The Franciscan School of Theology’s Annual Fire Safety and Security Report is now available.

These reports are required by federal law and contain policy statements, crime statistics, and fire related information for the school. The policy statements address the school’s policies, procedures and programs concerning safety and security, including policies for responding to emergency situations and sexual offenses. Three years worth of statistics are typically included for certain types of crimes that were reported to have occurred on campus and on public property within or immediately adjacent to the campus. This report contains the crime statistics for the 2018-2020 calendar years. Copies of the report are available by contacting the Assistant Vice President for Enrollment Management at danielstone@fst.edu.
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Annual Security Report

The Franciscan School of Theology (FST) publishes and distributes its Annual Security Report that includes policy statements, crime statistics and a fire safety report to all currently enrolled students and all employees by October 1st of each year. This report is also provided to any prospective student or prospective employee, upon request.

This is accomplished by making it available on the FST website. The reports are emailed to all current employees and students by the updated October 1st deadline. The notification includes the report's availability, a description of what the report includes, the exact Internet address at which the report is posted, and how a paper copy of the annual security report can be obtained.

Annual Report Submitted by October 1st

FST compiles prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics and publishes its Annual Security Report (hereafter “ASR”) by October 1st, by issuing the report as a single document, as is required for all postsecondary institutions that participate in any Title IV federal student financial assistance programs.

In summary, the ASR includes statistics on certain crimes and all policy statements mandated by the US Department of Education for schools of higher education, listed under Title 34, part 668.46 of the Code of Federal Regulations (CFR), including, at a minimum:

- Clery crime statistics for the 2018-2020 calendar years.
- A statement of campus policies regarding procedures for students and staff to report criminal actions or other emergencies on campus.
- Policies for making timely warning reports to members of the campus community.
- Policies for preparing the annual disclosure of crime statistics.
- A list, by title, of persons or organizations to whom reports of crime should be made, including confidential reports by victims of crime.
- A statement of current policies concerning campus law enforcement that addresses enforcement authority of security personnel on campus, their relationship with state and local law enforcement, encouragement for prompt and accurate crime reporting, and instructions for counselors to encourage victims of crimes to make reports voluntarily.
- A description and frequency of programs designed to inform students and employees about campus security and personal safety.
- A description of programs designed to inform students and employees about crime prevention.
- A statement of policy concerning the monitoring and recording of criminal activity off-campus, through local police agency resources, for the benefit of students engaged in off-campus activities or living off-campus.
- A description of any drug or alcohol abuse education programs, as required under HEA.
♦ A statement of policy regarding the campus sexual assault prevention programs and procedures to follow when a sex offense occurs. This statement includes a description of the programs promoting sexual assault awareness, the definition of forcible and non-forcible sex offenses, procedures for victims of sexual assault to follow, information on student options for reporting sexual assault, notification of on and off campus counseling services for sexual assault victims, optional living arrangements available for student victims of sexual assault, and procedures for campus disciplinary action in cases of an alleged sex offense.

♦ A statement advising the campus community where state-provided law enforcement agency information concerning registered sex offenders may be obtained.

♦ A statement of policy regarding discrimination and harassment.

♦ A statement of policy regarding emergency response and evacuation procedures.

♦ A statement of policy regarding missing student notification procedures.

♦ Use of a map (optional).

♦ Statistics from police agencies on crimes occurring in public area immediately adjacent to campus, if available.

♦ A statement of policy regarding timely warning and emergency notification to the campus community.

♦ A statement of policy regarding the campus daily crime log and its availability for public inspection.

Access Controls and Safety

FST strives to create a safe and secure campus. Access to the campus offices and classrooms is secured with a wireless alarm system and the campus staff monitors entrances. Students have access to the offices and classrooms only when faculty or staff members are present, otherwise, these are locked and not accessible for use.

Emergency Phones

University of San Diego has installed more than 150 emergency phones throughout the University of San Diego's campus. Phones are located in public areas of buildings, including parking garages, elevators, residence hall complexes, administration buildings, and also numerous outdoor locations. Emergency phones provide direct voice communications to the University of San Diego Public Safety Dispatch Center. Please visit https://www.sandiego.edu/safety/prevention/tips/phones.php
FST at USD

Reporting Crimes and Other Emergencies The Department of Public Safety (DPS) has procedures in place to allow for and facilitate the reporting of criminal offenses and other emergencies occurring on campus in a manner consistent with the requirements of the Clery Act. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety-related incidents to DPS in an accurate and timely manner. In response to a reported crime or other emergency occurring within the patrol jurisdiction, DPS will dispatch an officer to the appropriate location, conduct a preliminary investigation, and prepare a crime report. If assistance is required from San Diego Police Department, DPS will contact the San Diego Police Department immediately. When appropriate, DPS will investigate the incident further, or forward the crime report to the San Diego Police Department for additional follow-up. As applicable and necessary, DPS will forward crime reports to the Office of the Dean of Students for student conduct referrals, or to the Department of Human Resources for employee conduct referrals. To report a crime, suspicious activity, or an emergency occurring either on USD’s main campus or within the DPS patrol jurisdiction, contact the Department of Public Safety immediately.

- (619) 260-2222 (emergencies only)
- (619) 260-7777 (non-emergencies)
- Visit the Hughes Administration Center, Room 150
- Activate any blue light phone located throughout campus
- Use USD’s SafetyCheck on the MySD Mobile App or go to USD SafetyCheck site at https://sites.sandiego.edu/safetycheck/

Policy on Safety Education

FST promotes the personal and community safety of its students and staff by posting safety tips, presenting safety orientation classes, and publicizing safety programs each semester.

As a Catholic and Franciscan institution of higher education, The Franciscan School of Theology (hereafter “FST”) stands with the Catholic Church in seeing “in men and women, in every person, the living image of God himself. This image finds, and must always find anew, an even deeper and fuller unfolding of itself in the mystery of Christ...and [the Church] invites all people to recognize in everyone...a brother or sister ‘for whom Christ died.’” (Compendium of the Social Doctrine of the Church # 105). This understanding is the basis for the School’s commitment to promote and to defend the human dignity of all persons as FST strives to provide a learning, working, and living environment free from all forms of unlawful discrimination, discriminatory or sexual harassment, sexual assault and other forms of sexual abuse. Unlawful discrimination, harassment and sexual abuse subvert the mission of our School, strike against the School’s Catholic and Franciscan values, and threaten the careers, educational experience, and well-being of students, faculty, and staff. FST-Title-IX-Policy
Timely Warning Reports — Crime Alerts

The University of San Diego Department of Public Safety is responsible for issuing timely warnings in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Timely warnings will be issued in response to reported Clery Act crimes committed either on campus or at other locations considered to be within the university's Clery Act geography that, in the judgment of the university, constitute a serious or continuing threat to students and employees. Anyone with information believed to warrant a timely warning should promptly report the circumstances to DPS by phone at (619) 260-2222 or in person at the dispatch center in the Hughes Administration Center, Room 150. The Department of Public Safety will consult, as necessary, with other university officials regarding whether a timely warning should be issued. The decision to issue a timely warning will be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime and the continuing danger or risk to the campus community. The decision will be made in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar crimes.

When a determination is made that a timely warning should be issued, the Department of Public Safety, or its designee, will take appropriate steps to ensure timely notification to the campus community. Timely warnings primarily will be issued through the university’s mass notification system (phone, text, and email). Additional options for notification include, but are not necessarily limited to, the outdoor notification system, campus-wide emails, physical postings on doors and bulletin boards, the MySanDiego portal, The Vista student newspaper, the Department of Public Safety website, or the university’s website. The warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips. The university's policy concerning timely warnings can be found at www.sandiego.edu/safety/documents/Policy-2.4.3.pdf

Other Crime, Safety, or Security Alerts

Other Crime, Safety, or Security Alerts Some reported crimes or other incidents that occur either on campus or off campus may not meet the criteria for a timely warning or emergency notification under the Clery Act, but still have the potential to impact the campus community. DPS, or its designee, will evaluate these situations on a case-by-case basis and, when deemed appropriate under the circumstances, will release crime alerts, safety alerts, or security alerts. The alerts may include physical postings in the impacted area, announcements sent through the MySanDiego portal, and/or announcements on the DPS or university websites. The alerts typically will contain a concise summary of the reported incident, directions to contact DPS to provide additional information and, depending on the circumstances, specific crime prevention or personal security tips recommended by DPS. These alerts are not intended to serve as timely warning notifications and, therefore, the same procedures and criteria used for issuing timely warning notifications will not be followed when issuing these alerts.

Additional information regarding the university's emergency procedures is available at www.sandiego.edu/safety/emergency.

Reporting to University of San Diego Public Safety

We encourage all members of the University of San Diego community to report all crimes and other emergencies to University of San Diego Campus Public Safety in a timely manner. University of San Diego Public Safety has a dispatch center that is available by phone at (619) 260-2222 and/or in person 24 hours a day at the University of San Diego Department of Public Safety. Though there are many resources available, DPS should be notified of any crime, whether or not an investigation continues, to assure that the University of San Diego can assess any security concerns and inform the community if there is a significant threat to University San Diego community.
Crime Prevention

FST is committed to the safety and security of its students, staff, and visitors. The administration works closely through the office of the President with the administrative staff and faculty to enhance personal safety, incorporate proactive crime-reduction strategies, and help community members to develop a sense of responsibility for reducing their risk of becoming the victim of a crime.

The President works with campus administration to provide a variety of safety education strategies to the students in order to promote personal safety tips on how to protect themselves from sexual assault, theft and other crimes.

Community Alerts

Enrolling in USD's Emergency Notification System All USD faculty, staff, and students are automatically enrolled into the university's Emergency Notification System. If you need to update your emergency contact information, please sign onto the MySanDiego portal at https://my.sandiego.edu/. The Emergency Notification section is located on the main landing page. We encourage USD community members to regularly update their emergency contact information on the MySanDiego portal.

Alcohol Use, Illegal Drug Use and Drug/Alcohol Abuse Prevention

In accordance with Public Law 101-226 Drug-free Schools and Community Act Amendment of 1989, FST prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on FST property or as part of any FST-sanctioned activity. Any student or employee in violation of this policy is subject to disciplinary action up to and including expulsion from the School or termination from employment for violations of the standards of conduct. The authority to take disciplinary action in any instance rests with the Board of Trustees after consideration of the recommendation of the President of FST.

The personal possession, use and sale of alcoholic beverages by anyone on school property is a violation of the California Business and Professions Code 25608, and a violation of the student standards of conduct and employment standards and policies. The use, sale or possession of any illegal drug is a violation of state law, and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by FST.
Sexual Assault Prevention and Response

FST views any form of sexual assault, discrimination on the basis of sex, or sexual harassment as inconsistent with Franciscan values and applicable laws. The commission of any sexual misconduct prohibited by California or Federal law is a violation of FST’s Sexual Assault Policy. Any violation of this policy, as an offender, may lead to criminal prosecution or discipline, up to and including suspension or expulsion as applicable.

FST encourages all victims of sexual assault to report incidents to an administrator. Offenses occurring on campus should be reported to the Office of the President at (619) 574-5800

The decision to file a report with FST or any local, county, or state law enforcement agency is to be made by the victim. FST staff personnel will assist the victim in contacting the appropriate police department if the victim so desires. While the Office of the President, or the Associate Dean of Students will advise all victims of sexual assault to report the incident to the local police, the reporting of the incident to the police does not obligate the victim to press charges. All reported incidents occurring on campus become part of the campus crime report statistics.

Upon receiving a report of sexual assault or discrimination, the Coordinator of Title IX, the President will conduct an investigation in cooperation with other administrators and will conduct hearings in accordance with established disciplinary procedures. Sexual assault and discrimination victims are entitled to be informed of the status of any and all phases of the hearing process, including the outcome.

Person (s) accused of sexual assault will be disciplined through established disciplinary procedures. Accused person (s) are also entitled to be informed of the status of any and all phases of the investigation and discipline process, including the outcome.

The President will work in conjunction to offer educational seminars for students and staff upon request. The Office of the Vice President for Academic Affairs provides the community with timely reports of crimes committed on or off-campus considered to be a threat to students or employees through emergency alert system and in-class announcements. Crime prevention materials will be made available to students and staff upon request.

Resources for victims of sexual assault

On Campus
President (619) 574-5800

Off-Campus
San Diego Sheriff’s Department (858) 565-5200
San Diego Domestic Violence Hotline (888) 385-4657
Center for Community Solutions (858) 272-5777
San Diego Family Justice Center (866) 933-4673
Discrimination and Harassment

FST is committed to justice and fairness in its educational programs and activities. The School complies with Title IX of the U. S. Department of Labor’s Education Amendments of 1972 requiring that no person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. In addition, FST is committed to respect individual rights and tolerates no discrimination based upon race, color, creed, national or ethnic origin, gender, sexual orientation, age, physical or mental handicaps to Vice President for Academic Affairs (VPAA), Juliet Mousseau, RSCJ is FST’s Title IX Coordinator. She can be reached at jmousseau@fst.edu or by phone at (619) 574-5800 FST-Title-IX-Policy

Sexual Harassment Policy

Sexual harassment is a discriminatory practice that is unethical, unprofessional, and threatening to intellectual freedom. Such harassment is directly opposed to FST’s mission, which attempts to include “all in an embrace of mutuality, equality, and respect.” Sexual harassment has serious consequences in higher education. It is not simply inappropriate behavior, it is also illegal.

FST is strongly opposed to sexual harassment. Sexual harassment is defined as using “one’s authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations, or to punish another for his or her refusal; or the creation of an intimidating, hostile or offensive working environment through verbal or physical conduct of a sexual nature.” (Equal Employment Opportunity Commission of the United States Government)

• Sexual harassment behaviors include but are not limited to:
• Sexist remarks, jokes, or behavior.
• Insults, including lewd remarks or conduct.
• Visual displays of degrading sexual images or pornography.
• The use of professional authority to inappropriately draw attention to the gender, sexuality or sexual orientation of an employee, colleague, or student.
• Pressure to accept unwelcome social invitations.
• Unwelcome sexual advances, including unwanted touching, domestic violence, dating violence or stalking.
• Request for sexual favors.

Sexual assault, including attempted or completed physical sexual assault.
(Adapted from the Sexual Harassment Policy of American Academy of Religion)

Sexual harassment occurs from these behaviors and other verbal or physical conduct of a sexual nature when any or all of the following conditions apply:

• Submission to or rejection of such conduct is made, implicitly or explicitly, a term or condition of instruction or employment.
• Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decisions affecting an individual.
Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. (Adapted from the Sexual Harassment Policy of American Academy of Religion)

Registered Sex Offender Information

In compliance with the Campus Sex Crimes Prevention Act of 2000 (CSCPA), requiring institutions of higher education to issue a statement advising the on-campus community of where they may find law enforcement information on the location of registered sex offenders as provided by the State of California, members of the FST community are directed to the website: http://www.homefacts.com.

Employees and students of FST who are required to register as sex offenders, must provide notice to the State of California and the President of FST that they are complying with all State and Federal laws in regards to their attending or working FST, an institution of higher education.

Emergency Response and Evacuation Procedures

Emergency Management at University of San Diego The Department of Public Safety is responsible for the Comprehensive Emergency Management Plan (CEMP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for higher education, which includes planning, mitigation, response and recovery actions. Our priorities are: • Life safety, infrastructure integrity, and environmental protection during an emergency. • Coordination with University of San Diego departments to write, maintain, test and exercise the CEMP. • Cooperation, integration, and mutual aid with local, state and federal planning, response, and public safety agencies and their CEMPs.

Drills, Exercises and Training

Each year, USD conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises change from year-to-year and include several departments from across the campus. To ensure USD’s emergency management plans remain current and actionable, USD will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. USD conducts after-action reviews of all emergency management exercises. In conjunction with at least one emergency management exercise each year, USD will notify the community of the exercise and remind the community of the information included in USD’s publicly available information regarding emergency response procedures (https://www.sandiego.edu/emergency/procedures/).
PUBLIC SAFETY RESPONSE AND PATROL

JURISDICTION MAP

The below map indicates the Public Safety response and patrol jurisdiction along with the reporting area for on-campus crime statistics (not including Pacific Ridge Apartment Complex). The Department of Public Safety does not have jurisdictional authority on Public Property, at the Pacific Ridge Apartment Complex, at identified Non-Campus Buildings or Property, and at any identified Separate Campus.
Reportable Geographic Areas

The following are the required geographic parameters as identified by the Clery Act: 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 to the area identified in paragraph (1) of this definition, 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). On-campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

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.

Non-Campus Buildings or Property: 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.

Separate Campus: A location is considered a separate campus if it meets all of the following criteria: the institution owns or controls the site, it is not reasonably geographically contiguous with the main campus, it has an organized program of study, and there is at least one person on site acting in an administrative capacity.
Main Campus
The FST campus is located at 5998 Alcalá Park San Diego, CA 92110

www.sandiego.edu/safety/documents/annualreport.pdf
14   Crime Statistics on Liquor/Drug/Weapons—Oceanside Campus

FST annually discloses both the number of arrests and the number of persons referred for disciplinary action for: illegal weapons possession, drug law violations and liquor law violations. The statistics in the table below reflect the number of persons involved in violations of the law in each category.

<table>
<thead>
<tr>
<th>Offense Type (including attempts)</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arrest</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

15   Crime Statistics on Hate Crimes—Oceanside Campus

In its Annual Security Report FST includes any of the required offenses and any other crime involving bodily injury reported to the Title IX Coordinator, the Executive Vice President, or the local police, in which the victim was intentionally selected because of the perpetrator’s bias against the victim’s real or perceived race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

These offenses are identified by the Federal Bureau of Investigation UCR code as Hate Crimes and proper reporting requires that the Vice President for Academic Affairs secure manifest evidence that identifies the category of prejudice.

Recent updates to this section have expanded the list of reportable Hate Crime offenses to include: larceny/theft, simple assault, intimidation, and the destruction, damage or vandalism of property.

For 2018–2019, FST reports that no hate crimes occurred at the campus, as defined above, in any of the designated geographic reporting categories.
Crime Statistics for Oceanside Campus and Off-Campus Public Property

Crime statistics for off-campus public property around the FST campus are available directly from the Oceanside Police Department.

<table>
<thead>
<tr>
<th>Offense Type (including attempts)</th>
<th>Campus 2018</th>
<th>Campus 2019</th>
<th>Off Campus 2018</th>
<th>Off Campus 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Larceny</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stolen Vehicles</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Teach-Out—Through 2019 Oceanside Campus
4050 Mission Avenue in Oceanside, California

For the purpose of the Clery Act, the public property within or immediately adjacent to the FST campus includes San Luis Rey Ave, the intersection of San Luis Rey Ave. and Mission Ave, and the public bus stop near this intersection.
Timely Warnings

Timely warnings are defined by the Clery Act as alerts made to the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident is to provide information that will enable people to protect themselves from becoming victims of the same or similar crimes; thus it is critically important that the warnings be issued as soon as the pertinent information is available.

At a minimum, timely warnings will include the nature of the crime, the date and location it is reported to have occurred, suspect descriptions if available, and any details deemed appropriate to assist students and staff in order to help them avoid being victimized by similar crimes on or near campus.

FST makes timely warnings to the campus community of crimes defined as Clery Crimes occurring on the FST Clery geography or are considered to represent a serious or continuing threat to students and employees that are reported to the FST Administration. These timely notifications are made primarily in two ways:

1. Employees are notified through the transmission of information relayed via FST email.

2. Students are notified individually sent through the university's Emergency Notification System. MySanDiego portal at https://my.sandiego.edu/. The Emergency Notification section is located on the main landing page.

The FST campus Student Services office conducts virtual opportunities on a weekly basis allowing for timely notification of matters of student safety in a group setting. Vice President for Academic Affairs invites speakers from the appropriate campus departments to make announcements to the student body, as needed.

Daily Crime Log

The FST Office of the President maintains an electronic daily crime log, which records all crimes occurring on the FST campus and on public property adjacent to campus.

This log includes the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime and the disposition of the complaint, if known.

Entries to the Daily Crime Log are made within two business days of the report of the information to Assistant to the President, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information is withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection or result in the destruction of evidence. Once the adverse effect is no longer likely to occur, the information is disclosed as required.

The FST Daily Crime Log for the most recent 60 days is open to public inspection during normal business hours. Portions of the log older than 60 days are available for public inspection within two business days of a request.
Evacuation Procedures In Case of a Fire

Main Campus Student Residential Facilities: If you hear the fire alarm immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless it is safe and you feel comfortable in doing so. Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside. When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating. Residential life staff members who are present on the floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds, Residential life staff will shout (example: “There is an emergency in the building leave by the nearest exit.”) and knock on doors as they make their way to the nearest exit and out the building. When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit. Seek and assist any disabled or mobility-impaired persons in evacuating the building. Exit via stairway. If unable to evacuate disabled or immobile person, use an “Area of Rescue Assistance.” An “Area of Rescue Assistance” is defined as an area where persons unable to use stairways can remain temporarily to await instructions or assistance during an emergency evacuation. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Each resident should report to his or her assigned assembly area. Residential life staff members should report to their assigned assembly area and make sure that students have cleared the building. Conduct a headcount and do not allow re-entry into the building until directed to do so by emergency personnel. Notify the Department of Public Safety at (619) 260-2222. The Department of Public Safety will notify the fire department and guide them as quickly as possible to the location of the fire. Keep roadways and walkways clear for emergency vehicles. Wait for the instructions from the Department of Public Safety or emergency personnel. DO NOT RE-ENTER THE BUILDING UNLESS INSTRUCTED TO DO SO BY THE DEPARTMENT OF PUBLIC SAFETY

Employees: In the event of an evacuation, employees are accountable to their specific building manager, safety representative, or the contact person responsible for overseeing the safety of building occupants. General fire evacuation procedures are included in the section of this publication, titled “Emergency Response and Evacuation Procedures.” For more information about USD evacuation procedures, including assembly areas and building safety representatives, please visit the following website and log in with your MySanDiego username and password: www.sandiego.edu/emergency/procedures/evacuation.

All individuals are expected to follow fire evacuation procedures, regardless of the nature of the alarm (legitimate or false activation). Specifically for resident students, failure to follow fire evacuation procedures may result in disciplinary action and fines and may jeopardize campus housing privileges.