER/ INDIVIDUAL(S) BEGINS FIRING A WEAPON(S) ON CAMPUS, THE FOLLOWING ACTIONS WILL BE TAKEN: Initial Action, DUCK, COVER and HOLD if the intruder(s) open fire.

School Director/Designee Responsibilities:

- Inform staff supervising students in classrooms to initiate Action...Duck, Cover, and Hold.
- Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
- Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
- Initiate student release procedures and/or evacuation procedures only if it becomes necessary.
- In classrooms, maintain Action...Duck, Cover and Hold until the situation is resolved.
- In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate

Action...Drop, Cover and Hold; this should be done only when there is no chance for students to reach safer areas.

SUI SEXUAL ASSAULT AND REPORTING POLICY:

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Under Violence Against Women Act, (VAWA) colleges and universities are required to:

- Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates
- Adopt certain student discipline procedures, such as for notifying purported victims of their rights; and
- Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

SUI has implemented programs and protocol to educate and serve our students in compliance with the Violence Against Women Act and also includes the Jeanne Clery Campus Security Reporting. SUI prohibits dating violence, domestic violence, sexual assault and stalking as they are defined for the purposes of the *Clery Act*.

California Definitions:

- Stalking - Willfully, maliciously, and repeatedly follows or harasses another and makes credible threat with intent to place another in reasonable fear for own safety or safety of his/her immediate family.
- Domestic Violence - The state identifies domestic violence when an individual commits a criminal act within one of the types of relationships specified by the California Penal Code: spouse or former spouse; cohabitant or former cohabitant in a home; a parent with whom the individual has a child; or a partner in a dating relationship.
- Dating Violence – The legal definition of dating violence falls under domestic violence in the State of California

- Consent - "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity"
- SUI Defines Consent as: "Affirmative consent is defined as informed, freely and affirmatively communicated willingness to participate in sexual activity that is expressed by clear and unambiguous words or actions. When determining whether consent was present, SUI will consider whether a sober, reasonable person in the same position should have known whether the other party could or could not consent to the sexual activity."

Sacramento County Sheriff:
(Emergency): 916-874-5111

(Non-Emergency): 916-874-5115

The policy for reporting sexual assault is outlined in the "SUI Catalog / Handbook and can also be found online on the "disclosure" tab at www.sui.edu. This report (included herein), is updated annually and is made available to each student via email and is available in paper form upon request October 1st. This report offers the campus sexual assault reports and crime statistics for three prior years.

The original Clery Act requires that colleges inform students of procedures that victims should follow, such as preservation of evidence and to whom the offenses should be reported. VAWA adds that institutional policies must also include information on:

1. Victims' option to, or NOT to, notify and seek assistance from law enforcement and campus authorities
2. Victims' right and institutional responsibilities regarding judicial no-contact, restraining, and protective orders.

Preventative safety measures in place at SUI include timely scheduled presentations addressing sexual assault risk reduction, sexual assault education and reporting protocol, evidence preservation processes, stalking prevention (stalking, defined as conduct directed at a specific person that would cause a person to fear for his/her/other's safety, or suffer substantial emotional distress), domestic abuse, dating violence, acquaintance rape, etc. These issues are addressed at orientation. Complete literature on sexual assault risk reduction, date rape education, and the responsibility

and reporting process of the College is available through Student Support Services or from the School Director.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. SUI strongly advocates that a victim of a sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault, whether it occurs on or off campus, should be reported directly to the SUI School Director. Filing a report with the college will not obligate the victim to prosecute, nor will it subject the victim (either student or employee) to scrutiny, negative repercussion or judgmental opinions from the College. SUI does not have a police department. SUI will help file a police report, if requested. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- assures the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Upon report of an alleged sex offense, the school will investigate immediately with the victim's confidentiality respected. SUI will use the preponderance-of-the-evidence standard of proof. The specifics of the assault and the names of the victim and the offender will be kept confidential to the extent that maintaining such confidentiality would not impair the ability of SUI to provide protective measures. The school has mandated protocol in place of reporting any and all sexual offenses to the School Director or Assistant Director. The school will adhere to any legal sanctions or protective measures imposed as a result of a final determination of any sexual assault incidences. The college is also obligated to comply with a student's request for an academic situation change following an alleged sex offense, which includes a change in schedule, protection and precautions that the alleged offender not be permitted to have contact with the victim through classes or lab services.

SUI does not issue orders of protection, these can be obtained through the county court of victim's residence. SUI, when presented with an order of protection, will comply with and enforce all orders of protection within the institution.

SUI will, upon written request, disclose to the alleged victim of a crime of violence (as defined in section 16 of title 18, United States Code), or non-forcible sex offense, the report results of any disciplinary proceedings conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Various pastoral and professional counseling options are available through the city of Sacramento Police Department and Sacramento County.

Counseling and support services can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Programs in the city of Sacramento where the SUI Campus is located. See Student Services for a listing of services and phone numbers. Also, a listing of counseling opportunities can be found on student disclosure tab on the SUI website at www.sui.edu.

As per VAWA, SUI will ensure staff and school officials are provided with appropriate training on an annual basis.

MISSING STUDENT NOTIFICATION & PROCEDURE:

Students must call in all absences prior to starting time for each absence. If a student does not report an absence, SUI will attempt to contact the student that day. SUI requires each student to sign a release for an emergency contact in the event a student does not call in the absence and is unable to be reached.

SUI COLLEGE DRUG AND ALCOHOL POLICY:

The school maintains drug and alcohol education information that can be obtained from the Student Services or School Director. SUI tracks the number of drug and alcohol related disciplinary actions, treatment referrals, and incidents reported by police. *SUI is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) All students and

employees should refer to the booklet "Drug and Alcohol Prevention Program" for information concerning the campus policies and individual responsibilities required under this Act.

GENERAL SECURITY INFORMATION:

- The purpose and authority of campus security is limited to the premises and protecting the facility and student body. Incidents that go beyond the scope of campus security measures are referred to and investigated by the local law enforcement agency.
- All crimes that are reported will be maintained in the school director's office and will be reported through this "Campus Security Report" disclosure. All measures possible will be taken to protect the identity and privacy of the victim.
- All students have the opportunity to participate in campus security procedures and practices on orientation day.
- When walking to and from your car or home, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways.
- Do not carry large amounts of cash in or out of school.
- Always lock your car and remove all packages and any valuables. Park in a well-lit area.
- Do not leave personal property unattended in the classroom, breakroom, student lounge, or clinic area.
- The school does not have campus residences.
- An outside security service is provided by the Property Management for the monitoring of parking lots and common areas.