

## Re: Compliance with HEA Title IV, Section 485(f) – Campus Emergency Procedures

Requires the University to have policies in place to provide for an immediate emergency response and evacuation of persons, and to give notice to the campus community “immediately” of a “significant emergency or dangerous situation” involving an “immediate threat,” occurring at any of the locations specified in the Clery Act. The procedures must be publicized and tested annually.

- The University has developed an Emergency Operations Manual that provides for the immediate response to, and evacuation of persons in response to emergencies.
- The current edition of the California Baptist University, Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act includes a statement of the Department of Public Safety’s enforcement authority and relationship with applicable policing agencies.
- This report describes the working relationship between the Department of Public Safety and the local agencies of jurisdiction in all areas in which the University owns/operates facilities. Because DPS is not a police agency, no memorandums of understanding are required to provide for the authority of these agencies to investigate alleged crimes occurring on or around the campuses.
- The same report strongly encourages the reporting of all crimes to the Department of Public Safety and the applicable policing agency. DPS personnel provide contact information for the applicable policing agency to the victim upon reporting of any alleged crime.
- The Department of Public Safety has modified its information collection and record keeping procedures to comply with the expansion of crimes required to be included in the annual reports.
- The Department of Public Safety has developed and published in the University’s Emergency Operations Manual a procedure by which to provide the designated University Incident Commander with the authority to issue “immediate” notifications to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus. Notifications are disseminated through

outdoor speaker, telephone voice and text messaging, email, and computer “pop-up” systems.

- Information on emergency response and evacuation procedures have been included in the CBU Student Handbook.
- The Department of Public Safety conducts tests of the emergency response and evacuation procedures at least annually.