

# Campus Safety Policies



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# Section I: University of Phoenix Safety

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With its parent company, Apollo Group, Inc. (Apollo), University of Phoenix has developed important programs to help protect your safety and well-being. The following information is not a contract. It is, however, a useful description of our campus safety policies, and we encourage you to read it carefully.

## 1.1

### ***University of Phoenix Safety Declaration***

Education requires a safe environment for success. University of Phoenix is strongly committed to crime prevention and the safety of our members. Your cooperation is essential to minimize criminal activity and create a safer community for all.

Like other institutions, universities are not without occasional crimes. You are not only a citizen of the country and state in which you live; you are an important member of the University of Phoenix community of students, faculty and staff. This means that you must obey both U.S. law *and* the rules and regulations of the University. Being aware of those rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the University.

A well-informed university community helps create a safety conscious public. The University follows federal law and annually publishes and distributes crime statistics for the current academic year and the three preceding academic years. You may review them at [http://www.phoenix.edu/about\\_us/campus\\_safety.html](http://www.phoenix.edu/about_us/campus_safety.html)

## 1.2

### ***The Campus Security Authority***

To help ensure the safety of the University community, the University has a designated Campus Security Authority (CSA) on every campus. On certain campuses, we also contract with AlliedBarton Security Services. We do not contract with the police or other public law enforcement. However, we fully cooperate with them.

We comply with the Clery Act, a federal statute requiring all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their campuses. The Clery Act also states that a CSA can be defined as any one of the following:

- Campus police department or a campus security department.
- Any individual who has responsibility for campus security (e.g., who is responsible for monitoring the entrance).

This Campus Safety Policies document refers to the local CSA as the individual the University designates at every campus and identifies on emergency **9-1-1** posters in all classrooms and common areas for all Apollo Group, Inc. locations. Students, faculty and staff should report criminal

offenses and incidents to their CSA. You can also find the CSA's name and contact information at [www.phoenix.edu/about\\_us/campus\\_safety/campus\\_safety\\_contact\\_list.html](http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html).

The Clery Act states that other individuals may also support the CSA function, such as front desk University staff, those who provide security or monitor access to campus facilities or parking facilities, and the library or Student Resource Center (SRC). These individuals serve as a point of contact in the event of an emergency, incident or crime.

The local CSA advises them of this, provides Clery Act training, and partners with them to maintain a constant working relationship. Employees and AlliedBarton Security Services personnel who handle tasks like patrolling, monitoring access, or providing a driving or walking safety escort also serve in campus security authority capacities. The local CSA provides training on incident reporting and submitting crime reports.

### **1.2.1 Contracted AlliedBarton Security Services**

The University has a contract with AlliedBarton Security Services and may have security personnel present on assigned campuses. These state-licensed personnel are contacted regularly for crime statistical reporting and timely warning purposes.

AlliedBarton Security Services personnel and University campus employees cannot make arrests. However, University of Phoenix campuses work continually to maintain close working relationships with federal, state and local law enforcement.

One to five security personnel may be assigned to a campus depending on its population. They meet that state's basic training requirements for uniformed security personnel. Authorized guards may carry a guard license, guard certificate, security officer registration, or state-issued guard card.

### **1.2.2. Training of Contracted AlliedBarton Security Services**

Training of AlliedBarton Security Services officers covers the following:

- Legal restrictions on arrest, search and seizure, and use of force.
- Report writing basics.
- Workplace violence recognition, response, and prevention.
- Fire control, detection, and reporting. This also includes the use of portable fire fighting equipment and the control of fire-suppression sprinkler systems.
- Personal appearance, attitude and conduct that meet both security industry standards and those of the University.

Apollo Group, Inc. has partnered with AlliedBarton Security Services to provide at least one security guard at most campus locations. These individuals serve as a point of contact in the event of an emergency, incident or crime. The local CSA advises them of this and partners with each individual to maintain an active working relationship.

During the annual safety events, the CSA will communicate to all students and staff that AlliedBarton Security Services officers can assist.

### 1.3

#### ***AlliedBarton Security Services Communication with Campus Security Authorities***

Phoenix campuses and corporate locations with AlliedBarton Security Services require AlliedBarton to communicate incidents in writing directly to Apollo Corporate Security. Apollo Corporate Security will forward incident reports to the Apollo Legal Department and Apollo Ethics and Compliance Department. Those departments review the incident reports and direct them to the appropriate CSA.

CSAs at campuses outside of Phoenix, Arizona, with AlliedBarton Security Services communicate with them directly. CSAs introduce themselves to AlliedBarton Security Services officers and create ongoing partnerships with those personnel, remaining aware that such roles can change frequently.

# Section II: Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

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We provide notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics to current students, faculty and staff.

## 2.1

### ***Notifying the University Community***

Every year, the University's community members receive a notice of the Annual Security Report electronically. The notice always:

- discloses that these annual crime statistics are part of the University of Phoenix Annual Security Report and available on a Website,
- gives the exact electronic Website address for this report:  
[http://www.phoenix.edu/about\\_us/campus\\_safety.html](http://www.phoenix.edu/about_us/campus_safety.html),
- states that they may request a paper copy of the report.

#### **2.1.1 Notifying Prospective Students, Faculty and Staff**

The local Campus Security Authority (CSA) also notifies all prospective students, faculty and staff that Campus Safety Policies and Annual Crime Statistics are available on a Website. The notification contains the exact Web address and states that they may request a paper copy.

## 2.2

### ***Procedure for Gathering and Disclosing of the University's Annual Crime Statistics***

A police report must be filed for loss or destruction of company property. Individual victims may choose to file a police report for personal property. We encourage them to do so. If asked, the CSA can assist with police reports for personal property.

The CSA will also maintain a listing of all crimes that occur on campus in the Daily Crime Log (Logbook) which must be made available to the public. The Logbook is required to be available at the front desk for inquiring individuals. In the event a campus does not have a front desk area, the Logbook can be kept in the Student Resource Center (if one is on-campus). In rare instances where there is no front desk and no Student Resource Center, then the CSA will retain the Logbook.

The Logbook for the most recent 60-day period must be open to public inspection, upon request, during normal business hours. Any portion of the Logbook that is older than 60 days must be made available within two business days of a request. Logbooks must be kept for seven years.

# Section III: Safety Awareness and Crime Prevention

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At University of Phoenix, we take safety awareness and crime prevention measures very seriously.

## 3.1

### ***Crime Prevention Measures***

Part of crime prevention is being alert to and aware of your immediate environment. Here are some important ways you can help keep yourself - and the University community - more safe and secure:

- Lock your car.
- Always take and keep your car keys with you.
- At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave highly valuable items at home.
- Do not leave your personal property unattended.
- Do not carry more cash than necessary.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
- Never bring any kind of weapon onto University property.

## 3.2

### ***Timely Warning Notifications to the Campus Community***

Campus Security Authorities (CSAs) release a Timely Warning Notification (TWN) to alert the University community of crimes or events that may potentially threaten students, faculty, staff or property. Posting these notices is necessary when a serious crime or a pattern of crimes or threats may put anyone in the University community at risk. CSAs are responsible for alerting the campus community (i.e., students, faculty and staff) of a particular crime or trend of crimes in a manner that is timely and will aid in the prevention of similar crimes. TWNs can be issued for threats to persons or to property.

TWNs are posted in visible, accessible areas at University of Phoenix locations where such threats occur. University of Phoenix campuses may use posters, emails and on-site digital and video monitors, or other available means to inform the campus community.

It is important to note that CSAs are not required to issue a TWN for *every* crime reported but must, at minimum, follow Clery Act guidelines. When making their decision, the University of Phoenix Campus Safety Team may consult with local law enforcement. Whether the CSA issues a TWN is determined on a case-by-case basis in conjunction with all the facts surrounding a crime, including such factors as:

- **The continuing danger to the campus community.** TWNs should be released if the campus community is at risk of becoming victims of similar crimes, so it is important to evaluate whether the crime was a one-time occurrence or the result of a trend of reported crimes.
- **The possible risk of compromising law enforcement efforts.** The CSA should consider law enforcement efforts when issuing a TWN, consulting with public authorities regarding the issuance of further TWNs so as not to compromise an ongoing investigation or other law enforcement efforts
- **Community safety and awareness.** When issuing a TWN, the CSA must include information about the crime that triggered it, excluding personally identifiable or victim information. They also provide information that promotes safety and aids in the prevention of similar crimes.

Faculty and staff may contact the Security Operations Center (SOC) regarding security concerns at 866-992-3301. Personnel are available 24 hours a day, 7 days a week.

### 3.3

#### ***Safety and Access to University of Phoenix Campus Facilities***

Our goal is to provide a campus environment that is as safe and secure as possible. Campus buildings and facilities are usually accessible to the public during normal business hours. However, classrooms and office buildings are generally locked when not in use. Only faculty and staff members have access to private program areas, secured administrative and institutional facilities.

### 3.4

#### ***Maintenance on University of Phoenix Campuses***

The CSA ensures campus maintenance issues that may affect safety or enhance criminal activity are resolved. They must notify the appropriate facilities manager and request prompt attention to the problem.

University facilities management personnel maintain and repair campus facilities. This includes repairs to defective doors and locking mechanisms. Exterior lighting is another important part of our commitment to campus safety. We ask that you promptly report any problems or hazards you note to your CSA.

## 3.5

### ***Safety Programs***

Each campus sponsors at least one annual safety event and one sexual assault awareness event. A common theme of our safety events is developing member's awareness of their responsibility for their own safety and the safety of others. We focus on increasing security alertness and crime prevention education.

The annual safety event varies by campus and may include CPR, AED (defibrillator), Crime Prevention Programs, Self-Defense and Protection, and Local Police or Fire Department Demonstrations. See your CSA for information about upcoming security awareness and crime prevention programs.

#### **3.5.1 Informing New Staff of Safety Reporting Procedures**

In addition to coordinating these safety events, the CSA makes a good-faith effort to inform new and existing personnel of security reporting procedures. Staff members who have regular interaction with the campus community are informed that students may approach them with crime-related incidents that need to be reported quickly to the CSA.

## 3.6

### ***Emergency Evacuation Planning***

The CSA conducts at least one emergency evacuation drill per year at each campus location. Faculty and staff are encouraged to be familiar with these procedures. All campus buildings post exit and evacuation diagrams on each floor.

#### **3.6.1 Emergency Evacuation Assistance**

Individuals who require assistance during an emergency must disclose this need to their manager (staff) or a Disability Services Advisor (DSA) (students) whose contact information can be found at <http://www.phoenix.edu/students/disability-services/disability-services-advisors.html>. In conjunction with the CSA, the DSA develops a personal emergency plan that includes specific notification and evacuation procedures for appropriate students, faculty or staff in the event of an emergency.

# Section IV: Reporting Criminal Activities

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University of Phoenix does not contract with local police to be assigned to our campuses. In an emergency, dial **9-1-1** for help. We urge you to report all criminal activity, whether on or off campus, to the state or local police.

The University contracts AlliedBarton Security Services. You may ask the Campus Security Authority (CSA) if these officers are assigned to your campus. If so, you can also report on-campus incidents to the CSA, AlliedBarton Security Services on site or at the front desk. You may report criminal activity to the CSA anonymously or request confidentiality. The CSA will coordinate with police and any Apollo-contracted security services when compiling the Annual Security Report.

Officially recognized student organizations should meet on University of Phoenix campus premises where University personnel or AlliedBarton Security Services will be present. University personnel and AlliedBarton Security Services do not monitor locations away from campus. However, we encourage you to report *any* emergency or criminal incident or concern, to local law enforcement and/or to your CSA as appropriate.

## 4.1

### ***Reporting Emergency Criminal Activities***

In emergencies, **dial 9-1-1 first.**

**9-1-1** answers calls **24 hours a day, 7 days a week.** The local police, fire or medical departments will respond immediately.

***First, call 9-1-1*** to report criminal offenses. You may use other emergency-response numbers to reach public emergency response agencies. After calling 9-1-1, report incidents to the CSA so they may also respond to the event.

## 4.2

### ***Reporting Criminal Activity to the Campus Security Authority***

The CSA is available at *all* University of Phoenix campuses for students, faculty and staff. The CSA has the official capacity to receive all reports relating to crime at UOPX locations.

The identity of the CSA is listed on the University website and posted in visible areas at each campus. Please look for this information soon, so you will be prepared if you need it.

### 4.3

#### ***Anonymous and Confidential Reporting of Crimes***

University of Phoenix encourages students, faculty and staff to report any suspicious or criminal activities that occur at a University of Phoenix location. You may request confidentiality or make crime reports anonymously.

### 4.4

#### ***Staff Support***

The Security Operations Center (SOC) provides staff support 24 hours a day and 7 days a week to report information at 866-992-3301. Members of the campus community may also contact their local Silent Witness or Crime Stopper program to report information.

### 4.5

#### ***Confidential Reporting to a Counselor***

Victims seeking professional counseling will have their information kept in confidence. Even if a victim gives the professional counselor permission to release his or her identity, the counselor may only report the occurrence of the event itself to be included in the annual disclosure of crime statistics.

# Section V: Reportable Offenses

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The University of Phoenix Annual Security Report includes crimes reported to a Campus Security Authority (CSA) that meet FBI crime definitions. Reportable crimes are not limited to FBI-defined offenses, however.

## 5.1

### ***List of FBI-Defined Reportable Offenses***

These crimes meet definitions in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act:

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violations
- Hate Crimes
- Liquor Law Violations
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Weapons Possessions

## 5.2

### ***Additional Offenses Reported Internally***

These offenses are also reported on our website:

- Bomb Threats
- Destruction/Damage/Vandalism of Property
- Intimidation
- Larceny Theft
- Menacing
- Simple Assault
- Stalking
- Terroristic Threatening/Intimidation
- Theft
- Wanton Endangerment

### 5.3

#### ***Hate Crimes***

A **Hate Crime** is a criminal offense committed against a person or property that is in any way motivated by the offender's bias. **Bias** is an expressed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

### 5.4

#### ***Reportable Locations and Their Definitions***

The Clery Act includes the following locations in the annual campus crime survey.

***“On Campus:”*** Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

***“Non Campus:”*** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

***“Public Property:”*** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

The Department of Education includes the following reporting location, if indicated:

***“Local crime statistics:”*** Applicable statistics reported by local and state law enforcement not already included in the University of Phoenix Annual Security Report.

# Section VI: University Cooperation with Law Enforcement Agencies

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The University of Phoenix values its cooperative relationships with federal, state and local law enforcement agencies. In addition to annual consultations for crime statistics reporting, Campus Security Authorities (CSAs) maintain working relationships with local law enforcement, facilitating timely lines of communication in case the authorities need to respond to an incident at a campus location.

Although the University does not contract with local police and law enforcement agencies for security, every campus contacts the appropriate authorities for annual crime reporting purposes. Law enforcement agencies are contacted in the event of an emergency on campus that requires their involvement.

On-going, cooperative communications and safety awareness programs may include:

- Inviting local law enforcement officers to participate in events on campus (e.g., Annual Safety Event); or
- Extending courtesy use of unused classroom space during business hours for training functions; or
- Requesting walkthroughs or safety assessments.

# Section VII: No Weapons on Campus

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No weapons are permitted on campus. The possession of guns, knives, and other forms of weapons by employees, guests and students is prohibited on all premises, including all off-site class areas. Exceptions may be made for students and faculty members who are law enforcement officers *required to carry a weapon at all times, even off-duty*. However, they must contact the Campus Security Authority (CSA) prior to bringing a weapon on campus for further instructions.

This request must include a written verification letter from an authorized supervisor regarding the requirement to carry the weapon, even off-duty, to the CSA. Verification letters must be provided on department letterhead, signed by an authorized supervisor or agent of the department, and must confirm that the student is in fact a law enforcement officer whose job requires carrying a weapon while off-duty. The CSA will notify the student once the request is approved or denied. If the CSA denies the request or an individual does not actually need to carry the weapon at all times, the student may instead secure the weapon in his or her vehicle while on campus.

A *faculty* member who is an active duty law enforcement officer and requests to carry a weapon on campus must submit a written request to the CSA stating his or her name, place of work and the agency's information. The CSA will have the Security Operations Center (SOC) contact the agency for verification and document the findings. A faculty member who is an *inactive* law enforcement officer and requests to carry his or her weapon on campus will be denied. The CSA will notify the faculty member once the request to carry weapons on campus has been approved or denied.

# Section VIII: Policies and Programs Concerning Alcohol and Other Drugs

---

University of Phoenix has adopted a “Zero-Tolerance” policy regarding the unlawful use, sale, possession or distribution of illegal drugs and alcohol. Misconduct violations relating to the code of conduct are subject to disciplinary sanctions.

The University has established specific courses of action regarding alcohol and drug abuse. *Consequences for inappropriate behavior can be severe.*

- Each year, all students, faculty and staff receive University of Phoenix Policy Handbooks, and the University’s Consumer Information Guide.
- Campus Safety Policies are available to all students, faculty and staff. Policies include alcohol and drug prevention information.
- Students, faculty and staff are encouraged to report instances of abuse:
  - Students can report to faculty members, the local Campus Security Authority (CSA), or on their end of course survey.
  - Faculty can report concerns through Academic Affairs, local CSA, or end of course surveys.
  - Staff, including faculty, can report issues to their immediate supervisors, by contacting Apollo Human Resources or via the Apollo Ethics Helpline.
- University of Phoenix supports alcohol and drug abuse prevention programs.
- Alcohol related advertising or promotions are not permitted on campus.
- The local CSA maintains a list of local treatment facilities. The CSA’s contact information is communicated on posters in every classroom and throughout common areas of a ground campus.
- Employee benefits offer resources to assist with alcohol and drug addiction related issues.

## 8.1

### *Alcohol and Other Drugs Prevention and Counseling Services*

#### **Student Resources**

The University also offers substance abuse and various counseling services to all currently enrolled students via the Life Resource Center, directly accessible from the student website. The Life Resource Center offers services that are confidential, available 24 hours a day 7 days a week, accessible by calling (866)320-2817, and free to students.

## **Employee Resources**

University of Phoenix provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP regardless of if they obtain benefits through the company. Information about the program is available at all times through the MyHR site at <https://myhr>. This service provides referral services and treatment sessions as needed. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

## **National Resources**

We encourage *anyone* dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying a counseling, treatment, or rehabilitation program.

- **Al-Anon (888)425-2666**
- **American Council on Alcoholism (800)527-5344**
- **National Council on Alcoholism (800)NCA-Call (622-2255)**
- **National Institute on Drug Abuse Hotline (800)662-HELP (662-4357)**
- **National Institute on Drug Abuse Helpline (800)843-4971**
- **Alcohol Anonymous contact information can be found in local telephone directories.**

Every campus provides at least two annual safety education events. The first covers topics relevant to the safety of the campus community and its surrounding area. A second event includes awareness of sexual assaults. This program may involve how alcohol and other drug use may impact the risk of sexual assault.

## **8.2**

### ***Health Risks of Alcohol and Other Drugs***

The health consequences of drugs and alcohol depend on the frequency, duration, and the intensity of use and can include both physical and psychological effects.

Overdose is a risk for all drugs. It can result in coma, convulsions, psychosis or death. Combinations of certain drugs, such as alcohol and barbiturates, can be lethal. The purity and strength of doses of illegal drugs are uncertain.

Continued use of substances can lead to tolerance (requiring more and more of a drug to get the same effect), dependence (physical or psychological need), or withdrawal (painful, difficult and dangerous symptoms when stopping the use of drugs).

Long-term use of drugs can lead to malnutrition, organ damage, and psychological problems. The risk of AIDS and other diseases increases if drugs are injected.

The consumption of alcohol or drugs when pregnant may cause abnormalities in babies. Fetal Alcohol Syndrome is the third leading cause of birth defects.

### 8.3

#### Physical and Psychological Dependence and Effects of Specific Drugs

DRUGS	PHYSICAL DEPENDENCE	PSYCHOLOGICAL DEPENDENCE	POSSIBLE EFFECTS
Opium, Morphine, Heroin, Hydro morphine, Merperdine/Pethidine	High	High	Euphoria, drowsiness, depression, constricted pupils, nausea
Codeine	Moderate	Moderate	
Methadone	High	High-Low	
Other Narcotics	High-Low	High-Low	
Chloral Hydrate/Other Depressants	Moderate	Moderate	Slurred speech, disorientation,
Barbiturates	High-Mod	High-Mod	drunken behavior without odor of alcohol
Benzodiazepines	Low	Low	
Methaqualone, Glutehimide	High	High	
Cocaine/Crack, Amphetamines, Phenmatrazine, Methylphenidate, Other Stimulants	Possible	High	Increased alertness, excitation, Increased pulse rate and blood pressure, insomnia, loss of appetite
LSD, Mescaline, Peyote, Other Hallucinogens	None	Unknown	Illusions and hallucinations, poor perception of time and distance
Phencyclidine	Unknown	High	
Phencyclidine Analogues	Unknown	Unknown	
Marijuana, Hashish, Hashish Oil	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behaviors.
Tetrahydrocannabis			
Anabolic Steroids	Unknown	Unknown	Kidney and liver damage, heart failure
Alcohol	Moderate	High	Reduced coordination and alertness, large doses can

			cause unconsciousness, hypothermia, respiratory arrest, death.
Inhalants	Unknown	High	Nausea, damage to organs
Nicotine	High	High	Cancer
Caffeine	Unknown	High	Nausea, diarrhea, trebling

## 8.4

### ***Standards of Conduct***

The University's code of conduct clearly states that the unlawful manufacture, sale, delivery, unauthorized possession, or use of any illicit drug is prohibited on property owned or otherwise controlled by the University. The University enforces a "Zero Tolerance" policy regarding underage drinking.

If any individual is apprehended for violating any alcohol or other drug related law while at a University location or activity, the University will fully cooperate with federal and state law enforcement agencies.

## 8.5

### ***Sanctions the University Will Impose for Alcohol or Other Drugs Violations***

The University abides by local, state and federal sanctions regarding unlawful possession of drugs and the unlawful consumption of alcohol. Any member of the University community found consuming or selling drugs on University property is subject to disciplinary action up to and including dismissal from the University, depending on the seriousness of the situation.

## 8.6

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

These are Federal penalties and sanctions. Additional State penalties and sanctions may also apply.

#### **FEDERAL DRUG TRAFFICKING PENALTIES**

<http://www.justice.gov/dea/agency/penalties.htm>

<b>DRUG/SCHEDULE</b>	<b>QUANTITY</b>	<b>PENALTIES</b>	<b>QUANTITY</b>	<b>PENALTIES</b>
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b>  Not less than 5 yrs, and not more than 40 yrs. If death or	5 kgs or more mixture	<b>First Offense:</b>  Not less than 10 yrs, and not more than life. If death or
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	

Fentanyl (Schedule II)	40 - 399 gms mixture	serious injury, not less than 20 or more than life. Fine	400 gms or more mixture	serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	of not more than \$2 million if an individual, \$5 million if not an individual	100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture	<b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or	10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture	serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

**PENALTIES**

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.	
Flunitrazepam (Schedule IV)	1 gm or more	<b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual	
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.	
Flunitrazepam (Schedule IV)	30 to 999 mgs	<b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual	
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.	
Flunitrazepam (Schedule IV)	Less than 30 mgs	<b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.	

All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>
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**FEDERAL DRUG TRAFFICKING PENALTIES – Marijuana**

<http://www.justice.gov/dea/agency/penalties.htm>

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE*
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

# Section IX: Sexual Assault Policy and Prevention

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University of Phoenix is committed to creating and maintaining a community in which students, faculty, and staff work in an atmosphere free from all forms of harassment, exploitation, intimidation or violence. The University regards all forms of or attempts at sexual assault or misconduct as serious offenses that may result in suspension, required withdrawal, or expulsion.

Every University campus has personal safety and assault prevention programs in place and follows established procedures for reporting violations of University policy. Local law enforcement personnel respond to calls and help victims get medical treatment.

Victims should immediately seek medical treatment and counseling. The Campus Security Authority (CSA) can help victims report incidents to law enforcement. They may also assist in contacting medical transportation and securing the scene for evidence collection. Also, the CSA can provide victims with information about counseling resources.

## 9.1

### *Definition of Sexual Misconduct*

“Sexual misconduct” includes, but is not limited to sexual harassment, non-consensual sexual contact (or attempts to commit same), non-consensual sexual intercourse (or attempts to commit same), and/or sexual exploitation. (2011, National Center for Higher Education Management: Title IX Coordinator Certification & Training Course Materials).

## 9.2

### *Facts about Sexual Assault*

Sexual assault can happen anywhere, at any time. According to the U.S. Department of Justice:

- Sexual assault occurs every two minutes in America.
- 60% of rapes are not reported to police.
- 38% of rapes are from a friend or acquaintance.
- 80% of victims are under age 30.

## 9.3

### *Reporting a Sexual Assault*

The victim of sexual violence is encouraged to:

- Dial **9-1-1**.

- Report the incident to the police and pursue criminal charges.
- Seek medical treatment as soon as possible, including the collection and preservation of evidence that is crucial to pursuing criminal prosecution.
- Access the support services provided by the University.
- Report any incident occurring at or near a University of Phoenix location to the CSA.

## 9.4

### ***Sex Discrimination, Sexual Harassment, and Sexual Violence (Title IX)***

In accordance with federal law, including Title IX of the Education Amendments of 1972, University of Phoenix does not discriminate on the basis of sex in its education programs and activities.

Individuals with questions, concerns or a complaint related to sex discrimination, sexual harassment, or sexual violence may contact the University's Title IX Coordinator:

Camie Pratt, JD  
 Associate Vice President/Title IX Coordinator  
 University of Phoenix and Western International University  
 Office of Dispute Management  
 Mail Stop: AA-S401  
 4615 E. Elwood Street  
 Phoenix, Arizona 85040  
 Phone: 602.557.3391  
 Fax: 602.308.7402  
 Email: Camie.Pratt@phoenix.edu

## 9.5

### ***Preservation of Evidence of a Sexual Assault***

After a sexual assault, it is very important that the victim receive a medical examination. Trained medical personnel will conduct a physical exam of the victim, but only if the victim gives permission.

Preserving the evidence from the assault is important. Even if the victim does not wish to file a police report immediately or is certain he or she will not prosecute, preserving evidence allows the victim to change his or her mind later.

These actions help preserve evidence:

- Do not change clothes until you have received medical attention. If you do change, place clothing worn during the assault in a paper bag to take to the examination.
- Do not touch anything the suspect may have touched.
- Do not bathe or shower until you have received medical attention.
- Try to make mental notes of the incident.

Apollo Ethics and Compliance Department will review on an annual basis the preservation of evidence tips to ensure they meet the current needs of law enforcement and abilities of forensic science.

## 9.6

### ***Surviving Sexual Assault***

The University urges victims of sexual assault to seek counseling promptly.

The Life Resource Center (LRC), at (866)320-2817, offers free confidential services to students 24 hours a day, 7 days a week. Victims of sexual assault can also receive free, confidential 24-hour counseling by calling the HOTLINE NUMBER at **RAINN (Rape Abuse Incest National Network)**: (800)656-HOPE (4673) extension #1. RAINN does not offer counseling by email. However, questions or comments may be sent to [info@rainn.org](mailto:info@rainn.org). RAINN's Website is <http://www.rainn.org>.

University of Phoenix provides an Employee Assistance Program (EAP) as an employee benefit. All employees have access to EAP, whether or not they obtain benefits through the company. Information about the program is always available through the MyHR site at <https://myhr>. This program provides referral services and treatment sessions as needed. Calls and online inquiries are tracked by category. Employees enrolled in health care plans can obtain additional substance abuse benefits, including outpatient and inpatient services.

The CSA can provide additional referral resources within the local area.

## 9.7

### ***Sanctions the University May Impose Following an Institutional Disciplinary Determination of Sex Discrimination, Sexual Harassment, or Sexual Violence***

Sexual assaults or misconduct violates the standards of conduct expected of every member in the University community. Sexual assault is a criminal act, subject to criminal and civil penalties under state and federal law. In all cases, the University will cooperate with and support local, state and federal law enforcement. University disciplinary action may include suspension or expulsion.

## 9.8

### ***Changing Academic Situation***

The University of Phoenix Campus can also assist the victim in changing an academic schedule or environment following an incident of sexual assault or misconduct.

## 9.9

### ***Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense***

The accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding. The University may bar either party from having anyone present; however,

a promising practice is to permit each party to have at least one comparable support person present.

Both parties must be informed of the outcome of any institutional disciplinary proceeding. The University will be responsible to document how each party is notified of the determination and ensure that the application is consistent and comparable for both parties. Ideally both parties should receive written notification of the determination at the same time.

## **9.10**

### ***Educational Programs - Sexual Assault Awareness***

Every campus provides two annual safety education events. The first program will cover any topic relevant to the safety of that campus community and its surrounding area. A second program will include awareness of sexual assaults. This program may involve how alcohol and other drug use may impact the risk of sexual assault.

# Section X: Sex Offender Registry

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## 10.1

### *Sex Offender Registry*

The University of Phoenix Sex Offender Registry provides a link to the public national websites at <http://www.sexoffender.com> and <http://nsopr.gov>. Convicted sex offenders enrolled or employed at the University must report their status to the local Campus Security Authority (CSA).

## 10.2

### *Reporting Convicted Sex Offenders*

The Campus Sex Crimes Prevention Act (section 1601 of the Victims of Trafficking and Violence Protection Act of 2000-Pub. L. 106-386) provides minimum national standards for state sex offender registration and community notification programs. This act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Such information must be promptly made available to the CSA, AlliedBarton Security Services, and any appropriate law enforcement agency having jurisdiction.

# Section XI: University Enrollment and Employment

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## 11.1

### *Enrollment*

Like many institutions of higher learning, University of Phoenix has an open enrollment policy and does not discriminate based on an applicant's criminal convictions. By law, however, students must disclose criminal convictions when applying for Title IV Federal Financial Assistance.

#### **11.1.1 Total Enrollment**

Total enrollment for all University of Phoenix campuses including Online can be found at <http://nces.ed.gov/collegenavigator/>

## 11.2

### *Student Housing*

University of Phoenix does not provide student housing on any of its campuses or locations.

## 11.3

### *Employment*

Staff and faculty members must pass a background investigation and have their criminal record checked before employment at University of Phoenix.

## 11.4

### *Student Organizations*

University-approved student organizations are monitored and approved by their respective academic colleges or Academic Affairs. Apollo Legal Department provides guidance to those official organizations and honor societies in which the University approves. Sororities and fraternities, however, are not currently supported by the Apollo Group. **All meetings of student organizations must be held on University property and during hours when security personnel are present to monitor any safety or security issues.**

The **School of Business** has established a Chapter of Delta Mu Delta International Honor Society in Business, known as the Lambda Sigma Chapter. Campuses that are interested in establishing a local chapter at their campus are installed as a Lambda Sigma Co-Chapter, and must operate under the same bylaws regardless of location.

The **College of Criminal Justice and Security** has the Eta Theta Chapter of Alpha Phi Sigma the National Criminal Justice Honor Society, which has active and alumni student members at each campus where criminal justice and security degree programs are offered. The honor society is centrally managed by the Dean's Office, but each Campus College Chair (CCC) manages the local student populations, induction ceremonies and honor cord distribution for graduation. Any online student that is close to a local campus is encouraged to contact the CCC and is welcome at the local area campus if it offers the criminal justice or security programs. Information for the National Chapter of Alpha Phi Sigma and our University Chapter, Eta Theta is available at:

<http://www.alphaphisigma.org>

<http://www.uopxetatheta.org>

The **College of Social Sciences** - At the Phoenix campus, the Master of Science in Counseling program hosts a chapter of Chi Sigma Iota, the international counseling honor society. The Phoenix Chapter is named Psi Omega Pi. Only CACREP-accredited programs are eligible to host this honor society, therefore, it is a location-specific chapter membership.

**Campuses interested in installing these organizations must contact University Central Administration Academic Affairs for information. Academic Affairs maintains the institutional handbook as well as listing of approved locations.**

# Section XII: Emergency Mass Notification

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Apollo maintains emergency management policies, procedures and systems to protect lives and property, and to continue necessary critical functions and essential services.

An **emergency** is defined as a situation that poses an immediate threat to the health or safety of someone in the Apollo community at an Apollo site or that significantly disrupts Apollo programs and activities.

The Emergency Mass Notification (EMN) process includes emergency escalation procedures, mass notifications, and supporting systems. In an emergency, dangerous or otherwise high-risk situation at an Apollo site, these processes enable Apollo Group, University of Phoenix and other subsidiary educational institutions to contact or send notices, alerts or warnings “without delay” to students, faculty and staff, including those who are enrolled at Apollo institutions that receive Title IV funds.

## 12.1

### *Policy*

Apollo has assigned responsibility for managing the EMN policy and procedures to the Apollo Ethics and Compliance Department (AEC). The review of emergency events and the related issuance of EMNs is the responsibility of the Apollo Core Crisis Management Team (ACCMT).

These notices and warnings are issued when the ACCMT confirms that there is a significant emergency or a dangerous situation involving an immediate threat to the health or safety of members of the Apollo community related to a company site. One such method of emergency communication is the Timely Warning Notification (TWN) discussed in **Section III**.

ACCMT may consist of members from various Apollo and campus entities as defined in the Apollo Crisis Management policy to include the Apollo Legal Department, Business Continuity and Crisis Management, Public Relations, Campus Management and Student Services Departments. ACCMT works closely with Apollo Corporate Security and the Security Operations Center (SOC) before making final decisions regarding notices and warnings.

ACCMT will assign back-up individuals when appropriate. If an ACCMT meeting is called to review a significant emergency or dangerous situation, it typically convenes by teleconference using a line made available by the SOC.

## 12.2

### *Reporting Issues to the Apollo Core Crisis Management Team*

Individuals should immediately call emergency **9-1-1** for police assistance if they believe the situation warrants it. In addition to **9-1-1** reports, incidents that may warrant contacting the Campus Security Authority (CSA) are those posing a serious or continuous health or safety threat to

the Apollo or University community such as dangerous or otherwise high-risk situations at an Apollo site.

Report all potential emergencies posing an immediate threat to the Apollo community as follows:

- University of Phoenix students should contact their local CSA. Each Apollo and University site posts individual CSA contact information. A University of Phoenix CSA listing is also available online at [http://www.phoenix.edu/about\\_us/campus\\_safety/campus\\_safety\\_contact\\_list.html](http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html)
- Other contacts include the front desk or AlliedBarton Security Services, where available.
- Staff and faculty on campus or at other Apollo locations may contact the SOC directly at (866)992-3301.

The SOC is responsible for maintaining copies and tracking all emergency notifications. CSAs must immediately report any issues they receive to the SOC which forwards them to ACCMT for immediate review.

The CSA also maintains a record of all EMNs, including EMN tests, in the private CSA Notebook.

### **12.3**

#### ***Notifications and Warnings***

As soon as the SOC receives notice of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty and/or staff, it will immediately perform the following functions:

1. notify ACCMT of the reported issue;
2. contact a secondary source (i.e. Campus Director or CSA) to confirm that there is a significant emergency or dangerous situation;
3. recommend which Apollo Group or campus community segments should receive notifications; and
4. initiate the EMN system based on the direction of ACCMT.

ACCMT is responsible for reviewing issues on a case-by-case basis, considering factors such as:

- the nature of the situation,
- the continuing danger to the Apollo community,
- the notification's content,
- the possible risk of compromising law enforcement efforts, and
- those incidents that, in the judgment of ACCMT, warrant an EMN.

Notices sent as part of the EMN policy and procedures may include the following information:

- date and time of the notification and incident,

- the reason for the notification,
- the risk, threat, or emergency facing the Apollo community,
- the locations that may be affected (which could include targets),
- appropriate procedures, which may include:
  - evacuation,
  - lockdown or shelter in place,
- safety suggestions,
- location closing information,
- procedures to help to contain or protect against the problem,
- contact information for related questions or issues ,
- resources such as telephone numbers, website and other sources for information regarding the incident, additional details and directives to preserve safety and security, maps or other useful attachments,
- computer prompted questions may be presented.

ACCMT will use their discretion to determine what information should be disclosed and whether the notice should be delayed or limited to certain segments of the Apollo community. ACCMT will make these determinations based on the nature of the issue, instructions from public safety officials, considering whether its release could compromise efforts to contain the emergency or the safety of the community.

In Illinois, with assistance from the local Illinois CSA, ACCMT will be responsible for communicating to the Illinois Emergency Management Agency (IEMA) with detailed contact information in the situation where an emergency occurs in that state. The IEMA can be reached at (217)782-2700 or <http://www.state.il.us/iema>.

All warnings, notifications and related communications must be approved by ACCMT. For the duration of the emergency, follow-up information will be provided to the Apollo community as warranted. When appropriate, the Apollo Public Relations department may relay further status information to Apollo or the larger community.

At the conclusion of an incident and when authorized by ACCMT, an “all clear” message will be sent to all recipients of previous alert messages.

Executive management, ACCMT members and the SOC will receive copies of all notifications and alerts. Those sent to executive management will be labeled as “informational only” unless the executive team is being asked to act or make decisions. The SOC will be responsible for maintaining copies and tracking all EMNs.

## 12.4

### ***Notification Methods***

ACCMT may activate all or individual elements of the EMN system. Depending on the nature of the incident, EMNs may be distributed by any of the following means by individuals authorized by ACCMT:

- **Technology alerts**
  - Text messaging
  - Recorded messages to phones or similar devices
  - E-mail notifications
  - Pagers
  - Fax
- **Visual alerts**
  - News releases
  - Posting electronic alerts on organizational home pages, message boards, websites and other sites where information will be likely to reach the Apollo community
  - Posting on entry doors, bulletin boards, or other accessible areas of Apollo sites affected by the situation
- **Person to person directives**
  - Door-to-door notifications
  - Direct phone calls
  - Phone trees
  - Other media releases

## 12.5

### ***Maintenance of Emergency Contact Information***

Students, faculty, and staff are responsible for having current and accurate information on file with Apollo and its relevant subsidiaries to ensure they receive notifications from the EMN. Note that Apollo does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions, human or technical error, lost, delayed or garbled data or transmissions, omission, interruption, deletion, defect or failures of any telephone or computer line or network, costs, computer equipment, software or any other factors which may cause a lost notification.

Persons with disabilities and their managers, faculty or Disability Services Advisors (DSAs) are responsible for working together to ensure that a person nearby is assigned to provide assistance.

The IT Director, Software Support, is responsible for updating the EMN system from the relevant data sources on a regular basis.

## 12.6

### ***Responsibility for Emergency Mass Notification Administration***

The Apollo Ethics and Compliance Department is responsible for maintaining policies and procedures related to the EMN processes. The EMN processes, policies and procedures include the following elements:

- Establishing and communicating processes to report potential issues to ACCMT for its review and consideration,
- Creating and implementing Apollo community training regarding the EMN process including:
  - determining how potential issues should be reported,
  - maintaining of emergency contact information,
  - appropriate response procedures when the EMN system is used,
  - developing and maintaining overlapping and redundant backup systems to support,
- Providing written procedures used by ACCMT to administer the EMN processes,
- Tracking and retention of all EMNs that are sent,
- Ensuring appropriate staff coverage and call trees to activate the EMNs,
- Overseeing periodic testing, at least annually, of EMN systems and processes, documenting the following:
  - Fire alarm tests, noting whether they were announced or unannounced,
  - Evacuation and lock-down systems,
  - Scheduled exercises to ensure students, faculty and staff are aware of the EMN process,
  - Description of the exercise, its date and time.

### **Related Links**

U.S. Department of Homeland Security (<http://www.dhs.gov>)

National Weather Service (<http://www.nws.noaa.gov>)

American Red Cross (<http://www.redcross.org>)

Federal Emergency Management Agency (<http://www.fema.gov>)

Illinois Emergency Management Agency (<http://www.state.il.us/iema>)

### **Policy Exceptions**

None

### **12.7**

#### ***Monitoring and Enforcement***

If any individual does not comply with this policy or if Apollo determines that any actions were inappropriate or inconsistent with the law, or any Apollo policy, standard, or guideline, Apollo may take action against a student, faculty, or staff. This can include termination and appropriate actions as described in the student, faculty and employee handbooks or similar governing guides.

If Apollo determines individuals are or have been engaged in criminal activity, Apollo may refer this matter to law enforcement and provide any related documentation to assist in prosecution.

## Citations

Higher Education and Opportunity Act of 2008-Public Law 110-315

Right to Know and Campus Security Act-20 U.S.C. § 1092(f) *et seq*

34 C.F.R. §668.46

## Related Policies

University of Phoenix (UOPX) Campus Safety Policies,  
[http://www.phoenix.edu/about\\_us/campus\\_safety.html](http://www.phoenix.edu/about_us/campus_safety.html)

Western International University (West) Campus Safety Policies, <http://www.west.edu/pdfs/West-Campus-Safety-Policies.pdf>

Apollo Employee Handbook, [https://myhr.apollogrp.edu/staff/emp\\_per\\_manual.pdf](https://myhr.apollogrp.edu/staff/emp_per_manual.pdf)

## 12.8

### *Definitions*

**Apollo**—Apollo Group Inc. and all of its US based subsidiaries.

### **Apollo site**—

Any building, property, or portion thereof, owned or controlled by Apollo, and

Any building or property that is within or reasonably contiguous to the area identified above that is owned by Apollo but controlled by another person, is frequently used by the Apollo community, and supports Apollo business (such as a food or other retail vendor).

**Apollo and Campus Community** – Apollo students, faculty and staff. Apollo communities may include off-site locations under the control of Apollo and its subsidiaries.

**Alert** – A signal or messaging technique used to warn of danger or attack. A condition or period of heightened watchfulness or preparation for action.

**Campus** - is defined in 34 C.F.R. §668.46 as:

Any building or property owned or controlled by an institution within the same reasonably contiguous area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls if applicable; and

Any building or property that is within or reasonably contiguous to the area identified above that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Emergency** – an event, expected or unexpected, that threatens lives, safety, property, or the environment and requires immediate (mandatory) action.

**Dangerous Situation** – a situation being managed by a public safety entity that can escalate into a condition that may threaten lives, safety, property, or the environment and may require immediate (mandatory) action (e.g. barricaded suspects within a contained police perimeter, release of localized hazardous materials that may require a building evacuation, structure fires requiring evacuation, suspicious devices that require a bomb squad response, etc.)

**Notice or Warning** – a notice or warning is issued when a condition or situation is "imminent" or confirmed "already occurring" (e.g., tornado warning, flash flood warning, severe storm warning). Action in response is discretionary.

**State of Emergency** - A state of emergency is a declaration that may suspend certain normal functions of the organization. In addition, a state of emergency would alert staff and students to alter their normal behaviors and to safeguard themselves accordingly.

**Evacuate** - to leave a room, building or campus in a timely and orderly manner.

**Lockdown/Shelter-in-place** - to secure an area by locking doors, windows, and barricading oneself to block entry to a room, building or campus. If a Lockdown is ordered, all persons should locate a safe room, assist others in moving to a safe room, lock door, close windows and shades, turn off lights, move away from door and windows, and remain quiet in a safe location until further instruction.

**Test** - Regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans, and capabilities. Tests may be announced or unannounced. The emergency response and evacuation procedures should be publicized and each test should be documented with a description of the exercise, the date, time, and whether it was announced or unannounced. The system should be exercised or used in conjunction with scheduled exercises to maintain awareness of the system by students, faculty, and staff.

# Contacting the Campus Security Authority

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University of Phoenix has a Campus Security Authority (CSA) assigned to each campus. Specific information can be located on the phoenix.edu [Campus Safety Contact List](#) Page.

[http://www.phoenix.edu/about\\_us/campus\\_safety/campus\\_safety\\_contact\\_list.html](http://www.phoenix.edu/about_us/campus_safety/campus_safety_contact_list.html)

# Contacting the Campus Safety Team

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For further questions or help, please contact the Campus Safety Team:

**Ethics and Compliance Services, Apollo Ethics & Compliance Department:**

Ethics&ComplianceServices@apollogrp.edu

**Compliance Manager, Ethics and Compliance Services, Apollo Ethics & Compliance Department:**

Stefani Rosenstein, [Stefani.Rosenstein@apollogrp.edu](mailto:Stefani.Rosenstein@apollogrp.edu) (602) 557-3355

**Corporate Counsel, Apollo Legal Department:**

Anne Shousha, [anne.shousha@apollogrp.edu](mailto:anne.shousha@apollogrp.edu) (602) 557-1670

**Your safety is of paramount importance.** University of Phoenix urges students, faculty, and staff to report all crimes or threatening situations that occur on campus to your local and state police department and then to us. If *anything* makes you feel unsafe or threatened, **dial 9-1-1.**

# Appendix of Acronyms

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**ACGMT** - Apollo Core Crisis Management Team

**AEC** - Apollo Ethics and Compliance Department

**AED** - Automated External Defibrillator

**CPR** - Cardiopulmonary Resuscitation

**CSA** - Campus Security Authority

**DSA** - Disability Services Advisor

**EAP** - Employee Assistance Program

**EMN** - Emergency Mass Notification

**RAINN** - Rape Abuse Incest National Network

**SOC** - Security Operations Center

**TWN** - Timely Warning Notification

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act is a federal statute that requires colleges and universities that receive federal financial aid funding to compile crime statistics from their campuses and provide safety information. Compliance is enforced by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.*