



GOLDEN GATE UNIVERSITY

# **SAFETY & SECURITY OPERATIONS**

## ***STREET SMARTS*** ***Annual Security Report***

**September 2023**



GOLDEN GATE UNIVERSITY

# ***STREET SMARTS***

## ***Annual Security Report***

**Published by:**

**Golden Gate University  
Business Services, Facilities and Administration  
536 Mission St.  
San Francisco, CA 94105**

Copyright © September 2023. All rights reserved. No part of this document, including interior design, cover design, diagrams, tables, charts, or other portions, may be reproduced, or transmitted in any form, by any means (electronic, photocopying, recording, otherwise) without the prior written permission of the publisher.

Warning – This document contains proprietary information of Golden Gate University and is to be used for official business only. Any unauthorized disclosure, copying, publishing, distribution, or other use of any information contained in this document is strictly prohibited.

## ***Table of Contents...***

Introduction.....	Page 4
Campus Reporting Procedures, Crime Log & Campus Security Authority	Page 5
Emergency Response & Evacuation Procedures .....	Page 6
Emergency Notifications .....	Page 7
Timely Warnings .....	Page 8
Preparing the Annual Disclosure of Crime Statistics.....	Page 9
Security of Campus Facilities.....	Page 9
Educating the Campus Community on Crime Prevention & Security.....	Page 10
University Policies on Drug & Alcohol & Tobacco .....	Page 11
Dating-Domestic Violence, Sexual Assault, Stalking & Rape Awareness	Page 12
Reporting Dating-Domestic Violence, Sexual Assault & Stalking.....	Page 12
What to Do if You Are Sexually Assaulted .....	Page 14
Rights of a Survivor.....	Page 14
How to Help a Friend .....	Page 14
Be Street Smart... The Basics .....	Page 16
Protecting Yourself ... When you're out-and-about.....	Page 17
Protecting Your Possessions .....	Page 18
Commuting on Public Transit.....	Page 20
ATM Safety.....	Page 21
Driving Tips .....	Page 22
Protecting Your Car .....	Page 24
Bicycle Safety & Security .....	Page 25
<b>Annual Security Report .....</b>	<b>Page 28</b>
SF Campus Map – Reporting Area .....	Page 31



September 2023

To All Members of the Golden Gate University (GGU) Community,

## CAMPUS SAFETY & SECURITY

The Business Services, Facilities and Administration (BSFA) is responsible for campus safety-and-security. In accordance with the Jeanne Clery Disclosure Act of Campus Security and the Campus Crimes Statistics Act we want to take this opportunity to make sure you are properly informed about our current crime statistics and other useful information.

This is detailed in our ***Street Smarts ~ Annual Security Report***. You can access it by going to <https://ggu.edu/campus-safety/> and selecting the Street Smarts ~ Annual Security Report link. Copies are available in the libraries; and one will be made available to you upon request to this office.

The department of Business Services, Facilities and Administration is in room P-63 at 536 Mission Street, San Francisco, CA 94105. Requests for a copy can also be sent to us at [bsf@ggu.edu](mailto:bsf@ggu.edu).

All members of the University community are required to notify us immediately of any situation or incident on campus that involves a significant emergency or dangerous situation that may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus. BSFA has the responsibility to respond and bring together the necessary resources to mitigate-investigate-document the situation; and, to make the determination if the situation does pose a threat to the community. If so, Federal Law requires that we notify the entire campus community immediately, or applicable members of the community, that may be affected by the situation.

In addition to the information found in *the Street Smarts* pamphlet, the University provides rapid real-time communications to the GGU community in the event of a disaster, emergency, or significant event on campus. Called ***GGU-Alert***, this emergency notification system it is used to send messages that are critical to one's safety, security, or well-being such as shooter-on-campus notifications, bomb-threats, evacuation orders, and similar urgent alerts. Further details about this program are listed in the *Emergency Notifications and Timely Warnings* section of the *Street Smarts* pamphlet.

We strongly encourage all students to subscribe to ***GGU-Alert***, and all employees are required to do so. There is no cost to participate; however, if you elect to be notified via SMS text messaging, there may be a fee based on your wireless service agreement. So, check with your carrier. Please use the below link to subscribe:

[https://ggu.omnilert.net/subscriber.php?command=show\\_signup](https://ggu.omnilert.net/subscriber.php?command=show_signup)

Thanks for being an active participant in our safety-and-security program, and please let me know if you have any questions, comments, or concerns.

Best Regards,

Mike Koperski  
Executive Director, Business Services, Facilities and Administration

## CAMPUS REPORTING PROCEDURES, CRIME LOG & CAMUS SECURITY AUTHORITY

**Any crime, incident, emergency, or suspicious activity must be reported immediately**

To make a report while at the San Francisco campus, individuals should call the Campus Operator by dialing “0” from any office or lobby telephone during campus operating hours. If unable to contact the Campus Operator, or when in doubt, anyone may summon help by dialing “9-1-1” from any office or in-house lobby telephone.

The timely and accurate reporting of these events is crucial in helping to make sure that the situation can be resolved as quickly as possible, and that the appropriate resources can respond and provide assistance as needed. Everyone is encouraged to be as accurate as possible when making a report. This means being able to explain who, what, when and where of a situation, as well as providing a detailed description of the people involved (as applicable).

The University does not have a police department and sworn police officers. However, **Business Services, Facilities and Administration (BSFA) is responsible for campus security**, to include maintaining-updating the **Crime Log** along with other applicable security records and procedures. Therefore, crimes and/or suspected criminal activity, concerns, or any other such events should be reported to the applicable **Campus Security Authority (CSA)** listed below. One or more of these individuals are typically on-duty during campus operating hours:

- |                    |                               |
|--------------------|-------------------------------|
| ➡ Mike Koperski    | Director                      |
| ➡ Jacob Rechin     | Associate Director            |
| ➡ Ashleigh Cortese | Materials Manager             |
| ➡ Dzmitry Shkurnyn | Senior Operations Coordinator |

These individuals fulfill an important role by ensuring we make timely warning reports and maintain accurate data regarding crime on campus.

The CSA on duty is typically notified of a situation either by a direct call to their office, or via a radio-call from the main lobby or BSFA Office. Upon notification of a situation in progress, or a request for assistance, a CSA and/or other members of the BSFA staff, will respond to the scene, take appropriate action to include placing calls for additional assistance if necessary, and will begin the crime-incident reporting and documentation process.

Training of the CSAs typically takes place during the BSFA meetings. At these sessions safety and security topics are on the agenda. These include, but are not limited to, Clery program requirements, situation reporting and documentation, roll-playing scenarios, and detailed training on specific protocols, situations, and equipment.

**The University strongly encourages everyone to promptly report crimes, or suspicious activities, as soon as possible to one of the individuals listed above, or to the main lobby receptionist who will relay the report to the staff listed above.** Additionally, when lawful to do so, it is the policy of the University to respect the confidentiality of students, faculty and staff making reports of security and criminal matters. Whether the victim of a crime or activity, or a witness, those who have concerns about making such reports directly to BSFA are encouraged to utilize the services of campus counselors, department chairs, other administrative support units (i.e. Human Resources, Student Services, etc.), their clergy, or others who can then relay such report information to BSFA for action and inclusion in the annual disclosure of crime statistics, and to the appropriate law enforcement agency as applicable.

All situations (crime, security incidents, medical emergencies, etc.) are documented via a **Security, Incident, and Medical Emergency (SIME) Crime-Log Report**. This document is maintained by, and in, BSFA. **The most recent information (for the previous 90-day period) is available for immediate review upon request to BSFA; and crime-log information more than 90-days old will be made available within two business days of the request.**

In addition to the *SIME Campus Crime Log*, **BSFA maintains a roster of registered sex-offenders** who may be attending classes on campus (assuming their presence has been reported to the University). Regardless, a list of all registered sex offenders in California is available via the San Francisco Police Department, or on line at <https://www.sanfranciscopolice.org/stay-safe/crime-prevention/megans-law-sex-offender-info>.

Using this website, you can search for the location of a sex offender by name, address, city, county, or proximity to parks and schools. And the web site provides the following information on California registered sex offenders:

- name and any known aliases used
- specific residence address or zip code
- physical description
- offense conviction(s) related to their registration requirement

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES, TRAINING, TESTING AND EVALUATION**

The ***Emergency Response and Evacuation Plan (E-REP)*** details the responsibilities, requirements, and procedures for responding to safety-and-security events (i.e., shooter on campus, bomb threat, earthquake, flood, power failure, etc.). This document is available online via the GGU website, hard copies are distributed throughout the University, and are also available upon request to BSFA.

Information about this plan is made available to the community via email blasts, GGU-ALERT messages, training sessions, references in the *Street Smarts* pamphlet, and other notifications methods. During the year, we review, update, train, test and evaluate these emergency plans and our capabilities for responding to the scenarios. This is an ongoing process for the University. **But at a minimum the E-REP is tested annually via an announced or unannounced test. And the community is reminded at least annually, typically via a GGU-ALERT test message, to review the E-REP.**

During 2018 we conducted disaster preparedness training sessions as well as a table-top exercise with various staff and members of the Emergency Response Team. And training was made available to faculty, staff and students during October which is our annual ***Safety & Security Awareness Month***. These sessions focus on the basic emergency response procedures, with special emphasis placed on earthquake response and preparedness and lockdown procedures. We also conduct, as resources permit, first aid, and CPR training sessions for all members of the campus community.

Our annual exercise was an announced simulated shooter-on-campus scenario during which lock-down and subsequent evacuation was required. In working through this exercise, we trained and reviewed our plans for responding to such an incident. Results of this exercise reflect the need to provide more detailed procedures to be employed during an event as well as for the recovery and reconstitution. The disaster continuity team continues to work on formulating such plans. We also crafted quick-reaction procedures for a variety of events, and these procedures are prominently displayed in classrooms, lecture

halls and office suites. A report of the most recent test, the goals, outcomes, and areas for suggested improvement is available from BSFA.

## EMERGENCY NOTIFICATIONS

One of our initial requirements is to communicate the situation to the University community as applicable. So, when a serious event occurs, members of the BSFA staff are typically the first responders and will take the necessary initial steps to help control-mitigate the situation as best as possible until emergency help arrives. Calls for additional assistance are made to the local police, fire and medical agencies as required; and upon their arrival, BSFA staff will assist these professional responders as needed.

When notified, or made aware of, an emergency or dangerous situation, the senior person on duty in BSFA will physically verify, or confirm via any available communications methods, that there is an emergency, or a dangerous situation that presents an immediate threat to the health-safety-security of some or all of the members of the university community. This person then assumes the role of leader of the Emergency Response Team (ERT).

Depending upon who is on duty at the time of the event, this responsibility typically falls to one of the following (in this order):

- the Director of BSFA
- the BSFA Associate Director
- the BSFA Materials Manager
- the BSFA Facility Engineer
- the BSFA Operations Coordinator

The ERT leader will assess the relevant information, determine the applicable course of action, select content for the emergency notification message(s) and direct that the message(s) be broadcast, and to whom.

For **immediate emergency notifications** in the event of a major situation (i.e., shooter on campus, bomb threat, natural disaster, terrorist activity, etc.), the University's emergency notification system, called **GGU-ALERT**, will be activated. **The message(s) will be broadcast without delay while taking into account that the safety-security of those affected is not compromised while helping to mitigate the scenario.**

**IMPORTANT: Subscribers to the GGU-ALERT system are encouraged to view, or listen to, the incoming messages as quickly as possible upon receipt.**

In response to these messages, recipients could be required to lock-down, shelter-in-place, or evacuate; or the message could detail some other requirement and/or provide advisory-recovery information useful in responding to the situation at-hand.

The University's **Quick Reaction Procedures (QRP)** should be followed during these situations. The **QRP is contained at the end of this document.** And a copy of the QRP is posted in each classroom, and lecture hall, as well office suites and libraries. Copies are also available on the GGU website and upon request to BSFA. In addition to the QRP, the **Emergency Response and Evacuation Plan (E-REP)** details the procedures to follow for a wide variety of emergency and urgent situations. The E-REP is also available on the GGU website and upon request to BSFA.

**The GGU-ALERT notification messages are typically authorized to be sent by the:** President, Vice President for Business Affairs/CFO, and the Directors from the Business Services - Facilities and Administration (BSFA), Information Technology Services, Human Resources departments as well as their assigned designees. The GGU-ALERT system is managed, and messages are crafted and sent, by the Director of BSFA, the BSFA Associate Director and Materials Manager, and the BSFA Operations Coordinators.

GGU-Alert messages are sent immediately via multiple communications vehicles (i.e., calls to cellular or landline phones, text messaging, email messages, voicemail, etc.). And these messages are transmitted to the community based on their status and to whom the message is directed. Messages can be sent to the: senior staff, ERT members, students, staff, faculty, trustees, or other designated groups. Or messages can be transmitted to everyone, or to combinations of select groups depending on the situation in progress. Emergency Notification messages may not be sent if doing so would compromise efforts to: assist a victim; contain the emergency; respond to the emergency; or otherwise mitigate the emergency.

In addition to GGU-Alert messages, notifications to the greater community can be sent via GGU-ALL transmissions. These messages can also be placed on the University web site and campus digital signage. And runners can also be deployed throughout campus. Communications may also be sent to local television and radio stations, posted on social media platforms, and other agencies can be enlisted to help broadcast warnings and information such as the City of San Francisco Department of Emergency Services, the Red Cross, and other applicable agencies.

The GGU-ALERT system is tested at least once annually on an unannounced basis. Additional tests may be conducted throughout the year. During one of these tests, subscribers to the system will be made aware of the E-REP and the annual crime statistics contained in the *Street Smarts* document. And BSFA maintains a transmission log of all messages sent via the methods described above.

## **TIMELY WARNINGS**

Campus wide timely warnings are issued in the event of an event, typically Clery Act reportable crimes, that occur either on campus or nearby, that represents a security threat or an on-going safety-security concern to the University community. Examples of such warnings would include notice of a violent crime committed against a person, or a substantial property crime.

These warnings are sent by the Director of BSFA, Associate Director and/or the Operations Manager and may include such information as a description of the incident, the date and time it occurred, the location, as well as any other relevant information and safety tips. These warnings are typically issued to students, staff and faculty, or any combination thereof, through the internal e-mail systems and/or GGU-ALERT as warranted. And depending on the circumstances, warnings may also be issued via postings on the University's website, digital signage, and voice mail system. Runners can also be used around campus to disseminate this information. These emergency warnings are broadcast as quickly as possible consistent with sound judgment and the desire to keep everyone abreast of the situation in a safe and secure manner.

Throughout the duration of any situation, BSFA is in routine communications with all campus organizations as well as local law enforcement, emergency and public service agencies and members of the neighborhood community to determine the status of the situation, follow-on responses, and the content of future communications.



## PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

We take our responsibility to collect and report accurate crime statistics very seriously. In accordance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act, the Director of BSFA and/or the BSFA Operations Manager collect the information, analyze it, and reports this crime information to the applicable government agencies and the University community.

Each year, we submit requests to local law enforcement agencies asking for crime statistics and reports. As an example, requests were made to the San Francisco Police Department for information pertaining to the main campus, and requests were made to other police departments that serve our non-campus locations.

And these law enforcement agency crime reports are supplemented by our own *SIME Crime Log Report*. We also gather pertinent crime and security related information from other University departments and external agencies as applicable. We follow crime/security trends and information using a variety of other sources to include: the police and district attorney agencies, local higher education professional organizations, and the news media. We liaise with local law enforcement agencies as needed, and we monitor crime data for the City of San Francisco via the crime tracker service at: <http://www.crimemapping.com/map/ca/sanfrancisco>.

With all of this in-hand, the BSFA Department prepares the crime statistic reporting data and the other required information that is detailed in this *Street Smarts* document. It is updated annually to reflect the most recent 3-year history; and is made available to all students and employees and potential students and employees. Announcements are sent throughout the year advising that *Street Smarts* is available for review on the University web site. And we have hard copies available upon request. We routinely distribute these to employees and students at various events throughout the academic year.

## SECURITY OF CAMPUS FACILITIES

**Campus security is everyone's responsibility. We rely on the eyes-and-ears of our students, employees, and visitors to stay aware of their surroundings and to report any suspicious individuals or activities immediately to campus authorities.** This can be done by making a report to the main lobby receptionist who in turn will relay the information to the BSFA staff for action.

Golden Gate University does not have the traditional large campus with multiple academic buildings and residence halls. We are a single-building open-access urban campus located in the heart of the San Francisco South of Market business district.

**At the San Francisco Campus BSFA staff members, along with contract security officers, monitor and patrol the property twenty-four hours a day, seven days a week to help ensure that unauthorized personnel do not access the campus facility.** These security personnel are not sworn police officers, are not armed, and do not have arrest authority. In addition, supplemental contract security officers provide foot and vehicle patrol at and around the campus during the evening hours. These individuals are sworn officers, with arrest authority, as established by Section 830.2(d) of the California Penal Code.

All exterior and interior areas are routinely patrolled by BSFA staff. These spaces are well-lighted and maintained by the department facility and housekeeping personnel on a regular basis. The exterior of the facility is also well lighted with high-intensity perimeter lighting being used during the hours of darkness,

especially when classes are ending for the evening and student movement around campus is taking place.

The BSFA staff is augmented, as needed, by contractor personnel. The proper control of contractor activities on campus (for maintenance and other such work) is very important from a safety and security standpoint. All contractors are required to comply with the *Work Rules for Contractors and Vendors* when on campus, and these work rules outline procedures for access to, and the security of, campus facilities.

**The University employs the use of a closed-circuit television (CCTV) security monitoring system.**

This system will be used in a professional, ethical and legal manner; and monitoring of public areas is restricted to those uses that do not violate the reasonable expectation of privacy. Images and information captured via the CCTV system will be used for safety, security, and crime prevention purposes only. The recorded images are stored in a secure location with only authorized staff allowed access to operate the system, or to view the images contained therein. However, the university will make available to the applicable law enforcement or legal authorities those images that may be required as part of an investigation or by court order.

The San Francisco Police Department will be summoned for emergency assistance, and to report criminal activity at the San Francisco Campus. The regional sites rely on their local police department for assistance and reporting. All criminal activity will be investigated by the applicable local law enforcement agency, and internally within the University, as applicable. The University maintains an excellent liaison with the local police division by cooperating in crime prevention strategies and exchanging information when crimes are committed.

There are no off-campus “officially recognized” University organizations. If any such organization were to exist, depending on the location the University would request the assistance of the local law enforcement agency to monitor-record-report any applicable crime data for that location.

**BSFA also provides a security escort service**, to walk with students and employees to the local transit stops (BART, Muni, etc.) and parking lots within a two-block radius of the campus facilities. To utilize this service, individuals should go to the main lobby of the Academic Facility (at 536 Mission).

## **EDUCATING THE CAMPUS COMMUNITY ON CRIME PREVENTION AND SECURITY**

The University strives to keep everyone informed about safety-and-security, and to help educate the campus community on crime prevention and resources. This is done in a number of ways throughout the year to include:

- Safety-and-Security Advisories are disseminated to the campus community. These inform everyone about recent or potential security and criminal incidents, safety-security topics of interest, and general advisory type communications.
- Safety-and-Security announcements routinely play daily via the digital signage program. These are helpful tips and reminders about a wide variety of topics to include securing valuables, locker safety, preventing bicycle thefts, reminders to review emergency procedures and to subscribe to the GGU-ALERT program, the availability of security escort service and so on.
- Safety-security briefings are conducted for students and employees. During these sessions, events and procedures are reviewed and discussed in an open forum.

- The *Street Smarts* pamphlet is published and updated annually. It offers a host of information to include crime statistics, crime avoidance tips, reporting procedures, how to be safe when out and about, sexual assault awareness information, and a list of security and crime victim resources available to the university community.
- Posters and flyers are distributed on campus advising the community of various safety-and-security topics as well.

## UNIVERSITY POLICIES ON DRUGS AND ALCOHOL AND TOBACCO

The University is concerned about your health and safety. Abuse of alcohol and controlled substances can seriously impair your health and your ability to work and study. It may cause you to endanger the safety and wellbeing of others. The University promotes an environment on campus that rejects alcohol substance abuse as an acceptable lifestyle, informs you about resources for preventing or treating substance abuse, and helps you make healthy decisions about alcohol and other drugs. GGU offers online training on alcohol abuse called AlcoholEdu. For more information and to enroll in the training, please contact the Human Resources department.

It is the policy of GGU to provide a campus-environment free of drug and alcohol abuse, and the university complies with federal and state laws regarding the possession, sale, and consumption of alcohol and other drugs (Drug-Free Workplace Act of 1988; the Higher Education Act of 1986; Drug-Free Schools and Communities Act of 1986; Drug-Free Schools and Communities Act Amendments of 1989; Anti-Drug Abuse Act of 1988).

The possession, sale, consumption or furnishing of alcohol on the GGU campus is governed by state law, and this law will be strictly enforced by the University. In the state of California individuals who are under 21 years of age may not purchase, possess, or consume alcoholic beverages. It is also a violation of the University alcohol policy for anyone to consume or possess alcohol in any public or private area on campus without prior University approval. Violations will not be tolerated, and may result in university disciplinary action, criminal prosecution, fine and imprisonment.

Under strict supervision, alcohol may be served at approved events. Any individual or recognized group sponsoring an event associated with the University must obtain approval before an event when alcohol will be available. The approval request is routed through the applicable student services office (for student related activities), Human Resources and BSFA as applicable.

The use, possession, sale, manufacture, or distribution of any controlled substance is illegal under both State and Federal law and this law will be strictly enforced by the University. Any individual known to be in possession of, using or distributing such drugs while on campus is subject to university disciplinary, criminal prosecution, fine and imprisonment. Legally prescribed medications used while at the university must be taken and/or disposed of properly and accordance to safe and acceptable medical practices.

Prevention of alcohol-substance abuse is sought in several ways: by promoting healthy use of leisure time through recreational and other activities, by enhancing skills for dealing with stress, and by working through campus leaders to establish a healthy environment. The University will facilitate counseling and referral to treatment as appropriate. Further information about these programs can be found in the applicable student services and human resources guidelines.

The University enforces a “smoke-free” policy on campus to further provide a healthy environment for all students, employees, and visitors. Smoking is not allowed in any university-owned or leased buildings or surrounding outside spaces, or in any vehicle owned-leased-hired by the University.

## **DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING & RAPE AWARENESS**

These are among the ugliest and most psychologically devastating of crimes. They threaten, degrade, violate, and criminally deprive victims of their basic human right to the safety and sanctity of their person. Sexual assaults are also among the most underreported crimes because of the victim's fear, shame, and misunderstanding of their rights.

The University recognizes and deplores the unique nature of these crimes, and any such act committed against the integrity of another person will not be tolerated. Every reported instance of sexual assault will be thoroughly investigated, and with the consent of the victim, appropriate disciplinary, criminal, and legal actions will be initiated. University policy and response information regarding this is detailed in the *Discrimination & Harassment, Sexual Harassment, Title IX Policy* which is located on the GGU website.

The University, because of its size and location, is especially and primarily concerned about student, staff, and faculty in their transit to and from our location. A security escort service is available at the San Francisco campus (information can be obtained in the main lobby of the Academic Building at 536 Mission Street).

To promote the awareness and prevention of any type of sexual assault, the University supports guest presentations by professional staff from within, as well as local police and rape crisis organizations. The university also provides sexual assault prevention materials at its various informational events. The university also provides online training to educate the GGU community on Title IX, sexual harassment, harassment, and discrimination. Please contact the Human Resources department for information on how to access the training.

## **REPORTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT & STALKING**

An individual who has been the victim of any of the above is encouraged to notify the University immediately. Incidents should be reported to either the Chief Human Resources Officer (if involving an employee or contractor), or the Dean of Students (if involving a student). The Chief Human Resources Officer, the Dean of Students and Associate Dean for Law Student Support, and the Operations Manager serve as the University's Title IX Coordinators. Whether or not an individual makes an official complaint to the University, he or she is strongly urged to seek immediate help, which may include receiving medical evaluation and treatment, and obtaining information, support, and counseling.

Victims may choose to report the matter to the appropriate law enforcement authorities. The University will make all reasonable efforts to assist students, faculty, or staff in working with law enforcement.

**If you are in danger or need immediate medical help, call 911.** For non-emergency matters, the San Francisco Police Department can be reached at 415-553-0123.

The following agencies can also assist with support and counseling:

- San Francisco Trauma Recovery and Rape Treatment Center  
**415-437-3000**

- San Francisco Women Against Rape  
**415-647-7273** (24-hour Crisis Line)
- San Francisco General Hospital Rape Treatment Center  
**628-206-8111** (24-hour Crisis Line)
- Community Violence Solutions  
**800-670-7273** (24-hour Crisis Line)

You may also contact any of these medical facilities (fees may apply).

- San Francisco General Hospital  
**628-206-8000**
- UCSF Hospital  
**415-476-1000**
- Kaiser Permanente Medical Center  
**415-833-2000**

The Office of Human Resources, the applicable student affairs office and/or the Business Services, Facilities and Administration department can also help arrange for medical-psychological services, transportation, and security escort services. For students, this help also includes making changes to academic schedules as warranted and if reasonably available.

After a complaint is received, the applicable investigative processes will be followed in accordance with the University's *Discrimination & Harassment, Sexual Harassment, Title IX Policy*. The University will make every effort to preserve the complainant's privacy and protect the confidentiality of his or her information to the extent that maintaining such confidentiality would not impair the ability of the University to implement any needed accommodations or protective measures.

The complaint will be acted upon in accordance with those policies to include making known to the affected parties the outcome of the proceedings, and the sanctions that may be imposed as a result of the final determination regarding the offenses. The sanctions can include termination (for an employee) to disqualification-expulsion from the University (for a student), or any combination of sanctions that are deemed appropriate.

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

## **WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED**

The following are actions you can take after a rape or other sexual assault:

- Get to a safe place immediately.
- Leave the scene of the crime as is. Do not eat, drink shower, douche, wash your hands, comb your hair, brush your teeth, or change your clothes. Such activities destroy physical evidence that could be used in the possible prosecution of the perpetrator.
- Contact a friend who can help you and support you.
- Contact the resources listed for treatment and counseling.
- Get medical attention right away. Even if you do not want to report the event to the police, you may have injuries, sexually transmitted diseases, or a pregnancy that requires medical care. Take a change of clothes to the hospital because those worn during the assault may be collected as evidence. Hospitals can also provide you with emergency contraception upon request.
- Consider contacting Community Violence Solutions (800-670-7273) to advocate on your behalf at the hospital. If you wish, the police may also meet you at the hospital.
- When you get a quiet moment, record everything that you remember happening in detail. This may help you through your own healing process as well as with any legal action you may decide to take.

## **RIGHTS OF A SURVIVOR**

- You have the right to receive medical care and mental health treatment.
- You have the right to participate in legal procedures only after giving informed consent.
- You have the right not to be asked questions about prior sexual experiences.
- You have the right to keep your name from the media.
- You have the right to be protected against future assaults.
- You have the right to report to the police.
- You have the right not to report to the police.
- You have the right to be given as much credibility as a victim of any other crime.
- You have the right to be treated with dignity and respect.

## **HOW TO HELP A FRIEND**

- Give your friend the chance to talk about the experience and her or his feelings. Be supportive and thoughtful in your responses. Do not overreact. Do not question your friend's actions or judgment. Believe your friend, and let your friend know you do.
- Show interest, but do not pry or ask for specific details which may make your friend relive the experience. Allow your friend to be silent. You do not have to speak when she or he stops talking.

- Support your friend in making decisions about whom to tell and how to proceed but recognize your own limitations. No one expects you to be an expert in counseling or sexual assault; therefore, avoid making strong recommendations to the survivor. Instead, listen and then ask how you can help.
- Do not touch or hug your friend without permission.
- Realize that as a friend you yourself may need counseling to cope with the events your friend may have shared with you.



## **BE STREET SMART ...**

*Common sense tips for your safety and security as you move about*



### **THE BASICS**

- 1. Stay alert ... always remain tuned-in to your surroundings.**
- 2. Know the area ... don't stray into unknown places; don't back yourself into a corner; be able to locate safe havens; have a plan.**
- 3. Be confident ... send the message that you're calm, confident and know where you're going.**
- 4. Trust your instincts ... if someone or something makes you feel uneasy, avoid the place or person.**



## ***Protecting yourself when you are out-and-about ...***

- ⇒ Walk along well-lighted and traveled streets. Avoid shortcuts through dimly lighted areas, parking lots, and alleys.
- ⇒ Pay attention to your surroundings!!! Not only does this mean “watch for signs of trouble”, but you must “listen” for trouble as well. So don’t talk on your cell phone while walking, and don’t wear earphones or ear buds.
- ⇒ If you carry a purse or briefcase, hold it close to your body and not dangling by the straps. Keep your wallet in an inside coat pocket, or in a front pocket.
- ⇒ Keep your cash to yourself ... don’t flash money and be mindful of any valuable items on your person or in your possessions (i.e., jewelry, music players, cell phones, and computers).



- ⇒ GGU provides a security escort service for students, faculty, and staff. This service is available Monday through Friday during regular business hours. Weekend escort service is available via special arrangements with the Operations Coordinator or Facilities Assistant on duty. Also, please keep in mind that this service is available to the major transportation stops immediately surrounding the S.F. campus (i.e., Trans Bay Terminal, Montgomery BART, Muni, etc.)

- ⇒ Try walking in groups of two or more people when heading out, especially when it is dark.
- ⇒ If you think that someone is following you, alter your course of travel ... walk in a different direction, cross the street, or go inside the nearest “safe-haven” facility. If you are scared, or feel a dangerous situation is imminent ... scream for help. Some have also recommended yelling “FIRE!” to attract attention.
- ⇒ If you are accosted, don’t try to be a hero. Comply with the perpetrator’s demands. Remember, cash and valuables can be replaced. As hard as it may be, try to remember as much as possible about the person ... height, weight, age, clothing, distinguishing marks, and so on.
- ⇒ Don’t be fooled by a “staged” commotion or incident. These tactics are sometimes used to distract your attention while a pickpocket is at “work”.
- ⇒ Before you reach your destination ... car, house, or apartment ... be sure to have your keys out and in your hand.
- ⇒ Let your family and friends know your schedule and itinerary ... and especially if you stay late at work or school, make sure that they know your planned route and method of travel and when you expect to return.

## Protecting your possessions ...



These are the items that "disappear" the most often ...



BACKPACKS



BIKES



BOOKS



LAPTOPS



WALLETS

We certainly can't offer a 100% guarantee that your possessions will be free from thievery; but we believe that if you follow these few common-sense guidelines, you will make it more difficult for the opportunistic thief, and even the "pro", to take your valuables. Remember that you want to "buy" time. The harder you make it for someone to snatch your property ... and the longer it takes for them to steal it ... the more likely the thief will look elsewhere for an easier target.

- ⇒ **Keep everything properly locked** ... in your home or apartment, your locker, your office, your desk, and/or your classroom. Anything of value to you should be locked away when not in use and under your direct control. And if you are the last one out of an area ... especially in the office suites ... make sure that there isn't anyone left behind ... and that all interior doors are closed and locked, and that the hallway doors are also closed and locked.
- ⇒ **Do not leave your property unattended**, even for a minute. Things go missing from the common areas (hallways, classroom, and lounges) because people run to the bathroom "for just a minute" ... or they go grab something to eat, and when they return, their laptop, or other valuables, are missing.
- ⇒ **Use theft-deterrent locking devices** ... for anything that you routinely need to leave out in the open. There are a variety of lock-and-cable type systems available, as well as numerous other security devices to include even alarms that sound an audible warning if something is physically moved. There is also computerized tracking (i.e., LO-JACK) type devices that can help the police in the recovery effort.
- ⇒ **Absolutely know who you are lending your property to**. Allowing a total stranger to "borrow" your cell phone, or laptop or anything else of value is a sure-fire way of possibly losing that item. Know

the person you are lending your things to and keep that person and your possession in sight at all times.

- ⇒ **Keep only the absolute essentials with you** ... your locker or office/work area should not be the warehouse for your possessions. The more you have around, the more enticing it is for the bad guy to make you a target.
- ⇒ **Mark your possessions** ... you should have easily identifiable markings on all your valuables ... your name and/or an identifying number of some kind. And keep a record of the make-model-serial number of all your valuable items so that you can (1) include this information on any police-insurance report should the item go missing, and (2) you can use this information in the recovery identification process.
- ⇒ **Protect your GGU Campus ID Card** ... remember, your GGU ID card authorizes access to services, resources, and the facilities. If you are a student, and if your card is lost, misplaced, or stolen, you must report this to the applicable Admissions Office (non-Law or Law). And if you are an employee, visitor, or guest, you must report the loss to BSFA.
- ⇒ **Protect your university purchasing card (the P-Card)** ... this credit card can result in a significant financial loss to the university if it is lost or stolen, so please always keep it under your direct control. Never lend it to anyone (including another GGU employee or student), and if you discover that it is missing you must report the possible theft or loss IMMEDIATELY to the bank and BSFA.

**Please know that the university does not assume responsibility for your personal property. Typically, a homeowner or renter's insurance policy will cover personal items that are damaged-destroyed-stolen while on campus.**

## Commuting on Public Transit...



- ⇒ Plan your route ... and know the timetable.
- ⇒ Try to use well-lighted and busy stops and stations.
- ⇒ When waiting for the train or bus, stay in a central location that is occupied by others.

- ⇒ Always be alert and aware of the people around you. Avoid talking to strangers, especially in isolated areas. If carrying a purse, hold it tightly and close to your body; if carrying a wallet, keep it in a front pocket. If you are attacked, scream, or blow a whistle to bring attention to your situation.
- ⇒ Keep your possessions close at hand ... preferably on your lap if possible. And stay awake ... a pickpocket's easiest victim is a sleeping passenger.
- ⇒ Try to sit in a well-occupied area. And if someone bothers you, move to another seat and notify the driver or operator. If you are being harassed ... don't be timid. Loudly say "*LEAVE ME ALONE!*"
- ⇒ When riding BART, the train operator can be contacted by using the intercom at each end of every train car. Train operators can radio the BART Police Department and officers can then be dispatched to any location.
- ⇒ Be alert and be mindful of your belongings when riding a BART train or Muni bus, especially as the train or bus approach their stops. At the stops, thieves are known to snatch-and-run out of the BART or bus with a victim's belongings. If this happens to you, never try to chase or follow a thief.
- ⇒ Avoid disembarking in dark or isolated stops or stations and watch who gets off with you. If you feel threatened, or are suspicious, don't get off ... but continue to a safer location.
- ⇒ Know the station layout and the location of all emergency exits, safety equipment and telephones.
- ⇒ Always notify the train operator, bus driver, or station agent of any unusual activities or situations.
- ⇒ Be aware of suspicious objects ... if you see something that doesn't look quite right or a package that has been left unattended, move away from it, and notify the transit personnel or authorities.

## ATM Safety...



Whenever possible use ATMs that are in well-lit and well-traveled areas. Those located inside of supermarkets, other retail stores, and other establishments offer the greatest protection. Never use an ATM that is in a dimly lit or isolated area.

Be aware of your surroundings, especially at night. If you notice suspicious persons or circumstances, do not use the ATM machine at that time. Always use good judgment ... exercise caution ... and err on the side of your safety.

Have your ATM card ready, and in your hand, as you approach the machine. Do not wait until you get to the ATM and then take your card out of your wallet or purse.



When using a drive-through ATM, be sure that all the vehicle windows are rolled up and the doors are locked.

Make sure that no one can see you enter your PIN. Shield the keyboard with your body. And stay alert to the area around you as you perform the transaction. If someone suspicious walks up, cancel the transaction and remove your card from the machine.

Avoid withdrawing large sums of money ... and never leave your transaction receipt at the ATM ... take it with you when you leave.





### ***Driving Tips ...***

- ⇒ Make sure that your vehicle is in good condition ... and always keep plenty of fuel in the tank.
- ⇒ Before getting into your car or truck, especially if it's parked in a dimly lighted or isolated area, look around, underneath and inside to make sure that no one is there. And once inside your vehicle, keep the doors always locked ... and roll-up the windows when traveling through dark or isolated locations.
- ⇒ Keep all valuables out of sight ... in the trunk, glovebox, or other storage compartment, or on the floor. Never drive around with your purse, briefcase or valuables sitting on the front seat. And when you park your vehicle, make sure everything of value is out of sight and secured. Always turn off the ignition and lock your car when you leave ... even if it's for a quick stop.
- ⇒ If someone is following you ... do not go home. Drive to the nearest safe haven ... a police or fire station, a hospital, gas station or some other location that is well populated.
- ⇒ Keep enough space between you and the vehicles around you so that if something happens, you have room to maneuver to get out of the way. And be aware of the staged or "bump-and-rob" accidents.
- ⇒ Avoid parking in isolated areas ... and be mindful of your surroundings. Know where the emergency-telephones are located if you're parked in a garage, or the lot is dark.

- ⇒ Never, ever, ever pick-up hitchhikers ... and don't hitchhike yourself.



- ⇒ Avoid eye contact with aggressive drivers, move out of their way, and never stop to challenge them. If they attempt to block you or force you to stop ... carefully try to maneuver out of the way and call for help if possible.
- ⇒ Don't make obscene gestures ... and use your horn as a warning device only.

- ⇒ Driving comes first ... pay attention to the road and avoid doing anything that draws your attention away from your primary responsibility. Keep the vehicle entertainment system at a reasonable volume so that you can hear approaching emergency vehicles, and warnings from other drivers.
- ⇒ Don't attempt to "multi-task" ... read, apply make-up, or comb your hair ... **and just so that you know, it is illegal in California to use your cell phone while operating a motor vehicle. Remember ...**



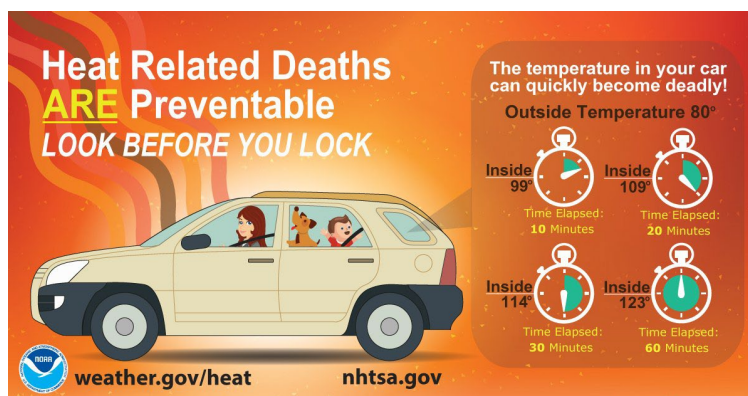
## Protecting Your Car ...

- ⇒ Whether you leave your car for a minute or for several hours, always close the windows and lock the doors.
- ⇒ Whenever possible, park in a busy and well-lighted area.
- ⇒ Be mindful of where you park, especially in San Francisco. Take note of the street parking signs that are posted. For example, Mission Street, along the front of the Academic Building, is a “tow-away” zone with signs that say, “NO PARKING ANY TIME.” And the police aggressively enforce this parking ban.



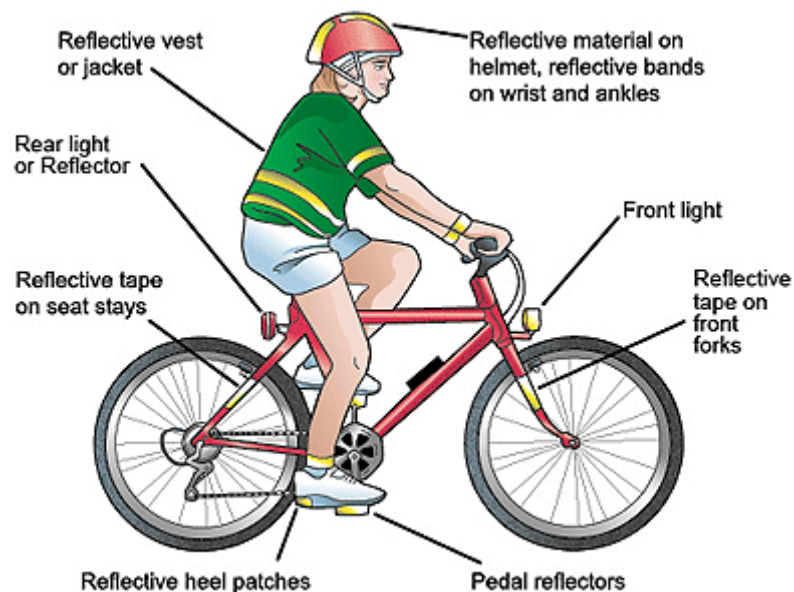
- ⇒ If your car is towed, not only will you have the fine to contend with, but you will also be liable for the towing, impound and storage charges. These fees can easily cost several hundred dollars!

- ⇒ Carry your registration with you. Don't leave any personal identification documents, keys, or credit cards anywhere in the vehicle.
- ⇒ If you park in a commercial lot ... leave only the ignition key (some vehicles have a valet key for this purpose) and make certain that no identifying information is attached.
- ⇒ Keep packages or valuables in the trunk or in a covered storage area.
- ⇒ Purchase stereo components, portable navigation units, and other devices that you can easily remove and take with you when you leave the vehicle.
- ⇒ Spending money on anti-theft devices doesn't help if drivers don't follow the basic precaution of locking their cars.
- ⇒ **And make sure that you're not leaving your children or pets behind in your locked car.**



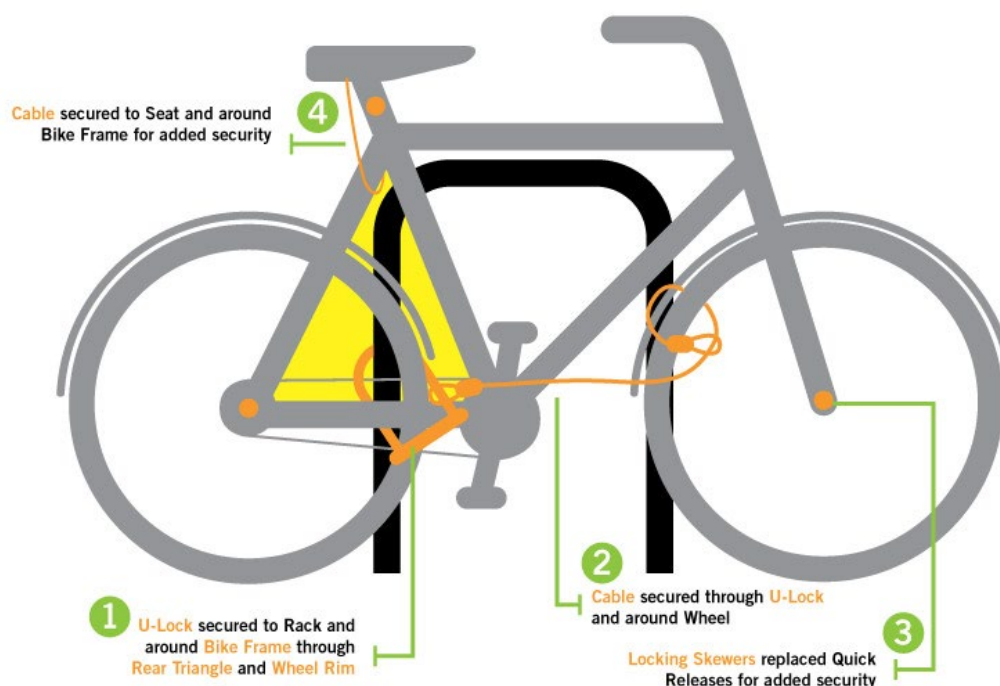


## ***Bicycle Safety & Security ...***



- ⇒ Protect your head. Wear a proper bicycle helmet ... one that has a snug Comfortable fit. It should also have a label that indicates it is recommended By the American National Standards Institute (ANSI) or the Snell Memorial Foundation.
- ⇒ In addition to the helmet ... make sure that you can be seen by drivers and others around you. Wear bright, preferably reflective, clothing. And make sure your clothing is not too loose to prevent it from getting caught in the moving parts.
- ⇒ Go with the flow of traffic ... and obey all the rules of the road. Use hand signals. And always be alert to the traffic around you ... expect the unexpected!
- ⇒ If you are riding at night, make sure that your bike has lighting and/or front and rear reflectors.
- ⇒ Protect your bike against theft. Bicycles are easily stolen ... especially in urban centers. And most bikes that are stolen either were not locked or were not properly locked.
- ⇒ Always lock your bike, even if you're gone for just a few minutes. Use a U-type lock, securing both wheels and the frame to a stationary object ... such as a bike rack, fence, and tree.

# Using the Rear Triangle



- U-shaped bar and shackle locks are the most effective devices for preventing theft. Its efficient design and solid construction make it difficult to defeat by pry-bars, hammers, freezing, hacksaws, and bolt cutters.
- For bicycles with bolt-on front wheels, place the U-bar around the bike rack and down tube, and through the front wheel. Use a cable lock for extra protection.
- For bicycles with quick-release front wheels, remove the front wheel and place the bike against a stationary object (bike rack). Then take the front wheel and place it next to the rear wheel. Place the U-bar lock around the bike rack and the bike seat tube and through the two wheels. Attach the crossbar and lock it.
- If you use a cable style lock, wrap it up as tightly as possible.
- If you are running a lock through the wheel(s), always lock it through the frame.
- Use two different types of locks if possible ... a U-bar type lock and a cable type lock.
- Never leave anything of value attached to the bike ... remove these items and take them with you when you leave.
- Keep your bike parked, and locked, in a well lighted and traveled location.
- The University does not endorse or recommend any specific type of lock. However, all bicycle owners and riders should follow normally accepted standards for all bicycle safety and security operations.

- Know the serial number of your bike ... you should also have the sales receipt, or other proof of purchase should you need to file a claim or recover your bike from the authorities.
- Mark your bike with an engraver to help further make your bike less desirable to thieves. Use a clearly identifiable mark or number.
- There are several bike racks at the GGU San Francisco Campus. These are located on the Plaza Level. But please know that bikes have been stolen from this area as well ... even though we routine patrol this area, and it is typically a busy location ... thieves still manage to take bikes from the racks. In most cases the bikes that have been stolen were either not locked ... or were locked with inexpensive locking devices ... or were improperly locked. GGU does not assume any responsibility or liability for the safety and security of any bikes parked on campus.

## ANNUAL SECURITY REPORT

The following crime survey statistics are provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including changes made by the Violence Against Women Reauthorization Act of 2013 (VAWA).

**January 1, 2020 through December 31, 2022**

### San Francisco\*

<b>Criminal Offenses: On-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	0	0	1
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Criminal Offenses: Non-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Criminal Offenses: Public Property</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<b>Hate Crimes: On-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny- Theft	0	0	0

Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
<b>Hate Crimes: Non-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny- Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
<b>Hate Crimes: Public Property</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny- Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0
<b>VAWA Incidents: On-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>VAWA Incidents: Non-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>VAWA Incidents: Public Property</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Arrests: On-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0
<b>Arrests: Non-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0
<b>Arrests: Public Property</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0

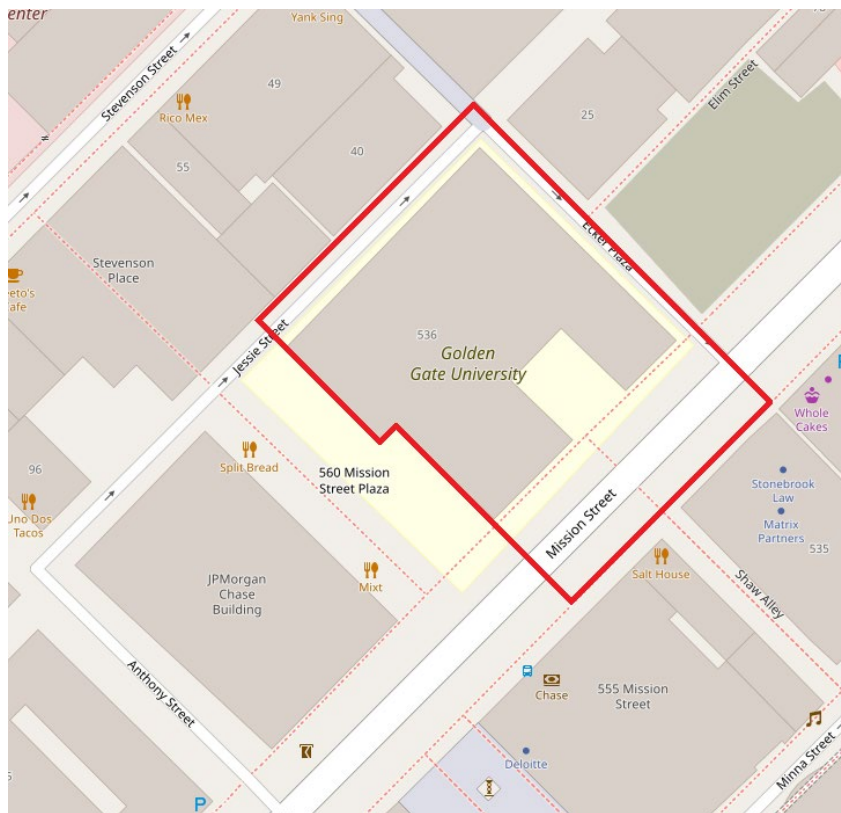
<b>Disciplinary Actions: On-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0
<b>Disciplinary Actions: Non-Campus</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0
<b>Disciplinary Actions: Public Property</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons: Carrying, Possessing, Etc	0	0	0

**No unfounded crimes were reported in 2022.**

\* Crime statistics received from law enforcement agencies serving our Los Angeles and Seattle locations encompassed too large of an area to determine if any of those statistics were within our Clery geography.

# San Francisco Campus Map

## Reporting Area



The campus crime reporting area is indicated by the solid line above.



# QUICK-REACTION PROCEDURES

From San Francisco campus, dial "0" to report the situation. From other campuses, call 911.

## How To Evacuate

- Leave the area **IMMEDIATELY**. Do not stop to gather your belongings, or to secure your area, or take any actions that will delay your departure.
- Proceed to the nearest emergency exit. All exits that lead to the outside are clearly marked (most now have illuminated green exit signs that point the way).
- Remain calm and evacuate in an orderly, deliberate manner.
- When evacuating via a stairwell, do so in a single file, staying close to the right side as you descend to make room for responders who may be ascending via the same stairwell.
- Once outside of the building, move as far away as possible (at least 200 feet) and report to the closest assembly area.
  - ✦ For the Student Services Center (40 Jessie) the assembly areas are at:  
the corner of Jessie and Anthony Streets  
the corner of Ecker and Stevenson Streets
  - ✦ For the Academic Building (536 Mission) the assembly areas are at:  
560 Mission (along Mission and Anthony Streets)  
Mission Street between Ecker and First Street  
the corner of Jessie and Anthony Streets
- Do not re-enter an evacuated facility unless directed to do so by a member of the Emergency Response Team or other competent authority.

## Evacuate the Physically Disabled

Disabled people should not be left alone at any time during an emergency. The following procedures apply as follows:

- **For ambulatory people:**
  1. Follow the person you are assisting to the exit door.
  2. Wait at the entrance until it is clear.
  3. Proceed down the stairs together.
- **For non-ambulatory people:**
  1. Assist the person to the exit door (do not enter the stairwell) and wait for the Fire Department personnel.
  2. If the situation becomes untenable (from heat, smoke or other peril), move the disabled person into the stairwell and wait for the Fire Department personnel.
  3. Do not bring wheelchairs or other similar mobility aids into the stairwell.

## Medical Emergencies

**NOTE: AUTOMATIC EXTERNAL DEFIBRILLATORS (AED) ARE LOCATED ON EACH FLOOR.**

- Render immediate assistance as best as you can based on your abilities.
- **Call for help** or direct a bystander to call for help.
  - ☑ At the SF Campus call the Switchboard by dialing "0," or call "911" directly.
  - ☑ If you call "911" directly, then have someone else notify the Switchboard. This is critical so that the GGU Emergency Response Team can be notified, and so that the responding emergency personnel can be directed to the correct location.
  - ☑ When calling for assistance, be ready to provide the following information:
    - ✦ the approximate age and gender of the victim
    - ✦ a brief explanation of what happened
    - ✦ the exact location of the victim (street address, floor and room number)
    - ✦ what help is being administered, if any
- **DO NOT HANG UP** until told to do so.
- **Direct a bystander to bring an AED unit to your location** (they are located on each floor). Within 3 minutes is the critical time period for administering AED treatment.
- **If the condition appears to be a heart attack, begin CPR until the AED arrives at your location. Open the AED carrying case and follow the audible instructions.** Within 3 minutes is the critical window of opportunity for administering AED treatment.
- If the person is vomiting or has fluid in their mouth, roll them onto their side to clear their airway.
- If the person is bleeding, attempt to control the bleeding by placing material over the wound and compressing the area with your hand. Do not stop compressing until medical help arrives.
- Protect the spine and neck. If the person fell or hit their head, do not move them unless they are in immediate danger.
- Keep the person comfortable and safe. Do not allow them to take anything by mouth.
- Never move an injured person unless there is a life-threatening situation that requires evacuation.
- Direct a bystander to wait for help and direct the emergency responders to your location. Keep all other non-essential people away from the area.

## Earthquake

- **Duck** (under a table or desk), **Cover** (your head and face) and **Hold** (remain in position until shaking stops).
- Move against a wall if you are not near a table or desk.
- Stay away from windows.
- Do not use elevators.
- Do not run outside the building.
- If outside, duck into a nearby doorway or secure areas.

## Fire

- Activate the closest fire pull-station alarm.
- Call 911 to report the fire. Give room number/location of fire and your location.
- Call university switchboard at "0" to report the fire if there's time.
- Alert others in area. Remain calm.
- Evacuate building and move away at least 200 feet.
- If stairs are impassible, move upward toward roof and await rescue.
- If trapped in a room, cover cracks in the door with clothing. Open windows. Break windows as last resort.
- Assist the physically disabled.

## Campus Lockdown

**Your immediate response is mandatory.**

The order to lock down the campus will be given if there is reason to believe that a danger to life and limb exists or is imminent. Notification will be made via GGU-ALERT. This includes text, voice and e-mail messages. A broadcast message will also be transmitted through the university's telephone system.

- Take immediate steps to secure your area (not the lobbies or hallways).
- Lock and barricade the door(s). If the door has a lock, lock the door. If there is no lock, and if the door opens in to the room, use a door wedge to block the door, or stack as much furniture as possible in front of the door to prevent opening. If the door opens outward (into the hallways for example), barricade the entrance into the room by stacking as much furniture as possible in the doorway.
- If the door has a window, cover it.
- Close the window blinds.
- Stay away from the windows.
- Turn off the lights.
- **REMAIN SILENT AND CALM.**
- Monitor communications. GGU-ALERT messages may be transmitted via multiple means (text message, cell phone, land line, voicemail and e-mail).
- Remain in place until the all-clear is given; or as directed by law enforcement or GGU ERT members to disperse, move to another location, or to evacuate. Confirm the identity of the person you are taking orders from. Keep in mind that law enforcement may not know who the "bad guys" are, so they will treat everyone as a suspect. Keep your hands in plain sight and avoid sudden movements until your identity has been confirmed and acknowledged.

## Shelter In Place

The Shelter-In-Place order is usually given as a result of a natural or man-made disaster, or it may be given if a disaster or serious event is imminent. When the order is given:

- Cease all non-essential activities. Instruct all people in your area to remain at your location until the all-clear is given.
- Close and lock all doors.
- For a hazardous materials condition: Seal-block all air-vents, windows and doorframes. Use heavy duty tape and cardboard if available. Be prepared to cover your nose and mouth with a cloth (handkerchief, towel, etc.) to help avoid inhaling harmful air.
- For an earthquake or possible explosion. Be sure that the window blinds are closed to help avoid flying glass and then keep all others away from the windows and any outside areas.
- Take a head count. Call the Switchboard and report the number of people at your location and names if possible.
- Assign someone to monitor communications (phone, radio, computer) for additional information.
- Review the Emergency Response & Evacuation Plan (EREP) to become familiar with escape routes and emergency procedures.
- As time permits, and if possible, obtain the supplies from the Shelter-In-Place Cabinet on your floor.
- Call or text your emergency contacts (family, friends), letting them know your location and that you are safe.
- If your location becomes untenable, evacuate via the most direct route possible and shelter in a new location.
- Remain sheltered in place until the all-clear is given, or until you are instructed to evacuate.



## **CAMPUS SECURITY STARTS WITH YOU...**

We hope that you have found the information contained in this pamphlet useful, and that we have started you thinking about security, and how best to keep yourself safe-and-secure as you go about your daily activities.

And while there are typically few crimes on campus to report, we routinely have a handful or so, with crimes against personal property being the most common type of occurrence. In these instances, laptops, backpacks, and bikes seem to go missing the most often. And from what we know, these routinely appear to be “thefts of opportunity”. That is the property owner leaves their possessions out in the open, unattended, and not properly safeguarded or secured.

But this doesn't mean that crimes don't occur in various other areas around the campus neighborhood. If you are interested in knowing about the crime statistics for the City of San Francisco, these can be viewed via the crime tracker web site:

<http://www.crimemapping.com/map/ca/sanfrancisco>

By being aware of our surroundings, watching out for one another, and by reporting suspicious activity, we can make our campus environment a safer and more secure place for everyone.

Thanks for reading!

## ***NOTES – ADDITIONAL SECURITY RESOURCES...***

Please use this section to jot notes to yourself about resources that you can use.

