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Emergency Numbers

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A Message from Campus Safety

Welcome to Biola University!

We would like to welcome all new and returning faculty, staff, and students to Biola University. As members of the Biola campus community, we all share the responsibility of maintaining a safe and healthy environment. Your safety while at Biola is the primary concern of the Department of Campus Safety.

The Department of Campus Safety operates 24 hours a day, 365 days a year. We have officers trained to respond to emergencies, as well as trained emergency dispatchers.

If you have questions or concerns, please contact the Department of Campus Safety at (562) 903-4877 or come by the Campus Safety Office located adjacent to the Cafeteria.

Sincerely,
The Department of Campus Safety

About Campus Safety

Contacting Campus Safety

Address: Department of Campus Safety
13800 Biola Avenue
La Mirada, CA 90639–0001

Telephone: (562) 903-4877 (during business hours)
(562) 903-6000 (after hours)

Hours: 8:00 am – 6:00 pm; Monday – Friday, Fall & Spring Semesters
8:00 am – 4:30 pm; Monday – Thursday, Summer & Interterm
8:00 am - 12:00 pm; Friday, Summer & Interterm

The Mission of Biola University Campus Safety

The Department of Campus Safety's mission is to provide a safe and secure environment for the Biola community.

In the interest of crime reduction, the department provides extensive campus patrolling and educational programs. These proactive measures promote community involvement in the protection of facilities and the people who visit, reside, study, or work at Biola.

The Department of Campus Safety

The Department of Campus Safety is responsible for law enforcement, public safety, and emergency response at Biola University. The department is staffed with professional campus officers, skilled administrative personnel, and a dedicated cadre of student employees.

Campus Safety Officers receive extensive training in criminal law and procedure, criminal investigations, evidence collection, traffic management and enforcement, arrest and control tactics, emergency response procedures, First Aid/CPR/AED, and a variety of other related topics. Officers also participate in continual in-service training to maintain state compliance with

current statutory law. All officers must complete California Penal Code 832 Training as well as certification in the use of the Tazer X-26, ASP Baton, and Oleoresin Capsicum Spray (pepper spray). All of these devices are deployed for the protection of students, staff, visitors, and officers.

Campus Safety Officers are empowered to arrest individuals for all crimes committed on Biola property under authority of a Memorandum of Understanding (MOU) with the Los Angeles County Sherriff. The MOU is granted under the authority of Penal Code Section 830.7 and grants all powers of arrest under Penal Code Section 836. All arrestees are turned over to the Los Angeles County Sherriff's Department (LASD) for appropriate processing. Campus Safety personnel may complete and conduct selected criminal investigations on Biola property. All follow-up criminal investigations are completed by the LASD. Serious or major crimes occuring on Biola property are investigated by the LASD. Crime statistics for Biola University may be found at www.biola.edu. Prompt reporting helps ensure that appropriate warning notices can be distributed and assist with the timely disclosure of crime statistics. These statistics are in compliance with the Department of Education's *Student Right to Know Act*.

The Campus Safety Department conducts administrative investigations involving university rules and regulations. These investigations may involve students, staff, and visitors on Biola property. Appropriate referrals necessitating further review and action may be made to Student Development, Human Resources, or other administrative staff.

The Campus Safety Department may investigate traffic collisions occuring on campus. Reports of on campus traffic accidents may be provided to involved parties with the approval of the Chief of Campus Safety. Officers and Student Cadets conduct parking enforcement on campus property and issue citations. Parking citations given to student or staff personnel must be paid in a timely manner. Procedures for the collection of fees may be reviewed at the Campus Safety Department. Officers may also issue citations to staff and students for driving violations on campus. These citations may be issued in person or delivered to the involved party via campus mail.

The Department also operates a full-service switchboard and Emergency Dispatch Center located in Metzger Hall. The center is staffed 24 hours a day by trained operators and dispatchers. The dispatch center also houses monitoring equipment for a campus-wide digital video surveillance system. We also have an automated mass notification system that can contact every student, staff, or faculty member via their cell phones or office phones regarding any on-campus emergency.

Complaints

In order to better serve the campus community, it is important that the Campus Safety Department becomes aware of concerns regarding service issues. All complaints regarding Campus Safety service will be investigated thoroughly and corrective action taken when appropriate. We also appreciate suggestions for improvement in policies and procedures. You can contact a Campus Safety supervisor during normal business hours, Mon-Fri., at (562) 903-4877. During non-business hours, you may call Communications Dispatch at (562) 903-6000 and request to speak to a supervisor.

Services

Biola University students and employees are encouraged to take advantage of special programs and services offered to promote safety and security at Biola University. Many of the services offered by the Department of Campus Safety are mentioned on the following pages.

Safety Escorts

The Department operates a safety escort service 24 hours a day, 365 days a year. An escort can be obtained by dialing 0 on any campus phone or at (562) 903-6000 from a cell phone. Escorts are provided only within and between Biola-owned properties.

University Operator

The Department operates a Communications Center that includes services such as University Operator, Campus Safety Dispatch, alarm monitoring, and other communications capabilities.

Campus Telephones

There are several telephones located on the exterior of campus buildings that may be used to report emergencies. A blue light is located above these phones for ease of identification. Emergencies may also be reported on any campus phone. Please dial ext. 5111 and inform the Campus Safety Dispatcher of the nature and location of the emergency.

Lost & Found

The Department of the Campus Safety is the official clearing house for all property lost or found on university property. Found property is retained by the Campus Safety Office for 90 days. All found property, including bikes, are donated to a local charity at the end of the retention period. If you discover an item of personal property belonging to another or wish to retrieve an item, please contact the University Operator at extension 0.

Crime Prevention Programs

The Department of Campus Safety's crime prevention program exists to eliminate criminal opportunities and encourage students and employees of the University to be responsible for their own security and that of others. For more information about the programs, call ext. 4877.

Security Survey

The Department of Campus Safety will conduct a building security survey upon request.

Awareness Presentations

Speakers are available to give awareness presentations to your group or department about sexual assault, theft prevention, violent crimes, domestic violence, alcohol and drugs, personal safety, emergency preparedness, and other safety topics.

Printed Materials

Crime Prevention brochures and other printed materials are available in the Campus Safety Administrative Office.

Alarm Systems

Almost all campus buildings have fire alarms that are monitored by Campus Safety personnel and maintained by Facilities Services. There are several security alarm systems that are monitored and responded to by Campus Safety personnel and maintained by the Telecommunications Department.

Crime Alert Notice

When circumstances warrant, Crime Alert Bulletins are released by Campus Safety to warn the University community of special crime-related conditions.

Rape Aggression Defense (R.A.D.)

R.A.D. is offered as part of the Physical Education curriculum. Participation in R.A.D. is limited to females. Those interested in the course may enroll during Registration at the beginning of the fall and spring semesters. The course is designed to enhance the options of self-defense.

The Campus Security Act

Campus Security Act Defined

The Student Right-to-Know and Campus Security Act requires colleges and universities receiving federal funds to notify community members as to who is considered a “campus security authority.” The U.S. Department of Education defines a campus security authority as:

1. A campus law enforcement unit;
2. An individual or organization specified in an institution’s statement of campus security policy as the individual or organization that has significant responsibility for student and campus activities, but does not have significant counseling responsibilities.

For the purposes of meeting the requirements set forth in the Act, the campus security authority at Biola University includes all persons who are employed by the University. Campus Safety authorities are required to report criminal occurrences to the campus law enforcement unit (Department of Campus Safety) under the annual reporting and timely warning requirements of the Act. It shall be the responsibility of the Department of Campus Safety to investigate reports of criminal activity on campus.

Report to the Community

It is an unfortunate fact that criminal incidents of all types occur on college campuses. Most colleges around the country investigate and make public the nature and frequency of crimes. Biola University follows this practice and believes that reporting this information to the public increases community awareness about taking steps to prevent criminal activity.

Reported Crimes

Aggravated Assault	Incest
Alcohol intoxication (D.U.I.)	Liquor Law Violation
Burglary	Murder
Forcible Rape	Robbery
Forcible Sodomy	Sexual Assault with an object
Grand Theft Auto	Statutory Rape
Hate Motivated Crimes *	Theft
Hate Motivated Incidents *	Vandalism
Illegal Drugs	Weapon violation

* Criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity.

The above crimes are required to be reported by the Campus Security Act of 1990, as amended by the U.S. Dept. of Education in 1994. Frequently, when a crime occurs and a suspect is apprehended, the matter may be referred for administrative adjudication by Student Development or Human Resources. Thus, the ratio of offenses to arrests may be misleading.

All of the crimes listed above must be reported annually to the U.S. Department of Education. Furthermore, statistics and daily crime logs of these crimes must be readily available to the public upon request. Campus Safety will immediately provide, upon request, a written log of crimes that have occurred on and around University property within the last 60 days of the request. Crimes having occurred past 60 days will be made available within 48 hours of the request.

Biola encourages victims of crimes to report incidents to the Department of Campus Safety regardless of how insignificant the crime may appear. To report a crime, a victim or witness should call (562) 903-6000. Select University administrators receive reports about crime on a regular basis. Campus Safety Officers will also assist victims who want to report crimes to the Los Angeles County Sheriff's Department.

The Department of Campus Safety has taken several steps to prevent crime. Some of these efforts include:

- ▶ 24-hour patrol
- ▶ Officers dispatched by radio

- ▶ Alarms in key areas
- ▶ Card key entry systems in dorms
and designated administrative buildings
- ▶ On campus foot / vehicle escorts
- ▶ Video Surveillance

Biola University places a high priority on your personal safety. The information in this handbook is provided in order to assist the University in keeping its commitment to make Biola University a safe and secure campus community. The information in this security report may also be accessed at: www.biola.edu/campus_safety.

Crime statistics may also be accessed at: www.biola.edu/campus_safety. Upon request, a written crime statistics report is available in the Campus Safety Administrative Office during business hours.

Policies & Procedures

Campus Law Enforcement

All records compiled and maintained by the Department of Campus Safety shall be considered law enforcement records and are governed by the California Government Code and United States Code. Campus Safety reports are not released to involved parties without the permission of the Chief of Campus Safety. Release is generally accomplished with an appropriate subpoena. For questions about student records, please contact either Student Development or the Registrar's Office.

Reporting Procedures

If you observe a crime or suspicious incident, or if you see a security problem, notify the Department of Campus Safety immediately at ext. 5111. Also use ext. 5111 for police, fire, or medical emergencies. For non-emergency officer assistance, call the switchboard at ext. 0. For business calls, please contact the administrative office at ext. 4877.

Any on campus crime witnessed by a University student or employee must be reported to the Department of Campus Safety. The Department of Campus Safety is responsible for reporting and follow-up investigation when an incident is reported. All University students, employees, and visitors should exercise responsibility for their own safety while on campus.

Building & Campus Access Policies

Campus Safety is responsible for the maintenance of all campus facilities, security, and access control systems to aid in providing a safe and secure environment. The goal of the Card Reader System is to provide building access outside of normal operating hours while ensuring the safety of faculty, staff, and students. Access control uses a proactive approach to enhance campus security for crime prevention.

Building access is requested by sending an e-mail to Campus Safety using the "Access Request Form" in the Resources Folder on First Class / BUBBS. All requests must be received by 2:00 p.m. on regular business days and 10:00 a.m. on Short Fridays in order to be processed for that same day. Requests received after 2:00 p.m. (or 10:00 a.m. on Short Fridays) or received on non-business days cannot be processed (and access will be temporarily denied) until the next business day, as all requests are subject to a security review. It is important to note that just because someone works in a specific building, they do not automatically have after-hours access into that building.

The Campus Safety Communications Center in Metzger Hall retains a copy of the University access list, and individuals on the list should contact that office for officer assistance with access as needed. However, all requests must be placed according to procedure as Communications Dispatchers do not produce the list and therefore cannot accept any requests related to access. Individuals who have been granted permission to access buildings controlled by card reader use their university ID cards for entrance.

Building Access Request Information

Students are allowed access to specific buildings through one academic year only, and are removed from access authority according to the dates requested. Regular Faculty and Staff are not deleted from the Card Readers / Access Lists unless access is specified by an ending date.

- ▶ Access requests must be made by concerned employees' supervisors or a building authority.
- ▶ Any requests for access to Metzger, Biola Radio, the TV Studio, Art & Math Labs, the SUB or Crowell Hall require ID numbers.

Further access inquiries can be directed to the Campus Safety Administrative Office at ext. 4877 or by e-mail at campus.safety@biola.edu

Unlocked Doors

Exterior doors to the campus residence halls are locked and secured on a 24-hour basis. If a student is locked out of his or her residence hall room, the student should check with the R.A. or R.D. of his or her hall prior to contacting Campus Safety. A picture ID will be required and a service fee may be charged for a room unlock.

All residents are provided with copies of the community regulations and policies associated with living in the residence halls. These policies are available from either Residence Life or the Auxiliary Services office.

Access to Campus

Biola University is a California non-profit (public benefit) corporation under State law and as such, property owned by the entity is "private property." All persons who enter onto property owned or leased by Biola University should be able to demonstrate a legitimate reason to be present on campus. When practical, university students and employees should accompany their guests or visitors while on campus. Persons not having a legitimate purpose to be on campus may be asked to leave by Campus Safety personnel. All common entrances are posted with trespass warnings.

Key Control & Access Policy

The purpose of key control and access requirements are to provide safety and security of university personnel and property through the control of all institutional keys, locks, and access systems.

This policy has been reviewed and approved by university administration. The Facilities Services Department is authorized to manage and enforce all components of the key control policy, and Campus Safety is authorized to manage and enforce all components of the access policy.

University Locksmith

The University Locksmith is responsible for duplicating and issuing keys for all institutional locks and the maintenance of the key way portion of the locks. Lock replacement and lock repairs should be referred to Facilities Services. No University keys are to be duplicated off campus. All personal lock and key needs will be referred to an outside locksmith business.

For fire safety and liability reasons, private locks associated with access control are not to be used on University property. Unauthorized locks may be removed or replaced at the expense of the responsible department or person. If the lock is destroyed in the process of removal, the owner will not be compensated for the loss.

Persons violating this policy may be subject to a stringent fine in addition to any associated re-key and redistribution costs. The Department of Campus Safety may revoke key possession and access at any time deemed necessary.

Communications Center Keys

Those on approved access lists may check out keys from the Communications Center (located in Metzger Hall). When checking out a key, an identification card must be left in place of the borrowed key and a checkout log is to be signed. Upon return of the key, the check in list is to be logged and the identification card will be returned. If the person who borrows the key does

not return it before midnight (approved exceptions not withstanding), he or she will be subject to a fine for every day the key is not returned.

Sexual Assault

Sexual Assault Policy

The University recognizes that confidentiality in cases of sexual assault, especially those committed by an acquaintance, is extremely important. Biola will make all reasonable efforts to maintain such confidentiality. Victims are encouraged to report sexual assaults to both Campus Safety and the Los Angeles County Sheriff's Department. Campus Safety officials will facilitate contact with the Sheriff's Department at the victim's request.

Persons who are uncertain of what to do following a sexual assault should contact the office of the Dean of Student Development and the Health Center, or an administrator in the Campus Safety Department.

If possible, the victim should write down a description of the attacker (if his/her identity is unknown or uncertain), the location of the attack, and the details of what occurred. This information may be helpful in a University proceeding or a court case.

The wishes of a victim who does not want to report a sexual assault to the local police will prevail unless University authorities believe the seriousness of the assault warrants police involvement due to the potential threat to others. The circumstances may warrant the publication of a Security Alert in order to notify the Biola community of the need for extreme caution (i.e. if the perpetrator is not apprehended and poses a continuing threat to the community).

The victim may request the assistance of a counselor from the Biola Counseling Center, who can be reached at ext. 4800 during normal business hours. After hours, the victim can call the Biola University Operator at ext. 6000 and simply request the on duty counselor.

Victims are encouraged to seek prompt medical attention following an assault, whether or not she / he intends to report the assault to the authorities. Medical evaluation will allow for the assessment, treatment, and documentation of any physical injuries, as well as prophylactic treatment for sexually transmitted diseases and pregnancy. Should the victim decide to proceed with criminal and / or civil charges against the assailant, a medical-legal specimen may be taken for evidentiary purposes.

The Dean of Student Development or the Associate Dean of Student Development at ext. 4874 will, to the extent reasonably possible, take appropriate actions to prevent further contact between a victim and an alleged assailant who is another Biola student. A complaint of sexual assault against an employee will be referred to the Director of Human Resources or the Employment Manager at ext. 4757 for administrative purposes. Registered sex offender information can be obtained at www.meganslaw.ca.gov.

Vehicle Codes

Article I – Statement of Policy

Authority & Jurisdiction: The Biola University Department of Campus Safety has the responsibility and authority to administer the traffic policy for the institution and to control traffic and parking accordingly. The California Vehicle Code confers the right to Biola University to control traffic and parking on its properties. All individuals who register a vehicle with Campus Safety or operate a vehicle on the Biola campus shall abide by the regulations set down by this vehicle code.

Vehicle Insurance: California law requires that every owner and driver of a motor vehicle in this State maintain financial responsibility through liability insurance coverage. Any other means of financial responsibility must be approved by the Department of Motor Vehicles. Anyone who registers a vehicle or drives on Biola property must meet this requirement.

Liability: Biola University does not assume responsibility for any damage to a vehicle due to theft, vandalism, flood, fire, or accident.

Permission to Park and Operate a Vehicle on Campus: ***A parking permit does not guarantee or reserve a place to park.*** It does give license to drive and park on Biola property in the manner prescribed by this vehicle code. ***Parking permits are required at all times for vehicles parked on Biola property.*** These privileges may be revoked at anytime at the discretion of the university.

Control of University Roads and Parking Lots: The university reserves the right to close any campus parking area when it is necessary for maintenance, safety or to meet special needs. When possible, notices will be posted indicating the closure.

Suspension of Privileges: The privilege to operate or park a vehicle on campus may be suspended to preserve the safety of the campus at the discretion of the Chief of Campus Safety.

Article II – Vehicle Registration & Responsibility

Vehicle Registration:

All vehicles parked on campus by students or employees **must** be registered with the Campus Safety Department. Vehicles that are unregistered or do not display a permit are not permitted to park on campus. Visitors may obtain a permit free of charge from the Campus Safety office during business hours. After hours, visitors may obtain a one day permit at the Communications Center in Metzger Hall. It is unlawful to forge, fabricate, or alter a parking permit.

Registration: Vehicles must be registered with the Campus Safety Administrative Office within 24 hours (or 72 hours if on a weekend) from the first time a vehicle is on the property.

Student Permits: Permits must be displayed on the lower driver side exterior of the rear windshield while parked on Biola property. Permits on convertible vehicles, camper shells, etc. may be displayed on the driver side of the rear bumper.

Staff Permits: Permits must be displayed on the interior front windshield (driver side bottom corner). Permits must be clearly visible from the outside. Only regular employees may obtain a staff permit.

Visitor / Temporary Permits: Permits are to be placed on the driver side dashboard. Former students and alumni do not qualify for Visitor permits.

Unregistered Vehicles: An unregistered vehicle may be subject to a check with the California Department of Motor Vehicles or other agency, immobilization boot, or towing from campus. If a university student or employee has an unregistered vehicle on campus, he / she will be responsible for all costs involved in the removal of an immobilization boot, towing charges, and the cost of verification of ownership through the appropriate agency. Any previously unbilled citations may be billed to the student's account. Faculty and staff members may also be held responsible for any previously unbilled citations.

Selling or transfer of a Registered Vehicle: When selling a vehicle, the original owner must notify the Campus Safety Administrative office within 5 working days. If not, any citations received are the responsibility of the owner. If the vehicle is cited while under operation of a person other than that which it is registered to, the driver of the vehicle will be held responsible.

Curb Designations

Curbs are color coded to designate parking restrictions where they are present.

Red Curb	Designates a Fire Lane. No parking or waiting.
Yellow Curb	Temporary Parking. 30 Minute zones unless otherwise designated by sign or painted curb.
Green Curb	Faculty & Staff Parking only. 7:00 a.m. – 5:00 p.m., Monday – Friday.
Plain Curb	Student parking

Note: Consult the following section, “Lot Designations & Restrictions,” and / or posted signs.

Lot Designations & Restrictions

The following is a listing of parking lot designations and restrictions. A double dagger symbol (‡) indicates that any Biola permit may be used between 5:00 pm – 7:00 am, Sunday – Saturday; holidays all day.

Lot A	Open & Staff (green curb) 24hrs, 7 days / week
Lot B	Open & Staff (green curb) 24hrs, 7 days / week
Lot C	Open & Staff (green curb) 24hrs, 7 days / week
Lot D	Visitors & Staff 7:00 a.m. – 5:00 p.m., Monday – Friday ‡
Lot E	Open parking (any Biola permit) 24hrs, 7 days / week
Lot F	Staff only 7:00 a.m. – 5:00 p.m., Monday – Friday ‡
Lot G	Open parking (any Biola permit) 24hrs, 7 days / week
Lot H	Open & Staff (green curb) 24hrs, 7 days / week
Lot I	Open parking (any Biola permit) 24hrs, 7 days / week
Lot J	Open parking (any Biola permit) 24hrs, 7 days / week
Lot K	Open parking (any Biola permit) 24hrs, 7 days / week

Lot L Open parking (any Biola permit) 24hrs, 7 days / week

Lot M Open parking (any Biola permit) 24hrs, 7 days / week

Lot N Open parking (any Biola permit) 24hrs, 7 days / week.

Lot O Staff only (green curb) 24hrs, 7 days / week ‡

Lot P Open parking (any Biola permit) 24hrs, 7 days / week

Lot R Open parking (any Biola permit) 24hrs, 7 days / week

Visitor Permits:

Visitors, vendors, and other special groups may obtain a Visitor Permit at no charge from either the department they are visiting or from the Campus Safety Office. Permits may be obtained from the Campus Safety Office during normal business hours. After hours, visitors may obtain a permit at the Communications Center in Metzger Hall. Special Permits for large groups must be ordered through the "Departmental Parking Permit Request" form on FirstClass / BUBBS a **minimum** of seven (7) business days in advance by university departments. Departments may also request lot closures for special events through the "Reserved Parking Request" form on FirstClass / BUBBS a **minimum** of two (2) weeks in advance.

Temporary Permits:

Students who have not purchased a parking permit can obtain a Temporary Permit for the occasional use of a vehicle at a pro-rated charge (which will be billed directly to the student's account.)

Alumni Parking Permits:

Alumni Parking Permits are issued to Biola graduates only and are not transferable to any other vehicles. A permit may be obtained from the Campus Safety Office during business hours.

- ▶ Possession of an alumni permit allows that vehicle to park in parking lots open to student parking only from 7:00 a.m. to 5:00 p.m., Monday - Friday.
- ▶ Alumni must abide by the regulations set down by this vehicle code.
- ▶ An Alumni Parking Permit may no longer be used and must be returned to the Campus Safety Administrative Office if registered for classes or in active student status.

Lost Parking Permits

If a parking permit is lost, it must be reported immediately to the Campus Safety Office before a new permit will be issued. A nominal replacement fee will be assessed for lost permits. Recovered permits must be returned to the Campus Safety Administrative Office.

Apartment Residents

Parking at Biola-owned off campus apartments such as Lido Mirada, Tropicana, Tradewinds, Beachcomber, and Rosecrans Apartments is by permit only. These permits are issued at no charge. Off campus parking permits are not valid for on campus parking.

Summer, Interterm, Holiday Break, and other Vehicle Storage on Campus

Vehicles may not be stored on campus property without prior written approval from Campus Safety. Persons wishing to store a vehicle on campus must:

- ▶ Sign a release of liability form.
- ▶ Leave a set of keys with Campus Safety so that the vehicle may be moved if Facilities Services projects or emergencies require it.

Failure to obtain permission will result in fine(s) and / or towing of the vehicle from Biola property.

- ▶ Student vehicles must have been registered during that session, or the applicable permit fee will be charged.
- ▶ A student must remove all vehicles from Biola if he/she is no longer enrolled in the current school semester, or when an employee ends employment with the university.

Vehicle Coverings

As a safety and security precaution, vehicles may not be covered by tarps or covers at anytime.

Inoperable Vehicles

Vehicles that are inoperable or are not properly registered with the DMV will be considered abandoned after a period of three weeks from their date of discovery. These vehicles may be fined and/or towed at the owner's expense. Inoperable vehicles may not be stored on campus.

Abandoned Vehicles

Any vehicle that is left on Biola property longer than 72 hours without a valid permit and/or prior approval to park will be considered abandoned and may be removed from campus at the owner's expense.

Auto Work

Auto work of any kind is not permitted on campus.

Motorcycles

Motorcycles and other motorized vehicles are subject to all regulations in this code.

- ▶ Motorcycles and other motorized vehicles must park in normal vehicle parking spaces or designated motorcycle areas and have a valid parking permit. Motorcycles are not permitted to park in undesignated areas or on yellow hash lines.
- ▶ Electric assisted bicycles,* which are considered bicycles, may park in bicycle racks.

*California Vehicle Code 406(b)- A "motorized bicycle" is also a device that has fully operative pedals for propulsion by human power and has an electric motor that meets all of the following requirements:

- ▶ Has a power output of not more than 1,000 watts.
- ▶ Is incapable of propelling the device at a speed of more than 20 miles per hour on ground level.
- ▶ Is incapable of further increasing the speed of the device when human power is used to propel the motorized bicycle faster than 20 miles per hour.

Bicycles

Bicycles are required to be registered with Campus Safety and display a permit at all times while on campus. Permits are free and can be obtained from the Campus Safety Office during normal business hours. The serial number, make, model, and color are required for a permit to be issued.

- ▶ Bicycles may not be ridden on pedestrian sidewalks. Bicycles must use roads open to automobile traffic only. Roads closed to automobiles are for pedestrians only. Bicyclists must obey all rules of the road that apply to motor vehicles, including obeying all traffic control signs, one-

way streets, etc. When riding a bicycle at night, a white front light or reflector and a rear red light or reflector are required.

- ▶ Bicycles are to be chained to bicycle racks only. Bicycles chained to building handrails, etc. are subject to fines and impoundment by Campus Safety. The removal or cutting of locks to secure impound will be done at the owner's expense.
- ▶ Bicycles may not be left on campus over the summer break. Bicycles left in any area after the close of school are considered abandoned and may be impounded by Campus Safety.
- ▶ Bicycles that do not display a permit, are locked to unauthorized facilities, or are left on campus during summer break may be subject to fine and / or impound.
- ▶ Campus Safety reserves the right to sell abandoned bicycles or give them to charity after a 90 day hold from the date of impound according to California Civil Code 2080.

Trailers

No person shall park or store a trailer upon any street, parking lot, or parking structure on campus except for the purpose of loading and unloading unless given permission by the Chief of Campus Safety. Departmental trailers must be registered with Campus Safety and display a current Biola parking permit.

Carts

Privately owned golf carts or similar vehicles may not be driven or kept on campus.

Article III – Violations & Fines

Violations are traditionally assigned point values. If a person accumulates a given number of points during an academic year, a mandatory meeting may be scheduled with the Chief of Campus Safety. Failure to cooperate with a scheduled meeting may result in the loss of parking or driving privileges, and/or immobilization by an "auto-boot," or towing and storage of the vehicle at the owner's expense. A complete fine schedule is available on the Campus Safety website.

Vehicle Code Violations

- (60) **Permit Not Displayed / Not Registered:** All parking permits must be properly displayed. The proper placement for all permits is as follows:

Student Permit: Should be displayed on the exterior rear window (lower driver side) or bumper (driver side) as necessary.

Alumni Permit: Should be displayed on the rearview mirror.

Faculty & Staff Permit: Should be displayed on the interior front windshield (driver side bottom corner).

Visitor / Temporary Permit: Should be displayed on the dashboard (driver side).

- (61) **Overtime in Yellow Zone:** 30 minutes is the maximum time permitted in a loading and unloading zone unless otherwise specified.
- (62) **Illegal Parking:** Vehicles must occupy only one space at a time and park within spaces designated by the appropriate color of curb, lines, or parking bumpers. Vehicles may not park along the curb boundaries of parking lots or on sidewalks. Vehicles may not park in front of entrances to sidewalks or driveways.
- (63) **Bicycle / Skates / Skateboard Violation:** Bicycles are not to be ridden on sidewalks at any time. Bicycles may only be secured to bike racks or stored within dorm rooms. Riding skateboards/skates is not allowed at anytime on the property of Biola University. Note: Bikes and/or skateboards/skates operated by students or staff members may be impounded for the safety of the community.
- (64) **Unsafe Vehicle Equipment:** All vehicles on campus must comply with state safety regulations. If a citation is issued to a vehicle for Unsafe Vehicle Equipment, the owner must show proof of repairs within two weeks of the issue date of the citation. Failure to do so may result in suspension of parking and driving privileges.
- (65) **Failure to Obey Official Parking Sign:** Officially posted signs shall supersede any prior zone or curb designation.
- (66) **Obstructing Traffic:** There is no stopping, standing or parking in a way that prevents another vehicle from moving or hinders the normal flow of traffic allowed.
- (68) **Excessive Speed:** The maximum speed limit on campus is 15 miles per hour.

Excessive speed fine breakdown

5–10 mph over limit – Scheduled base fine

**11–15 mph over limit – Scheduled base fine
plus enhanced fine**

**16–20 mph over limit – Scheduled base fine
plus enhanced fine**

**21 mph over limit or more – Scheduled base fine
plus enhanced fine
and the possible revocation
of driving privileges**

- (69) **Passing a Moving Vehicle:** With the exception of passing a cart or bicycle that has acknowledged your intentions to pass and there is no oncoming traffic, passing a moving vehicle is never permitted on campus roads.
- (70) **Failure to Stop at a Posted Stop Sign:** All vehicles must come to a complete stop at all posted stop signs (sign posts and painted on road surface) on campus.
- (71) **Placing Previously Issued Citation on Vehicle:** A previously issued citation shall not be placed on a vehicle to give the appearance that the vehicle has already received a citation.
- (72) **Helmet Violation:** Motorcycle operators must wear a helmet at all times.
- (73) **Failure to Yield to a Pedestrian / Vehicle / Campus Safety:** All vehicles must yield to approaching pedestrians, other vehicles when merging into traffic, or a Campus Safety official when necessary. Vehicles must yield to a Campus Safety patrol unit's lights and / or siren.
- (74) **Tampering with Immobilization Device:** The University reserves the right to impound any vehicle that violates parking regulations by using an immobilization boot. Tampering with or attempting to remove an immobilization device is prohibited.

- (75) **Tampering with Vehicle Gate or Temporary Barricades / Cones:** Attempting to open, raise, or alter static or motorized vehicle gates is prohibited. The altering of traffic cones or barricades is prohibited.
- (76) **Reckless Driving / Misuse of Vehicle:** Vehicles driven in an unsafe manner including, but not limited to, driving outside of established traffic lanes or off-road and speed in excess of 25 mph over the posted limit, are considered reckless. Misuse of vehicle includes, but is not limited to, use of a vehicle for other than its designed purpose that is deemed unsafe, operation in prohibited areas, transport of too many passengers or in the bed of a pick-up truck, overloading a vehicle, and towing of items or persons outside the provisions established by law.
- (77) **Red Zones / Fire Lanes / Fire Hydrants:** A vehicle may not stop or park in a red zone or fire lane, whether the vehicle is attended or not.
- (78) **Handicapped Parking:** Blue handicap spaces with a sign posted are for handicap parking only, including nights, weekends, and holidays. Handicap spaces have blue curbs and posted signs. The only vehicles allowed to park in handicap spaces are those displaying a special handicap license plate or placard issued by the DMV. University employees, students, or guests may not park in handicap zones without proper permits. Parking in loading zones of handicap spaces is a violation.
- (79) **Miscellaneous Violation – Fine based on nature of violation:** This code is utilized for violations not codified in the Campus Safety Code.
- (80) **Immobilization Device Removal Fee:** This fee is charged for the removal of a vehicle boot or immobilization device and cannot be appealed.

Article IV – Repeat Offenses

The following fine schedule will be enforced for all violations:

1st offense	Scheduled base fine
2nd offense	Scheduled base fine
3rd offense	Scheduled base fine plus enhanced fine

4th offense Scheduled base fine plus enhanced fine

5th offense Scheduled base fine plus enhanced fine

Article V – Vehicle Violation Appeals

- ▶ Citation appeals are to be made in writing within 7 business days of the violation utilizing the space provided on the back of the citation and delivered in person or by mail to the Campus Safety office. Citations not appealed within 7 days will be billed to the student's account. NOTE: Approval to deviate from the established 7 day appeal period may be granted. However, citations can only be appealed within the academic year that they are issued. An academic year includes fall, interterm, spring and summer.

- ▶ Results of the appeal will be mailed to campus boxes from Campus Safety within 10–15 business days of filing the appeal.

- ▶ ***Ignorance of the regulations is not a valid excuse for violations.*** Bad weather, lack of space, or arriving later or after dark is not a valid excuse. It is the individual's responsibility to allow sufficient time to walk to or from classes or work. University students and employees should consider using the Campus Safety escort service if they feel their safety is threatened.

- ▶ Anyone dissatisfied with a decision may make an appointment with the Chief of Campus Safety by contacting the Campus Safety Administrative Assistant at x4539. Appeals must be made in writing before an appointment is given. The Chief or his designee may grant or sustain citation appeals from faculty, staff, and students. If an appeal meeting is made and the individual fails to show, it can result in an automatic denial.

Faculty / Staff Appealed Citations

Appeals must be done in writing using the space provided on the back of the citation.

1. ***If the appeal is denied*** an Appeal Decision Notification is sent to the faculty / staff member, telling him or her of the appeal decision, and affords 10 business days to either pay the citation or make an appointment to meet with the Chief of Campus Safety to contest the original decision. If the citation is reduced to a warning, or if granted an Appeal Decision Notification is also sent out.

2. ***If an appeal has been denied and payment is not received*** a second notification is sent to the faculty / staff member as well as his or her department. This notification allows an additional 10 business days for the affected individual to pay the cost of the citation before a billing notification is sent to the applicable department.
3. ***If payment is still not received,*** a notification of billing will then be sent to the affected faculty / staff member's department requesting payment.

Note: The Campus Safety office does billing during the first week of each month.

Safety Codes

Article I – Statement of Policy

The Biola University department of Campus Safety has the responsibility and authority to administer safety and law enforcement for the institution. The function is defined in part as the supervision of all activities that lead to the prevention, apprehension, and investigation of crimes and criminal activity on University property. The Department of Campus Safety enforces a variety of criminal statutes originating from the federal and state municipal levels of government. Campus Safety, along with the Department of Student Development, is also responsible for enforcing several areas of student behavior under the university code of conduct.

Article II – Responsibility

Biola University Campus Safety policies and procedures are aimed at safety and welfare. Help maintain safety by following all rules and regulations and by using common sense safety practices. It is the responsibility of each Biola community member to refrain from criminal activities and any other form of behavior that might endanger the safety and welfare of any community member.

Article III – Violations, Fines, & Service Fees

In instances where campus rules are violated, the department of Campus Safety may impose selected administrative fines in addition to any academic discipline imposed by the Department of Student Development. Criminal behavior may result in criminal prosecution. Campus Safety may also impose administrative service fees for the performance of certain services such as door unlocks for residence hall rooms. A complete fee schedule is available on the Campus Safety website.

Service Fees

- (01) **Door Unlock to Residence Hall Room:** If a student is locked out of a residence hall, the student should check with the R.A. or R.D. of the hall prior to contacting Campus Safety to perform the door unlock. Proof of residence will be required.

Safety Code Violations

- (10) **Giving Unauthorized Access to a Closed Building:** No person shall give access into any closed university building to any unauthorized person.
- (11) **Propping a Building's Door Open:** No one, except in an emergency, is allowed to prop open a residence hall door or locked building door.
- (13) **Refusing to Identify Self to Campus Safety Official:** All persons on campus are required to present identification when asked by a Campus Safety Official to do so.
- (14) **Unnecessary or Loud Noise During Quiet Hours:** No one shall create loud or unnecessary noise, as defined in La Mirada Municipal Code section 9.04.010 between 10:00 pm & 7:00 am. This code can be enforceable outside the time range indicated. (Misdemeanor)
- (15) **Harassing Telephone Calls:** No one shall make telephone calls with the intent to harass another person. (Section 653m of the California Penal Code; Misdemeanor)
- (16) **Throwing Projectile at Pedestrian or Vehicle:** No person shall throw a projectile at a pedestrian (240 and 242 of the California Penal Code; Misdemeanor / Felony). No person shall throw a projectile at a vehicle or occupant thereof while on Biola property. (Section 23110 of the California Vehicle Code; Misdemeanor / Felony)
- (17) **Tampering with a Smoke Detector:** No one shall unlawfully tamper with a smoke detector. (Section 11.302 of the California Fire Code; 148.4 California Penal Code; Misdemeanor)
- (18) **Possession of Fireworks:** No person shall possess fireworks, as defined in La Mirada Municipal Code section 16.12.020, on Biola property. (Misdemeanor)

- (19) **Disorderly Conduct / Failure To Obey A University Official:** No person shall engage in disorderly conduct, as defined in La Mirada Municipal Code section 9.04.030, on Biola property. An example of disorderly conduct would be indecent exposure, urinating in public, fighting, pranks, etc. No person shall disobey the lawful direction of a university official. (Misdemeanor)
- (20) **Tampering with, or Unlawful Activation of, a Fire Alarm:** No person shall unlawfully tamper with, or unlawfully activate, a fire alarm or fire detector as defined in section 11.302 of the California Fire Code. (Misdemeanor)
- (21) **Possession of Firearm / Unauthorized Weapon:** No person shall possess a firearm or unauthorized weapon (such as airsoft guns, paintball guns, nerf guns and other recreational weapons), as defined in section 12001 of the California Penal code or in the Biola University Student Handbook (Community Standards, Misconduct Issues, #11), on Biola property (Felony).
- (22) **Possession or Under the Influence of Narcotics:** No person shall possess any controlled substance as defined in Section 113550 of the Health and Safety Code. (Felony) (See also Drug-Free Schools and Communities Act.)
- (23) **Possession of Drug Paraphernalia:** No person shall be in possession of narcotic paraphernalia as defined in Sections 11364 and 11364.5 of the California Health and Safety Code. (Misdemeanor / Felony)
- (24) **Possession or Under the Influence of Alcohol:** No person shall be in possession of alcohol as defined in Section 23004 of the California Alcoholic Beverage and Control Code, nor shall any person be under the influence of alcohol.

Article IV – Safety Violation Appeals

- ▶ Citation appeals are to be made in writing within 7 business days of the violation and delivered in person or by mail to the Campus Safety office. Citations not appealed within 7 days will be billed to the student's account. NOTE: Approval to deviate from the established 7 day appeal period may be granted. However, citations can only be appealed within the academic year that they are issued. An academic year includes fall, interterm, spring and summer.

- ▶ Service fees may not be appealed.

- ▶ An appeal may be denied if it does not include the name, ID number, box number or department, explanation, signature and date.
- ▶ Results of the appeal will be mailed to campus boxes from Campus Safety within 10–15 business days of making the appeal.
- ▶ ***Ignorance of the regulations is not a valid excuse for violations.*** Bad weather, lack of space, or arriving later or after dark is not a valid excuse. It is the individual's responsibility to allow sufficient time to walk to or from classes or work. University students and employees should consider using the Campus Safety escort service if they feel their safety is threatened.
- ▶ Anyone dissatisfied with a decision may make an appointment with the Chief of Campus Safety by contacting the Campus Safety Administrative Assistant at x4539. Appeals must be made in writing before an appointment is given. The Chief or his designee may grant or sustain citation appeals from faculty, staff, and students. If an appeal meeting is made and the individual fails to show, it can result in an automatic denial.

Emergency Procedures

Are You Prepared?

This section of the security report is intended to help employees and students of the university respond to emergency situations that may occur on the Biola campus. Such emergencies can occur at anytime and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

Biola University is committed to the safety and security of all members of the campus community. In times of emergency, the university will provide appropriate campus-wide response to ensure life, safety, and minimize losses.

Emergency preparedness is also an individual responsibility. This handbook can serve as a quick reference for efficient action during emergencies, and should be kept in an easily accessible location at all times. All employees and students of the university should take the time to become familiar with the contents of this guide before an emergency occurs.

The Biola University **Emergency & Disaster Manual** may be viewed online at: www.biola.edu/admin/campus_safety/emergencies.cfm

Reporting an Emergency

- ▶ To report an emergency **on Biola property**, call ext. **5111**.
- ▶ To report an emergency **off Biola property**, call **911**.

Tell the operator:

- ▶ State: "This is an emergency"
- ▶ Your location
- ▶ The nature of the emergency
- ▶ The phone number from which you are calling
- ▶ Your name

Do not hang up until the operator instructs you to do so, unless there is an immediate threat to your safety.

After notifying emergency personnel, you should notify building staff. Watch for the arrival of emergency personnel and assist in directing them to the appropriate location. See tab (p. 44) for list of emergency telephone numbers.

Medical Emergency

Report all campus medical emergencies immediately to Campus Safety at ext. 5111. Report the nature of the medical problem, the location of the victim, and your name. The dispatcher will call paramedics, Safety Officers, and Health Center personnel when applicable. Safety Officers are trained in CPR and basic first aid. Remember:

- ▶ Do not move victim unless an imminent hazard makes it unavoidable.
- ▶ Keep the victim comfortable.
- ▶ Have someone meet security staff and medical personnel and escort them to the victim. Provide all requested information.
- ▶ University employees should report injuries to their supervisor as soon as possible.
- ▶ All staff and students should attend a first aid training course (contact the Student Health Center for information).
- ▶ Keep a first-aid kit and instruction book nearby for reference.

Crime in Progress

Call Campus Safety at ext. 5111. Give your location, the nature of the crime, your name and department (if applicable). Advise them of the situation, and remain where you are (if safe) until contacted by an officer.

Do not attempt to apprehend or interfere with the criminal except in case of self-protection.

If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, age, sex, race, hair and eye color, tattoos, facial hair, clothing, weapons (if used), method and direction of travel and name (if known). If the criminal is in or enters a vehicle, note its license plate number, make and model, color, and outstanding characteristics.

Crime Prevention Tips

- ▶ Avoid walking alone.
- ▶ Do not open residence hall doors to strangers.
- ▶ Keep all doors closed and locked, and do not leave valuables unattended.
- ▶ Do not leave doors propped open.
- ▶ Look inside your car before entering at night.
- ▶ Be aware of your surroundings.
- ▶ Stay in your car if you feel threatened when strangers are present.

Armed Suspects/Active Shooter

If you suspect an individual of carrying a weapon on campus, report it immediately to Campus Safety at ext. 5111.

Once authorities have been notified:

- ▶ Do not attempt to make contact with or restrain the suspect. Do not try to retrieve the weapon. Wait for law enforcement.
- ▶ Allow law enforcement personnel to handle the situation. They will generally try to isolate the suspect from others and apprehend him/her.
- ▶ Be prepared to implement lockdown procedures.

Note: Lockdown procedures include, but are not limited to, remaining in an office, dorm, or classroom and securing doors and windows to prevent an armed individual from gaining access.

At the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, or bullets ricocheting, immediately take shelter, contact law enforcement (911) or Campus Safety at ext. 5111, and remain alert for further instructions.

If a shooting occurs:

- ▶ Instruct others to drop to the ground immediately, face down as flat as possible. If you are within a safe position, duck and run.

- ▶ Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember that obstructions may visually conceal you from gunfire, but may not be bulletproof and may not protect you from gunfire.
- ▶ Try to get behind or inside a building and stay down.
- ▶ When you reach a place of relative safety, stay down and do not move. Do not peak or raise your head in an effort to see what may be happening.
- ▶ Anticipate that law enforcement will set up a command post on campus.
- ▶ Law enforcement will take full control of grounds and classrooms, but it is expected that the Chief of Campus Safety or his designee will remain with them throughout the event.
- ▶ Expect that witnesses will be gathered in one room/area for police questioning. To protect the police investigation, do not allow witnesses to talk about the incident.

If the suspect is outside your classroom:

- ▶ Duck and cover. Keep students inside the classroom and down on the floor. Move behind available cover inside the classroom.
- ▶ Close and lock the outside door to the classroom if possible. Close the blinds, turn off the lights and stay on the floor. Do not peek out the door or windows to see what may be happening.
- ▶ Report the location of the assailant.

Bomb Threat

Important: Report all bomb threats to Campus Safety by dialing ext. 5111.

All bomb threats must be taken seriously. After notification of safety personnel, evacuation may be necessary.

When there has been a threat, if you see a package or unknown object in an unusual place, **do not touch it.**

If you receive a bomb threat over the phone, ask the caller these questions:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your name?

Gender _____ Age _____

Speech Pattern / Accent _____

Background Noises _____

Number at which call was received _____

Date _____ Time _____

Chemical Spill

Any chemical spill should be reported to Campus Safety at ext. 5111 and to the Occupational Safety Office at 944-0351 ext. 5207. Do not attempt to clean up a spill until trained personnel have assessed the situation. Offensive odors from ventilation systems should be reported to the Occupational Safety Office and to Facilities Services at 944-0351 ext. 5207 and 903-4897 respectively.

In the event of a chemical spill, be prepared to evacuate the building. Following evacuation, stay up wind of the spill; evacuation of the campus may be necessary. Be prepared to cooperate with traffic-control officials.

For further information, see the yellow Campus Safety Emergency Flip File located visibly on the walls of classrooms and in all administrative buildings on campus.

All laboratory personnel should be prepared to assist in assessment of spills within their area following a major earthquake. Steps should be taken in advance to restrain all chemical containers and gas cylinders against the effects of earthquake shaking.

Fire

All alarms should be taken seriously. If you hear a fire alarm, evacuate immediately.

If You Discover a Fire:

- ▶ Activate a fire alarm.

- ▶ Call campus Safety at ext. 5111 or 903-6000 to report the type and location of the fire.

- ▶ Alert others and **get out**. Move everyone away from the area of the fire; close but do not lock doors as you move in order to slow down the spread of the fire.

- ▶ Walk carefully to avoid tripping, do not run, and keep noise to a minimum.

- ▶ Do not use the elevator.

- ▶ On stairways, use handrails and keep to the inside. Check the top and bottom of all doors for heat with the back of your hand. If the door is hot, do not open it.

- ▶ Assist people with disabilities (refer to section on people with disabilities).

- ▶ If you are caught in smoke, drop to your hands and knees and crawl; breathe shallow breaths through your nose and use a shirt or jacket as a filter.

- ▶ Assist those leaving the building to move to safe areas away from falling debris.

- ▶ If you have relocated away from the building, do not return until you

are notified that it is safe to do so.

- ▶ If your clothing catches on fire, **do not run. Stop, Drop & Roll.**

If You are Trapped by Fire in a Room:

- ▶ Place cloth material (moist, if possible) around / under the door to prevent smoke from entering.
- ▶ Retreat: Close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break glass unless absolutely necessary because outside smoke may be drawn in.

Prepare in Advance

- ▶ Thoroughly familiarize yourself now with all possible routes you could take to exit your building during a fire. Practice walking through alternate exit routes. Remember, during a fire, smoke may obscure normally visible exit signs.
- ▶ Avoid creating fire hazards. Do not store things in corridors, overload electric circuits, put up flammable decorations or prop open doors. Report any problems with smoke detectors, fire alarms, or fire hazards to Campus Safety and Facilities Services.
- ▶ Halogen lamps are prohibited on campus.

Fire Extinguisher Instructions

- P** **Pull** safety pin from handle.
- A** **Aim** at base of the fires.
- S** **Squeeze** the trigger handle.
- S** **Sweep** from side to side.

Utility Failure

Gas Leak

- ▶ When there is a possible gas leak within any building on campus, it should be reported immediately to Campus Safety at ext. 5111 or 903-6000 and then to Facilities Services at ext. 4897. Personnel specifically trained in gas shut-off procedures will respond immediately. Do not light matches or turn on lights, and evacuate the building.
- ▶ Facilities Services personnel will recommend response procedures once they have confirmed the leak. Building occupants should evacuate if

recommended by Facilities Services or Campus Safety. Windows should be opened to allow ventilation.

Elevator Failure

- ▶ If you are in an elevator that has stopped functioning, use the elevator phone or alarm button to call for help, and Campus Safety personnel will respond.
- ▶ If the elevator has stopped functioning in an earthquake, the phone may not work. Emergency plans have been developed for such an event, and Facilities personnel will automatically be dispatched to check on all elevators.
- ▶ Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by unskilled personnel may result in injury. Specially trained elevator mechanics will take care of the problem.

Plumbing Failure / Flooding

- ▶ Alert Campus Safety and call the Facilities Services Work Order Office at ext. 4898.
- ▶ Report power failures immediately to the Facilities Services Work Order Office.
- ▶ Avoid any contact with electrical equipment or lines.
- ▶ During outdoor flooding, use caution when driving on flooded streets.

Earthquake Response

During the Shaking

- ▶ Remain calm. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways near outside walls.
- ▶ Duck, cover, and hold. If indoors, take cover under a desk or table and hold on. Stay away from windows, tall objects, and overhead lights. If no cover is available, duck and hold near an interior wall. Shield your head and face from falling debris.
- ▶ If outdoors, move away from buildings, utility wires, trees, and all other overhead obstructions.
- ▶ If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car. If you continue driving, watch for

hazards such as damaged roadways, fallen objects, and downed power lines.

- ▶ Laboratory occupants should seek shelter in hallways to escape possible toxic vapors.

After the Shaking Stops

- ▶ Be prepared for aftershocks. Move cautiously. Wear enclosed shoes to avoid injury from broken glass and other debris.
- ▶ Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary. Do not use elevators. Do not use telephones except in a life saving emergency.
- ▶ Note any facility damage. If safe to do so, extinguish small fires. If you smell gas, turn off any gas appliances and do not light a match or turn on lights. Report all problems to university emergency response personnel.
- ▶ Evacuate if the building is badly damaged, if there are gas leaks or fires, or if directed to do so. During evacuation, close all doors and turn off all electrical equipment. Bring your personal emergency kit with you and use the stairway. Assist all individuals with disabilities (refer to section on person with disabilities).
- ▶ Move away from the building to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by a competent judge of building safety. Keep streets and walkways clear for emergency equipment and personnel. Use extreme caution in rescue attempts if others are trapped. If possible, wait for trained university personnel to guide rescue efforts.
- ▶ Make note of any individuals who are missing. Provide all requested information to security and other response personnel. Turn on your radio for emergency information.
- ▶ Assist those individuals who experience anxiety in the aftermath of the earthquake. You will be helpful to them if you are sympathetic, yet positive. It may be calming for such individuals to be involved in helping others.

Earthquake Preparedness

Scientists project that there will be a major earthquake in Southern California's near future. Living with earthquakes requires preparation. Follow

these simple steps now to minimize the potential for injury:

Emergency Plan: Familiarize yourself and others with appropriate emergency plans and procedures. Take a few moments to identify evacuation routes and potential hazards to avoid. Identify the phone number of a contact person outside Southern California to act as a communication link with your family.

Emergency Kit: Put together a personal emergency kit. Your kit should include food, water, plastic eating utensils, basic first-aid supplies, flashlight, whistle, radio, spare batteries, change of clothes, enclosed shoes, gloves, spare eyeglasses, prescription medicine, plastic garbage bags, a blanket, and personal hygiene items.

Safe Environment: Maintain an earthquake safe environment by doing the following things:

- ▶ Move heavy objects down from high shelves.
- ▶ Restrain tall bookcases and cabinets firmly to wall studs.
- ▶ Anchor desktop computers down with anchor pads or Velcro.
- ▶ Cover glass windows with protective film.
- ▶ Relocate office desks away from windows.

Prepare Your Family: If an earthquake happens while you are away from your home, you may be separated from your family for a period of time. They should be equipped with proper emergency procedures. Schools should be prepared to care for children until parents can pick them up. Maintain a reserve of cash in case bank services are disrupted. Keep a mini-survival kit in your car and adequate fuel in your car in case gas stations are damaged.

Persons with Disabilities

Individuals with disabilities have special needs during an emergency. Preparation is the key. Assign someone now to provide assistance for such individuals in the event of an earthquake, fire, or bomb threat. Urge individuals with disabilities to maintain an extra supply of medications and spare equipment or supplies needed to cope with their disability.

Experience in past emergencies has shown that chances of survival for disabled individuals are usually quite good due to the fact that they

have often learned to cope with obstacles on a daily basis. The campus community can help by assuring that disabled individuals receive emergency warnings and are not forgotten during the response effort. During evacuation, those with disabilities must not use elevators, but must be assisted to evacuate using stairways.

Wheelchair Users

Remove wheelchair users from smoke or fumes immediately. Wheelchairs should not be used in stairwells.

Consult wheelchair users in advance as to their preference with regard to ways of being removed from the wheelchair, the number of people necessary for assistance, whether to extend or move extremities when lifting, whether a cushion or pad should be brought along, how they are carried on a flight or stairs, and after-care if removed from the wheelchair. Evacu-Trac™ devices are located at the Thompson, Li, & Welch Residence Halls.

Individuals using crutches, canes, or walkers should be treated as if they were injured for evacuation purposes. They can be carried using a comfortable and safe position or sitting in a sturdy chair, preferably with arms.

Visually Impaired Persons

In the event of an emergency, tell a visually impaired person the nature of the emergency and offer to guide him / her. As you walk, tell the person where you are and advise of any obstacles. When you have reached safety, orient the person as to his or her location and ask if any further assistance is needed. Remain with the individual as long as you are needed.

Hearing Impaired Persons

Persons with impaired hearing may not be aware of emergency alarms and an alternative warning technique may be required. It may be necessary to get the individual's attention by writing a note or turning a switch on and off, then indicating through gestures or in writing what is happening and what to do.

To report an on-campus emergency or any emergency off-campus incident that involves university property, call Campus Safety at ext. 5111.

Emergency Numbers

General Security / Safety Problems

Campus Safety Administrative Office.....903-4877

Campus Safety Communications Center.....903-6000

Campus Safety Field Office.....903-4812

Student Health

Health Center.....903-4841

Disabilities Services

Student Development.....903-4874

Human Resources.....903-4757

Title IX Coordinators for Discrimination

Student Affairs.....903-4874

Human Resources.....903-4757

Facilities Problems

Facilities Services.....903-4898

Facilities Planning.....903-4790

Alcohol / Drug Problems

Student Development.....903-4874

Human Resources.....903-4757

Crisis Intervention

Biola Counseling Center.....903-4800

Residence Life.....903-4874

Out-of-State Contact

Name

Phone
