



# ANNUAL CAMPUS SECURITY & SAFETY REPORT 2018



# **YO SAN UNIVERSITY OF TRADITIONAL CHINESE MEDICINE**

## **2018 Annual Campus Safety & Security Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly known as the Clery Act) of 1998 is a federal mandate requiring all institutions of higher education that participate in federal student financial aid programs to disclose information about certain campus policies, procedures, and crime that occurs on the campus and certain off campus locations.

The Clery Act was amended in 2008 and requires institutions to provide timely warnings of dangerous situations threatening the campus community and collect, report, and disseminate certain crime data to everyone on campus annually. The Clery Act also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol, and weapons offenses on campus.

Additional amendments occurred in 2013 when The Violence Against Women Reauthorization Act (VAWA,) also known as the Campus SaVE Act, was signed into law which imposes additional obligations on colleges and universities under Title IX and Clery crime reporting. Under VAWA, colleges and universities are required to report Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking along with crime categories the Clery Act already mandated. A definition of these and all other Clery reportable crimes and statistics are found at the end of this report. If you have questions about this report, please contact us at (310) 577-3000.

Yo San University is committed to maintaining a safe environment for all students, faculty, staff and visitors. To comply with these mandatory regulatory requirements, the University is responsible for compiling and publishing pertinent crime statistics and providing safety information to all students, faculty, staff and visitors.

## **CRIME REPORTING PROCEDURES**

A safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the Yo San University community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate school official. Should you become witness to or victim of a crime, immediately report the incident to local law enforcement (9-1-1) and to the appropriate university official.

Under Clery Act guidelines, a crime is "reported" when it is brought to the attention of a Campus Security Authority (CSA) or local law enforcement personnel by a victim, witness, other third party, or even the offender. It doesn't matter whether or not the individual(s) involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives the crime information and believes it was provided in good faith, he or she should document it as a crime report. (In "good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.)

### **CAMPUS SECURITY AUTHORITIES**

The definition of "Campus Security Authority" (CSA) according to the federal law is as follows: "An official of an institution who has significant responsibility for students and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings."

The Campus Security Authorities at Yo San University are:

- Tora Flint, Director of Operations (310) 577-3000 ext. 121
- Marguerite Dunne, Office Manager (310) 577-3000 ext. 110
- Vickie Rodriguez, Clinic Manager (310) 577-3000 ext. 323
- Sean Gates, Student Affairs Coordinator (310) 577-3000 ext. 116
- Lawrence Lau, President (310) 577-3000 ext. 111

### **PROTECTING VICTIM CONFIDENTIALITY**

Yo San University recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. The university is committed to protecting the privacy of any individual who makes a report. Reports of criminal activity, particularly crimes of sexual violence, may be made allowing the victim to remain anonymous. Individuals may also report incidents or information anonymously to [tflint@yosan.edu](mailto:tflint@yosan.edu). The purpose of confidential or anonymous reports are to comply with a victim's wish to keep their identity anonymous, while taking steps to ensure the future safety of others in the university community.

## **CALL PROCEDURES FOR EMERGENCIES**

**Dial 9-1-1**

## **SECURITY AWARENESS AND CRIME PREVENTION**

Yo San University is dedicated to promoting safety awareness and encourages everyone in the university community to take responsibility for their safety by taking a proactive approach to reduce crime.

### **ROBBERY AND ASSAULT PREVENTION**

- Be aware of your surroundings and the people around you.
- Walk with a companion whenever you can.
- Stay in well-lit and heavily traveled areas as much as possible.
- Walk confidently, directly, and at a steady pace. If you feel you are being followed, walk quickly to areas where there are other people.
- Conceal your valuables at all times.
- Park in lighted areas.
- Check the backseat of your car before getting in.
- Stay alert and tuned into your surroundings, including removing headphones or turning down the volume on MP3 players, telephones, or other audio devices.
- Trust your instincts. If something or someone makes you uneasy, avoid the person or leave.

### **THEFT PREVENTION**

Do not leave backpacks, books, or other personal property unattended --not even for a minute!

Never leave valuables in your vehicle. If you absolutely need to leave valuables in your car, lock them in your glove box or trunk.

## **TIMELY WARNINGS**

Yo San University (YSU) believes that a well-informed community is an integral component in maintaining a safe campus and facilities. We offer information about crime statistics to the community by providing the Annual Safety & Security Report and posting it on our website. In addition, the university administration may make crime alerts to the YSU community when there are reports of violent crimes or any other crime that is deemed to represent a continuing threat to Yo San University. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including elements such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Victim(s) information will be held confidential.

Crime Alerts can be distributed by one or more of the following means, but are not limited to:

- Bulletins or flyers
- Mass e-mails
- Alerts over the university public announcement system
- Text Messages

Bulletins will include information about the incident, crime prevention recommendations, and any other special instructions. These timely warnings will typically be posted within 24 hours, or once all the pertinent information has been received and verified.

#### **DAILY CRIME LOG**

The Yo San University "Annual Safety Report" is a student right to know report. The report is posted on the YSU website. As required by the Clery Act, a daily log of crimes is kept by the university and is available for review upon request. Call (310) 577-3000 ext. 121 for information about how to access the report.

### **ALCOHOL, DRUGS & WEAPONS POLICIES**

Yo San University is committed to having a drug-free and alcohol-free campus that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty and staff.

Any student or employee in violation of this policy is subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension, expulsion, and/or termination from employment. The possession, transportation, and/or consumption of alcohol by individuals under the age of 21 is strictly prohibited.

Yo San University strictly enforces the University's zero-tolerance policy, as well as federal, state and local laws, concerning the use and sale of illegal drugs.

Firearms and other dangerous weapons are not permitted on campus. Intentional use, possession, or sale of firearms or any other weapon is strictly prohibited on campus by state law.

### **WORK PLACE VIOLENCE**

Yo San University is committed to providing a safe educational and work environment free from violence, threats of violence, stalking, harassment, intimidation, and other disruptive behavior. Any person who observes or is the victim of workplace violence should report the incident to a CSA directly, by email to [tflint@yosan.edu](mailto:tflint@yosan.edu), or by calling (310) 577-3000 ext 121.

Each threat or act of violence will be investigated immediately by the appropriate law enforcement agency and by the appropriate CSA.

Employees who act in violation of this policy and/or the law will be subject to discipline, up to and including dismissal. Such disciplinary action shall be in accordance with university policies.

## **HATE CRIMES**

Hate crimes, as defined by the California Penal Code, are any act of physical intimidation, physical harassment, physical force, physical violence, or the threat of physical force and/or physical violence that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs of that person or group. Additionally, hate crimes may include the following: larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property.

Yo San University does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people, regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, gender identity, disability, or political or religious beliefs.

Incidents of hate violence can be reported to a CSA directly, by email to [tflint@yosan.edu](mailto:tflint@yosan.edu), or by calling (310) 577-3000 ext 121.

## **SEXUAL ASSAULT PREVENTION**

Yo San University considers sexual assault, domestic violence, dating violence, and stalking as serious crimes. The university will not tolerate acts of sexual assaults or other assaults on campus or any of its externship sites. The university will take appropriate action to prevent, correct, and discipline behavior that violates law, policy, or regulations regarding rape and other sexual assaults.

If you are a victim of any of these crimes, you are strongly encouraged to call 9-1-1 as soon as possible and to make every effort to preserve any physical evidence.

### **SEXUAL ASSAULT**

Sexual Assault is a general term that covers a range of crimes, including rape. As defined under California law, rape is non-consensual sexual intercourse that involves the use of threats of force, violence, or immediate and unlawful bodily injury, or threats of future retaliation and duress.

Sexual intercourse is considered non-consensual and therefore rape when the person is incapable of giving consent. This could range from situations where the victim is incapacitated due to alcohol and/or drugs, or if a mental disorder or physical disability renders the victim incapable of giving consent. Whether the accused is a stranger, acquaintance, spouse, or friend is irrelevant to the legal definition of rape.

### **CONSENT**

Consent, with regard to sexual activity, is defined as: positive, unambiguous, and voluntary agreement throughout a sexual encounter to engage in sexual activity. Consent cannot be inferred from the absence of a 'no'; a clear 'yes', verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

### **DOMESTIC VIOLENCE**

Domestic Violence is a "felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

### **DATING VIOLENCE**

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship

### **STALKING**

Stalking is defined by California Penal Code 646.9 as any person who willfully, maliciously, and repeatedly follows or harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

This type of behavior could include actions like repeated (two or more) instances of physical proximity, nonconsensual verbal or written communication (including virtual communications such as email, texting, social media, etc.), or implied threats. These could cause a person to fear for his or her safety or the safety of others and suffer substantial emotional distress.

Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or gifts that may range from seemingly romantic to bizarre, following or "lying in wait" for the victim, damaging or threatening to damage the victim's property, defaming the victim's character, or harassing the victim via the internet by posting personal information online or spreading rumors about the victim.

### **SEXUAL ASSAULT PREVENTION**

- Always remember that NO means NO.
- Take part in a Self Defense Training.
- Using the Buddy System- no one gets left behind!
- Avoid drugs and or alcohol use.

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

- Get to a safe place.
- Call 9-1-1.
- Make every effort to preserve any physical evidence of the assault. (This includes no showering, or disposing of any clothing or other items that are present after or during the assault.)
- Seek medical attention.
- Seek appropriate emotional support from the various community resources available.

### **WHAT DO TO IF YOU ARE ABUSED**

- Get to a safe place.
- Call 9-1-1.
- Talk to someone you trust; it is important to break the silence.
- Obtain a restraining order.
- If you decide to leave the relationship, develop a safety plan. This plan can include asking a trusted friend for help, choosing a safe place to stay, and collecting money, emergency phone numbers, and clothing so you can leave quickly.
- Seek support.

### **WHAT TO DO IF YOU ARE STALKED**

- If you have not already done so, assertively communicate that you want the behavior to stop and set/maintain personal boundaries.
- Try not to allow yourself to be isolated with the person.
- Tell family, friends, roommates, and co-workers about the stalking and seek support.
- Don't walk alone, particular at night.
- Make plans for friends to accompany you.
- If you feel you are unsafe, you probably are and should seek help. Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when the victim tries to leave or end the relationship. Don't confront a stalker. Go to a safe place and call 9-1-1.
- It is also a good idea to make a record of the stalking behavior. Keep a log including the date, time, what happened, and the names of anyone who witnessed the incident. Save any packages, letters, messages or gifts from the stalker. Save all voicemail or text messages from the stalker.

### **FRIEND/BYSTANDER INTERVENTION**

- If you see someone being physically abused or in potential danger, call 911 immediately
- In many cases, the first step to safety is the knowledge that the victim is not alone. They may feel isolated, but many others experience abuse and there are resources to get help.
- Be supportive and respectful. Make clear statements about your friend's value and rights as a person, such as "No one deserves to be abused or assaulted."
- Listen.
- Don't push your friend to leave. Support the choices he/she makes. He/she already has someone in his/her life that is controlling. He/she will feel empowered by not being told what to do.
- Don't criticize the abuser. A victim often has conflicting feelings about the abusive partner. If



you're critical of the abuser, the victim may become defensive or may shut down.

- Find out about the resources that are available.
- Learn as much as you can about dating abuse.
- Encourage your friend to make a safety plan if they have decided to leave the relationship. Your part in a safety plan can include walking home together, checking in at certain times of the day, and having a code word your friend can use if they need immediate help.
- Also encourage your friend to make a safety plan if she/he chooses to stay. This includes: safe places to go if violence escalates, numbers to call, safe words that alert a friend that the victim/survivor needs help and to call 911.
- Don't confront the abuser; this can result in an escalation of violence against the victim.
- Don't slip a hotline card or any other information about abuse into someone's bag or under a door. This can escalate the violence against the victim.
- Don't send a voicemail message or an email message about the abuse to your friend. You do not know if the abuser is monitoring the phone or the computer.
- Be careful for yourself. Let your friend know what you are comfortable doing and what your boundaries are.

After an alleged sexual assault incident occurs, Yo San University will make every effort to assist the victim in making adjustments to their academic situation, if so requested.

Disciplinary actions may be imposed on individual students, student organizations, faculty, and/or staff found responsible for sexual assault, domestic violence, dating violence, and stalking.

## **DUE PROCESS**

These procedures are designed to provide uniform standards to assure due process when a student is charged with a violation of these crimes or any other issues covered by Yo San University policies.

Once the incident occurs, the perpetrator will receive a notice of a hearing which shall specify the date, time, and place of the hearing, plus a statement of the charges against the perpetrator, and the date, time and location that the tangible evidence will be made available for inspection (when applicable). The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

College sanctions following campus disciplinary procedures will depend on due process in order for prompt, fair, and impartial investigations conducted by officials who receive annual training on these types of crimes. The disciplinary sanctions can range from, but are not limited to:

- Warning
- Reprimand
- Disciplinary Probation
- Restitution
- Removal from classes/program/activity
- Interim Suspension or Suspension
- Expulsion

Every effort will be made to criminally prosecute perpetrators of these or any other crimes. Both the

accuser and accused shall be informed simultaneously in writing of the outcome of the proceeding. The accused may appeal in writing to the President of the college for a case review. The appeal of the outcome and sanctions of the student disciplinary hearing must address only:

1. Due process
2. New information

## **OFF-CAMPUS RESOURCES**

### **Rape Treatment Center at Santa Monica-UCLA Medical Center**

1250 16th Street, Santa Monica, CA 90405.

Phone: (310) 319-4000

Hours: Open 24 hours a day, seven days a week

### **Los Angeles Rape and Battering Hotline**

Phone: (310) 392-8381

Hours: Open 24 hours a day, seven days a week

### **Los Angeles County Stalking Hotline**

Phone: (877) 622-0044

Hours: Open 24 hours a day, seven days a week

### **Los Angeles County Domestic Violence Hotline**

Phone: (800) 978-3600

Hours: Open 24 hours a day, seven days a week

## **GUIDELINES ON ACTIVE SHOOTER ON CAMPUS**

### **IMMEDIATE ACTIONS**

If someone on campus starts shooting, take whatever actions are necessary to:

- Save your life
- Seek means of escape
- Seek physical protection

### **ONCE YOU ARE OUT OF DANGER**

Call 9-1-1, and have the following information available:

- Your name
- The location of the incident
- Number of shooters
- Identification of shooters
- Number of people involved
- Your location

### **FOLLOW DIRECTIONS**

- Follow directions given by the police, fire, medical and other emergency personnel on scene.

### **IN THE EVENT OF EVACUATION**

- Exit area immediately in a safe manner.
- While exiting, tell anyone you see to exit the area.

### **WHEN EVACUATION AND EXIT ARE NOT AN OPTION**

Shelter in place in the nearest room or office. If it is safe do so, secure the area as follows:

- Close the door (but use extreme caution if someone knocks or asks for help; it could be the shooter trying to trick you).
- Barricade the door with furniture; try to keep your body clear of the doorway.
- Turn off the lights.
- Close the blinds.
- Stay silent.
- Turn off radios, AV equipment, and computer monitors; place your cellular phone on silent
- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.

- Stay calm, quiet and out of sight.
- Use whatever you can to take adequate cover (concrete walls, thick desks, filing cabinets, etc.).
- Apply first aid but keep your safety in mind.
- Stay in place until help arrives or until circumstances allow you to exit.

#### **IF OUTSIDE WHEN SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that many objects of cover may conceal you from sight, but may not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Wait and listen for directions from public safety and/or law enforcement personnel.

#### **IF SUSPECT IS IN CLOSE PROXIMITY**

- An individual must use his/her own discretion about when he or she must engage a shooter for survival.
- Generally, one can lie motionless and pretend to be unconscious or confront the individual.
- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

#### **IN THE EVENT THAT THERE ARE HOSTAGES**

Get to a safe and/or secure location. Call the police and be prepared to give the following information:

- Identify hostage location in building or area
- Number of assailants, if known
- Number of hostages, if known
- Identity of assailant(s), if known
- Any description of assailants and weapons
- Any demands made by the assailant(s)

#### **AFTER INCIDENT**

- Seek medical attention if needed.
- Assist police by offering any information you know about the shooter(s) and tell them what you saw and did during the incident.
- Seek counseling if needed.

## IMPORTANT PHONE NUMBERS

EMERGENCY	911
Culver City Police Department	(310) 837-1221
Los Angeles County Sheriff's Office	(310) 456-6600
Culver City Fire Department (Station 2)	(310) 253-6805
Marina Del Rey Hospital	(310) 823-8911

### Yo San University CSA:

- Tora Flint, Director of Operations (310) 577-3000 ext. 121
- Marguerite Dunne, Office Manager (310) 577-3000 ext. 110
- Vickie Rodriguez, Clinic Manager (310) 577-3000 ext. 323
- Sean Gates, Student Affairs Coordinator (310) 577-3000 ext. 116
- Lawrence Lau, President (310) 577-3000 ext. 111

## Crime Statistics and Data

Any crime occurring on campus or on the streets and sidewalks directly adjacent to campus must be reported to the Director of Operations at (310) 577-3000 ext 121.

### On Campus

<b>Criminal Offenses</b>	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sexual offenses – Forcible			
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sexual offenses – Non-forcible			
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	1	0	1
l. Motor vehicle theft	1	0	0
m. Arson	0	0	0

<b>VAWA Offenses</b>	2015	2016	2017
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	1	0	0

<b>Arrests</b>	2015	2016	2017
Weapons: carrying, possessing, etc	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<b>Disciplinary Actions</b>	2015	2016	2017
Weapons: carrying, possessing, etc	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## Public Property / Off Campus

<b>Criminal Offenses</b>	2015	2016	2017
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sexual offenses – Forcible			
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sexual offenses – Non-forcible			
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	1
j. Aggravated assault	0	0	0
k. Burglary	1	0	0
l. Motor vehicle theft	1	0	0
m. Arson	0	0	0

<b>VAWA Offenses</b>	2015	2016	2017
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

<b>Arrests</b>	2015	2016	2017
Weapons: carrying, possessing, etc	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<b>Disciplinary Actions</b>	2015	2016	2017
Weapons: carrying, possessing, etc	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**Hate Crimes**

There were no reported Hate Crimes for both on-campus and off-campus/public property for the years 2015, 2016 and 2017.

**Unfounded Crimes**

There were no reported Unfounded Crimes for both on-campus and off-campus/public property for the years 2015 and 2016 and 2017.

**Off-Campus Student Housing**

Yo San University does not maintain any dormitories or other off-campus student housing facilities.