

# **Annual Campus Safety Report**

## **2016**

This report contains The Young Americans College of the Performing Arts security policy disclosures and crime statistics for the years 2014, 2015 and 2016 and is published and distributed annually in accordance with the Clery Act, as amended by the Higher Education Opportunity Act.

## **Reporting Annual Disclosure of Crime Statistics**

The Young Americans College of the Performing Arts is a diverse community approximately 300 students, faculty and staff. The College is committed to providing a learning and working environment that is safe and promotes creativity and growth for all who study and work here. The cooperation and involvement of students and employees in campus safety programs are necessary in creating an environment conducive to learning and growth. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act, The Young Americans College of the Performing Arts is required to disclose crime statistics for the previous three calendar years as part of a campus security report to be published annually by each institution. These statistics are gathered from local law enforcement, and school officials who have significant responsibility for campus safety.

Each year, YACPA College's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is compiled by the dean of students and distributed to every student and employee. The report is also available to prospective students and employees at their request. Employees and students receive an individual notice of the report's availability, including a brief description of the information contained in the report, the direct link to the report, and a statement that the College will provide a paper copy upon request. This same notice is included in the materials given to prospective students and in new-hire orientation. The report may also be found on the Institution's public website, located at: <http://www.yacollege.org>. In addition, copies of the report may be obtained by contacting the director of administrative services at The Young Americans College of the Performing Arts, 1132 Olympic Dr. Corona CA 92881, or via phone at 714 306 8464.

### **Geography**

- A. "Campus" is defined as the physical buildings and surrounding parking lots of 1112, 1128 & 1132 Olympic Drive, Corona, CA 92881.
- B. "Off-Campus sites" include any apartment in which The Young American, Inc. or The Young Americans College of the Performing Arts is a signatory on the lease, or any building or facility such as rehearsal halls, recording studios, schools, hotels, theatres or arenas while activities organized by The Young Americans, Inc. are being conducted.

### **Procedures for Reporting an On-Campus Crime or Emergency**

Students, faculty, staff, and guests of YACPA are strongly encouraged to report all crimes and other public-safety related incidents to campus safety authorities as follows:

- All life-threatening emergencies and serious crimes requiring immediate assistance should be reported by first dialing 911 and then notifying the dean of students, dean of administrative services, or V.P. of operations.
- Other crimes and safety related incidents should be reported to the dean of students, dean of administrative services, or vice president of operations. This includes any individuals acting suspiciously or other questionable activities observed on campus.

On-Campus Emergency Contacts During the day - Office Line: (951) 493 6753

- Travis Goode, Dean of Students
- Mike Krauss, Dean of Administrative Services
- Don Strom, Vice President of Operations
- 

***Please Note: After 5pm all incidents should be reported to the Resident Advisor Student Services Line – (951) 642 2662***

When reporting a crime, every effort should be made to preserve any evidence for the investigative authorities. Also, when dialing 911 for immediate assistance, callers are reminded to remain calm and be prepared to provide a clear location for the emergency response authorities.

YACPA employees who observe or become aware of an alleged incident or crime involving an YACPA student, campus visitor or employee are required to report it to the dean of students, dean of administrative services, or V.P. of operations.

## **COLLEGE POLICIES AND PROCEDURES**

The following pages contain the policies and procedures which apply to the college's operations.

Additional policies and procedures can be found in the master policy and procedure handbook, available upon request in the administrative office. An electronic version will be available through [www.yacollege.org](http://www.yacollege.org).

### **POLICY JURISDICTION**

The policies of The Young Americans, Inc. extend to all Board members, employees, students, members, faculty and staff. They pertain to any policy violation committed on campus, at off-campus sites, or in any other setting in which the individual has a reasonable expectation of receiving protection under The Young Americans, Inc. policies.

### **SEXUAL HARASSMENT POLICY**

All students, members, staff and faculty have the right to attend to their educational pursuits or jobs free from sexual harassment. The Young Americans strongly upholds and supports all local, state and federal laws pertaining to sexual harassment.

Sexual harassment is defined as "unwanted sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to, or rejection of, unreasonably interferes with an individual's employment or educational endeavors, or creates a hostile, or offensive work or learning environment."

### **SEXUAL ASSAULT POLICY**

Philosophy behind the Policy: Any sexual offense is a significant issue that affects all members of The Young Americans community. While it is the belief of The Young Americans that education is key to changing attitudes and beliefs which perpetuate sexual offenses, in particular sexual assault and rape, disciplinary policies can also play a major role. Furthermore, it is the timely and professional handling of such matters that creates an overall perception of The Young Americans' responsiveness to and concern for its members.

Because of the nature of the acts, rape and sexual assault frequently go unreported. It is The Young Americans desire to create a supportive climate that will encourage survivors and complainants to report incidents. While no one course of action is recommended, formal reporting of these incidents is the only mechanism by which offenders can be officially sanctioned, thereby reducing the risk of repeat occurrences.

**The Policy:** The Young Americans seeks to provide a working and learning environment that emphasizes interaction among all members of The Young Americans in a manner that is founded in mutual respect, cooperation, and understanding and thus regards any act of sexual abuse to be especially heinous and a violation of the very core ethical beliefs of The Young Americans. Any form of sexual offense is a violation of both The Young Americans' codes of conduct and state and federal criminal statutes.

The Young Americans acknowledges its duty to protect local citizens, students, officers and employees and thus maintains the policy of notifying appropriate law enforcement agencies of any incident of sexual abuse that is reported to The Young Americans officials with consent from the survivor. In case of a minor who is the survivor of sexual abuse The Young Americans has a legal and ethical duty to inform the local law enforcement agency regardless of consent.

This policy has been created in a proactive and preventive manner to ensure a campus environment that is free of these incidents. It is not meant to be an equal alternative to the criminal justice system.

When these offenses do occur, the focus of this policy is to provide due process for all parties involved and to ensure that the complainant is not further victimized by institutional procedures.

For the purposes of this policy and pursuant to the California Education Code (§94385(c)) "sexual abuse" includes, but is not limited to rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or threat of sexual assault.

**Confidentiality:** The Young Americans will treat information that it receives in a manner that respects both the sensitivities of the complainant and the rights of the accused. Recognizing that rape/sexual assault are, by their nature, violent, criminal acts that violate the security of the entire campus community, there may be instances where it is The Young American's ethical and legal responsibility to disclose information regarding the circumstances related to a specific incident to The Young Americans community. In such cases, any notification to the campus community will be a general warning regarding a reported incident. If the complainant is a minor (under 18 years old), the law requires disclosure to law enforcement authorities.

In the case of a student, member, faculty, staff or parent request for information regarding a reported incident The Young Americans will confirm or deny the reporting of an incident and disclose The Young Americans' response to the reported incident. Under no circumstances will any information, which may reveal the identity of any survivor or accused individual, be disclosed.

In guaranteeing the confidentiality of the survivor and the accused The Young Americans will retain a policy of no comment to any member of the press who requests information regarding the incident.

**Parallel Civil Suit and Criminal Prosecution:** The complainant making a formal report has the option to pursue both The Young Americans sanctions against the accused and criminal and/or civil actions.

### **FIREARMS AND WEAPONS**

The use and possession of firearms, knives or weapons is prohibited on College property or leased property by any person on campus. Active law enforcement professionals are excluded from this policy.

## **DRUGS & ALCOHOL**

The misuse of drugs (unlawful possession, use, sale or distribution) is a violation of Federal and California State laws. California law also prohibits the purchase, public consumption or possession of alcoholic beverages by people under the age of 21. The misuse of drugs and/or alcohol is prohibited on the College property.

On campus and/or clinical laboratory/agency misuse of drugs or alcohol is subject to The Young Americans College of the Performing Arts disciplinary action. Any behaviors which suggest drug or alcohol impairment may result in a requirement for a student to submit to drug screening at his/her own expense.

## **SMOKING**

This College is a smoke-free campus. The use of tobacco products including but not limited to cigarettes, cigars, and pipe smoking is prohibited on the college property. The property includes all buildings, grounds and parking lots.

### **Timely Warnings and Emergency Notification**

In accordance with the Clery Act, schools must provide timely warnings in response to crimes that pose a continuing threat to the school campus. These warnings must be provided in a manner that is timely and that will aid in the prevention of similar crimes. Under the regulations, schools must not disclose the names and personally identifying information of victims when issuing a timely warning. However, in some cases to provide an effective timely warning, a school may need to provide information from which an individual might deduce the identity of the victim. The school will take each incident on a case-by-case basis, and will take all necessary steps to protect the identity of the victim whenever possible. In situations where the reported Clery crime constitutes an on-going or continuing threat in the judgment of the Dean of Students, Dean of Administrative Services, VP of Operations, or the president of VACPA, a campus-wide "timely warning" will be issued. The warning will be issued through the College e-mail system to students, faculty, and staff and/or will be posted on the campus bulletin boards, as appropriate. Depending on the circumstances of the crime or when a situation does not pose an immediate on-going threat, notification may be sent after-the-fact to inform members of the campus community with the intent to increase awareness of campus safety.

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus exists in which students and staff are in danger, an immediate announcement will be made over the college's telephone intercom system by the Dean of Students or designee, and an alert will be sent via the college's emergency notification system. The announcement will notify the campus community of the emergency and the steps to follow. The safety of students and employees is of the utmost importance; if in the judgment of the police, it is better to postpone making the announcement to assist a victim, or to contain, respond to, or otherwise mitigate the emergency, the College will do so until it is determined to be safe. Police authorities will be contacted for assistance. Individuals on campus are strongly

encouraged to remain calm and not to exit the building unless they have been directly instructed to do so.

Anyone with information warranting a timely warning or emergency notification should report the circumstances immediately to the Dean of Students, Dean of Administrative Services, or VP of Operations by phone at 951) 493 6753 or in person at the main building located at 1132 Olympic Dr. Corona CA 92881

### **Security and Access**

During normal operating hours (8 AM – 12 AM), the campus is open to students, employees, contractors, guests, and invitees via keypad entry or the public entrance at the administration building. During non- operating hours, access the campus is by a representative of campus administration. In the case of periods of extended closing, the College will admit only those people with prior approval to all College facilities. Emergencies may necessitate changes to any posted schedules. Areas identified as safety concerns, if any, are examined to determine if there are measures which could be taken to make improvements. Security issues such as lighting, landscaping, locks, alarms, and communications are reviewed with safety concerns in mind.

### **Campus Law Enforcement Authority**

YACPA College does not have a campus security department. Local law enforcement does patrol the areas near campus but there is no written agreement or contract providing for this service. All crime victims and witnesses are strongly encouraged to immediately report any crime to local law enforcement by calling 911. YACPA does not have a memorandum of understanding with any law enforcement agency.

### **Tips for Calling 911**

Whenever help is needed in an emergency, **Call 911**.

- Stay calm and speak clearly.
- State your emergency.
- Give your name and the address and phone number from which you are calling.
- Allow the 911 dispatcher to direct the conversation.
- Answer the dispatcher's questions clearly and calmly.
- Follow any directions the dispatcher gives you.
- Listen carefully and ask questions if you do not understand.
- Remain on the telephone. Do not hang up until directed to do so by the dispatcher.

### **Evacuation Procedures**

In the event of an emergency, director or executive level employee will determine if it is necessary to evacuate the campus. If a complete evacuation is necessary, the designee will make an immediate announcement over the college's telephone intercom and an alert will be sent via the college's emergency notification system signaling to staff and faculty to inform students and begin exiting the buildings. If only a portion of the campus needs to be evacuated,

the designee will communicate directly with the staff and faculty who are involved.

**When evacuating the buildings:**

- Take personal belongings.
- Walk (*do not run*) to the nearest stairway or exit.
- Exit the building and proceed to the designated evacuation location.
- Leave walkways and driveways open and clear for arriving fire and rescue personnel.
- Follow directions given by fire, police, or rescue personnel.
- Do not leave the evacuation location until you are told it is OK to do so.
- 

**Procedures for Staff/Instructors:**

- Remain calm and instruct students to exit the building following the procedure outlined above.
- Secure assistance for any students who may need help exiting the building due to physical limitations.
- Prior to exiting, make sure that the classroom is empty and the door is closed.
- Bring the attendance roster to the designated evacuation location and verify that all students who are in attendance that day are accounted for.
- Instruct students to remain in the evacuation location until they are told it is OK to leave.
- If there is a first aid/emergency kit in your work area, take it with you to the evacuation location.

**Designated Evacuation Location**

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. A staff member or designee will adjust the evacuation location as necessary to best ensure the safety of all.

**Fire**

**In the event of a fire in the building:**

- Activate the fire alarm immediately.
- Call 911.
- Contact the Emergency Coordinator immediately.
- Evacuate the immediate area following the evacuation procedure outlined above.

**Clothing Fires – STOP, DROP and ROLL**

- If clothing catches fire, *do not* run!
- Immediately drop to the floor and roll repeatedly to extinguish the flames, covering your face with your hands to protect it from the flames.

**Fire Extinguishers**

Fire extinguishers are located throughout each building in hallways, classrooms, mechanical rooms, and other areas. Report missing, discharged or damaged fire extinguishers to the



director of operations as soon as possible. If a fire extinguisher is used, do not return it to its cabinet or bracket. Report the used fire extinguisher to the Dean of Administrative Services or VP of Operations immediately so it can be replaced.

## **Earthquake**

### **If you are inside at the time of an earthquake:**

- Immediately move away from windows and take cover under something sturdy such as a table or desk.
- Cover your head with your arms to protect your face.
- If you cannot reach cover, brace yourself in an interior doorway or crouch in an interior corner away from windows, shelves or cabinets.
- Do not try to go outside.
- Remain in the building until the need for evacuation is considered necessary.
- When evacuation is necessary, follow evacuation procedure outlined above.

### **If you are outside at the time of an earthquake:**

- Move away from the sides of buildings, overhead wires, or other hazards.
- Stay clear of any wires that have fallen, exposed pipes or other hazards.
- Do not light fires or matches due to possible gas leaks.
- Proceed to the designated evacuation location.

### **If you are driving at the time of an earthquake:**

- Pull over to the side of the road and stop.
- Avoid overpasses and power lines.
- Stay inside the vehicle until the shaking is over.
- Be prepared for aftershocks.

## **Bomb Threat/Explosive Device**

Take any bomb threat seriously and report it immediately to the Dean of Students, Dean of Administrative Services, or VP of Operations.

### **If a written threat is received:**

- Call 911 immediately.
- Contact the Dean of Students, Dean of Administrative Services, or VP of Operations immediately.
- Do not handle the note any more than necessary.
- Place the note in an envelope to preserve possible fingerprints.

### **If the threat is made over the telephone:**

- Note the exact time of the call.
- Attempt to write down the exact words of the caller.
- Ask the caller to repeat information.

- Try to get information about where the bomb is planted, when it may be detonated, etc.
- Ask specific questions: when, where, what, who, why.
- Make notes of the caller's voice: male/female, accent, use of unusual phrases, tone, etc.
- If possible, signal to another person (i.e. write a note) that the call is a bomb threat.
- Call 911 immediately.
- Contact Dean of Students, Dean of Administrative Services, or VP of Operations immediately.
- Do not attempt to physically locate or verify the placement of the device.

**If a suspected explosive device is found on campus, DO NOT touch it:**

- Call 911 immediately.
- Contact the Dean of Students, Dean of Administrative Services, or VP of Operations immediately.
- Evacuate the immediate area following the evacuation procedure outlined above, directing the flow of traffic away from the area where the device may be located.
- Do not use walkie/talkies or cell phones in the suspected vicinity of the bomb as transmission may detonate the device.

**Medical Emergencies**

- A student or employee who observes an injury or who becomes injured while on campus grounds should immediately report the incident to a staff member. The staff person receiving the report will determine the immediate needs of the victim and will decide to address those needs as appropriate.
- In the event of a life-threatening medical situation, call 911 immediately. Conditions may include (but are not limited to): severe chest pains, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures.
- When there is an individual who is, ill or injured, the following steps should be taken:
  - Keep the victim as comfortable as possible.
  - Do not move the victim any more than is necessary for his/her safety.
  - Never administer liquids to an unconscious victim.
  - Do not remove objects that may be embedded in the victim's skin.
  - Secure the accident scene.

**Persons Acting Suspiciously**

If a person is acting suspiciously on or near campus property:

- Notify the Dean of Students, Dean of Administrative Services, or VP of Operations immediately.
- Provide a complete description of the person, including what he/she was doing, his/her last known location and direction of travel.
- Call 911 to make a report.

### Incident Reporting

It is the responsibility of the personnel officer (Vice President of Operations) to keep accurate records of injury reports, safety records, and other related records. Please refer to policy on Safety, Emergency and Reporting Injuries for more information.

### Annual Disclosure of Crime Statistics

YACPA College's Clery Act crime reporting for the 2014-2016 timeframe appears below.

<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
<b><i>Sex offenses – forcible*</i></b>			
Rape*	0	0	0
Fondling*	0	0	0
<b><i>Sex offenses – non-forcible*</i></b>			
Incest*	0	0	0
Statutory rape*	0	0	0
Aggravated assault	0	0	0
Robbery	0	0	0
Burglary	1	1	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

<b>Hate Crimes - 2016 Occurrences of Reported Crimes Based on Categories of Bias</b>							
<b>Criminal offense</b>	<b>2016 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual orientation</b>	<b>Gender</b>	<b>Disability</b>	<b>Ethnicity/National Origin</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
<b><i>Sex offenses – forcible*</i></b>							
Rape*	0	0	0	0	0	0	0
Fondling*	0	0	0	0	0	0	0

<b><i>Sex offenses – non-forcible*</i></b>	0	0	0	0	0	0	0
Incest*	0	0	0	0	0	0	0
Statutory rape*	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

<b>Hate Crimes - 2015 Occurrences of Reported Crimes Based on Categories of Bias</b>							
<b>Criminal offense</b>	<b>2015 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual orientation</b>	<b>Gender</b>	<b>Disability</b>	<b>Ethnicity/National Origin</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
<b><i>Sex offenses – forcible*</i></b>	0	0	0	0	0	0	0
Rape*	0	0	0	0	0	0	0
Fondling*	0	0	0	0	0	0	0
<b><i>Sex offenses – non-forcible*</i></b>	0	0	0	0	0	0	0
Incest*	0	0	0	0	0	0	0
Statutory rape*	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0

Larceny - theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

<b>Hate Crimes - 2014 Occurrences of Reported Crimes Based on Categories of Bias</b>							
<b>Criminal offense</b>	<b>2014 Total</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual orientation</b>	<b>Gender</b>	<b>Disability</b>	<b>Ethnicity/National Origin</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
<b><i>Sex offenses – forcible*</i></b>	0	0	0	0	0	0	0
Rape*	0	0	0	0	0	0	0
Fondling*	0	0	0	0	0	0	0
<b><i>Sex offenses – non-forcible*</i></b>	0	0	0	0	0	0	0
Incest*	0	0	0	0	0	0	0
Statutory rape*	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0
Larceny - theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0

### **Violence Against Women Act (VAWA) Offenses**

<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0

Stalking	0	0	0
----------	---	---	---

### Arrests

The number of arrests that occurred on campus, on public property, or were reported by local police. Drunkenness or driving under the influence are included in liquor law violations.

<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

### Disciplinary Actions

The number of persons referred for disciplinary action for crimes that occurred on campus, on public property, or were reported by local police. This does not include disciplinary actions that were strictly for school policy violations or that result in arrest. Drunkenness or driving under the influence are included in liquor law violations.

<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

### Unfounded Crimes

The total number of unfounded crimes includes all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded. DEFINITION: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered "unfounded". Only sworn or commissioned law enforcement personnel may unfind a crime. Unfounded crimes are reported in the year in which they were originally reported.

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Unfounded Crimes	0	0	0