Cover photo courtesy of David Schmitz.
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Welcome Message
from the Chief of Police

On behalf of the San José State University Police Department, I am pleased to present the 2012 Annual Security and Fire Safety Report which is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It is one aspect of our overall mission to create a safe and vibrant environment for our campus community.

In addition to providing the mandated crime statistics, this report also strives to educate our community members in the various ways that they can collaborate in keeping themselves and our campus safe. While our department places great value in the partnerships it has formed with outside agencies at the local, state and federal levels, our most important partners are those of you who live, work and learn in our campus community.

I hope you will read this report carefully and use the information to assist us in keeping our community safe, because safety is a shared responsibility. If you would like additional information, I encourage you to access the University Police Department website at www.sjsu.edu/police.

Thank you for your interest,

Peter Decena
Chief of Police
San José State University
Police Department
Uniform Campus Crime
Report/Student Right to Know

As a recognized California State Law Enforcement Agency, the San José State University Police Department is required to provide the Department of Justice with a monthly report containing the number and type of criminal offenses committed within the jurisdiction of the University Police Department (UPD), as well as citations issued and arrests made. This information is forwarded to the Federal Bureau of Investigation for inclusion in its annual publication “Crime in the United States.”

The federal Clery Act requires the university to provide additional information to the community. Crimes that must be reported include murder, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter and arson. In addition, the university must report arrests or disciplinary referrals for liquor, drug and weapons offenses and hate crimes by classification.

The Clery Act requires any SJSU campus official having knowledge of criminal acts as defined by the Act to report that information to the University Police Department for inclusion in the Annual Security and Fire Safety Report.

Crime statistics for the City of San José are not included in this publication. Crime statistics for the San José Police Department can be found online at www.sjpd.org.

Each year, UPD contacts SJSU campus officials by email for information pertinent to the Clery Act. UPD asks all campus counselors to encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Any information received in response is included in the UPD Annual Security and Fire Safety Report.

A complete breakdown of these statistics and statistics of criminal activity for other California State Universities can be found on the website of the Department of Education, Office of Postsecondary Education at http://ope.ed.gov/security.
General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the San Jose State University Police Department.

To report a crime or emergency on the San Jose State University campus call the University Police Department by dialing "911" from any campus phone, using a blue light phone or by dialing 408-924-2222. You may also dial "911" from your cell phone but that call will go to the San Jose Police Department who will forward the call to the University Police Department upon your request.

To report a crime or emergency occurring at an off campus San Jose State University facility, fraternity or sorority, call the University Police Department by dialing "911" from a landline or 408-924-2222. You may also dial "911" on your cell phone but that call will go to the San Jose Police Department who will forward the call to the University Police Department upon request.
Enforcement Authority

California State University Police officers are “Peace Officers” as defined by the California Penal Code, section 830.2(c). Officers meet all the requirements set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.), which sets the standards for all California law enforcement officers. In addition, California State University Police Officers undergo training specially designed to meet the needs of the campus community.

Memorandum of Understanding between the City of San José and San José State University - Operational Responsibility for On-Campus Law Enforcement

The San José State University campus is under the primary jurisdiction of the California State University Police Department as described in section 89560 of the California Education Code and section 830.2 (c) of the California Penal Code. UPD is responsible for processing, investigating and prosecuting all crimes committed on SJSU property and grounds owned, operated, controlled or administered by the California State University. By this agreement, UPD may call upon the San José Police Department to assist in the handling of major crimes, including but not limited to Part 1 violent crimes as defined in California Education Code Section 67381 (the Kristin Smart Campus Safety Act of 1998), Section 1. The MOU can be viewed at sjsu.edu/police, under policies/forms.

Areas of Operation

- University main campus.
- University President’s House
- South campus athletics facilities
- Recognized sorority and fraternity houses surrounding the campus
- Studies in American Language facility (384 South 2nd Street)
- SJSU Art Metal Foundry (1036 South 5th Street)
- International House (360 South 11th Street)
- Spartan Shops warehouse (1125 North 7th Street)
- Spartan Shops apartments (355 East Reed Street)
- Child Development Center (430 South 8th Street)
Because of their distance from the SJSU campus, the following locations remain under the jurisdiction of the San José Police Department:

◊ Aviation Department 2105 Swift Avenue
◊ University Foundation 210 North 4th Street
◊ Global Studies Institute 210 North 4th Street
◊ Spartan Shops Houses 380, 382, 386, 390, 394 North 4th Street

In addition, due to the distance from the SJSU campus, the Moss Landing Marine Laboratory remains under the primary jurisdiction of the Monterey County Sheriff’s Department, while the San José State University Police Department provides crime prevention services.

**Monitoring of Off-Campus Crime**

UPD provides primary law enforcement services to all off-campus fraternity and sorority houses recognized by the university. Therefore, UPD handles all reports and crime statistics from those locations.

SJSU requires all University participants in recognized off campus course and program events to submit signed waivers to the SJSU Academic Affairs Department. These waivers provide UPD with emergency contact information.

In the event of any reported criminal activity involving a recognized off-campus university event, UPD will make every reasonable effort to obtain reports and information from the responding law enforcement jurisdiction. If no report was made, UPD will make an informational report and contact the law enforcement agency in whose primary jurisdiction the event occurred.

Other than the above events recognized by the SJSU Academic Affairs Department, UPD does not regularly monitor student activity off-campus.

Public properties immediately adjacent to campus are under the jurisdiction of the San José Police Department. The Santa Clara County Sheriff’s Office has jurisdiction of the Valley Transportation Authority properties, buses and light rail trains. UPD works closely with both agencies to receive information about incidents that may affect the university community and properties.
**Clery Notification Methods**

The San José State University Police Department “Annual Security & Fire Safety Report” is the department’s Student Right to Know report. This report is printed and distributed annually to all SJSU departments. Additional copies are available at UPD or by calling the Police Records Unit at 408-924-2172. This report can also be viewed on the UPD website, at www.sjsu.edu/police.

Weekly crime blotters are published on the UPD website to keep the campus community informed about current events and reported crimes. Also, a daily crime log is maintained in the UPD Communications Center and is available for review by the general public at any time, upon request.

UPD utilizes the Critical Reach Alert System to send public safety bulletins to all SJSU departments that are equipped with a facsimile machine, as well as to other individuals upon request. For more information, contact the Administrative Bureau Commander at 408-924-2222.

Each September, UPD emails all students and employees, notifying them of the UPD Annual Security & Fire Safety Report and how to obtain a copy. In addition, a notification is published in the Spartan Daily campus newspaper at the beginning of each spring semester. Also, references to this report are included in printed class schedules. Further, the SJSU Human Resources office publishes this information on job announcements, employee paycheck stubs and in materials for new-hire orientations.
**Notification of Criminal Activity**

The San José State University Police Department communicates information about potentially hazardous situations (including criminal activity) to the campus community via: campus voice-mail; campus email; the Critical Reach Alert System; and posted flyers, as appropriate. Community Alert Bulletins and a weekly crime blotter are a regular part of the UPD website. A daily crime log is available for review by the general public at any time, upon request.

**Alert-SJSU - Emergency Mass Notification System**

San José State University is committed to providing a safe environment for the campus community, which includes students, faculty, staff and guests. To support this goal, SJSU has created a campus emergency notification system known as Alert-SJSU. The purpose of this system is to quickly disseminate emergency information to the campus community during critical incidents.

The University Police Department is the main entity responsible for the initial activation of the emergency mass notification system. On the main campus, UPD Commanders, Sergeants and Dispatchers, along with the University’s Public Information Officer have received training and can access the system. At Moss Landing, the Director, Facilities Manager, Administrative Analyst, IT Technician and a Faculty Member have received training and can utilize the system.

The Chief of the San Jose State University Police Department authorizes the use of the Alert-SJSU system and approves the content of the message. It is the responsibility of the University Police Operations’ Bureau Commander to initiate activation of the system.

Alert-SJSU consists of indoor speaker phones, located in SJSU offices, SJSU classrooms, the Martin Luther King Library and SJSU parking garages, and a personal notification system. The personal notification system utilizes telephone voice, text and email messages.

Alert-SJSU is the University’s system for alerting students, staff and faculty in the event of an emergency that threatens the health and safety of the campus community. Emergency information and instructions will be sent utilizing one or more of the components of the Alert-SJSU system.

Alert-SJSU is an “opt out” program for students. All students are automatically enrolled in Alert-SJSU utilizing contact information that was provided by the students. We strongly urge you to review your contact information by logging onto your “My SJSU” account and clicking on the Alert-SJSU tab.
Please remember that although the personal notification portion of the Alert-SJSU system consists of voice, text and email options, it is important to sign up for all three notification methods. Text messaging allows for the use of a limited number of characters and, depending upon the cell phone carrier, message delivery may be delayed.

The information disseminated via Alert-SJSU will describe the emergency and may caution you to avoid certain areas of the campus, let you know if classes are cancelled due to an emergency, or provide vital information on what actions you need to take if you are on campus during such a situation.

For more information and answers to commonly asked questions, please log onto the San José State University website (www.sjsu.edu), utilize the Current Students drop down box, click on Health and Safety and then click on Alert-SJSU.

**San Jose State University**

**Emergency Operations Plan Summary**

San Jose State University has prepared an Emergency Operations Plan which provides a framework for an all hazards response. It is built on scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities on campus. It describes specific authorities and best practices for managing emergencies that range from catastrophic natural disasters to active shooter incidents.

The plan incorporates operating procedures from the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS) for handling major emergencies which could disrupt normal campus operations such as fires, earthquakes, hazardous material incidents, terrorist threats and other disasters. It establishes that First Responders, utilizing the Incident Command System, are responsible for managing and controlling field operations at an incident.

An integral part of the Emergency Operations Plan is the Emergency Operations Center (EOC). The EOC is a multi discipline coordination entity which supports field operations by providing needed resources and coordinating with federal, state, and local agencies, as well as with private sector and volunteer entities. It operates under the direction of the Vice President of Administration and Finance. When required to support operations during a major incident, the University Police Field Incident Commander may activate the Emergency Operations Center.
The San Jose State University Police Department will assume incident command of all events occurring in its jurisdiction and may establish a "Unified Command" structure in coordination with other agency response personnel.

San Jose State University has established the following mission priorities for its response to an emergency:

Priority I: Life Safety
Priority II: Incident Stabilization
Priority III: Property Conservation
Priority IV: Restoration of Essential University Services and Operations

As an emergency transitions from priority I through IV, the administrative control of the campus will return to normal operations. An after action report will be completed within ninety (90) days of the incident detailing response activities, identifying areas of concern and success. It will serve as the foundation for an improvement plan to correct areas of concern.

Emergency Preparedness

The University conducts emergency response tests and drills each year, such as campus evacuation drills, emergency notification tests, and tabletop exercises.

Testing of Emergency Response/Evacuation Procedures

Test - Regularly scheduled drills, exercises, and appropriate follow up activities, designed for assessment and evaluation of emergency plans and capabilities.

During 2011, the University conducted three (3) evacuation drills. These drills involved coordination between UPD, Facilities Development and Operations Personnel and Building Emergency Teams. An action plan was prepared identifying the emergency capability that was being tested and detailing procedures. In addition, an after action report was prepared detailing any deficiencies and corrective actions required. A formal briefing was conducted prior to the drill and a debriefing
**Emergency Information**

The university will use the Alert-SJSU mass notification system, consisting of indoor telephone speakers and a personal notification system (phone, text, email) to send a notification to the campus community in the event of an emergency that involves an immediate threat to the health or safety of the campus community. This notification will be sent upon confirmation from first responders of the emergency and approval from the Chief of the University Police Department or designee. The content of the message will vary depending upon the situation.

Remember, in order to receive the personal emergency notifications, you must be enrolled in the Alert-SJSU System. Students are automatically enrolled but faculty and staff must choose to enroll through their MY SJSU account.

Additional information may be disseminated through any number of communication systems that can be used during an emergency. These systems include the university website, the university hotline 408-924-SJSU, KSJS 90.5 FM, and the university’s Twitter and Facebook accounts.

**Emergency Evacuations**

The decision to implement evacuation procedures rests with the University Police Chief or the EOC Director, if the EOC is activated. In situations requiring immediate action, public safety responders (Police/Fire) can also order a local area evacuation. When evaluating a possible evacuation, university officials will consider the specific threat (bomb, fire, storm, earthquake, explosion, hazardous materials incident, etc.), its context (time of day, likelihood, etc.), and the recommendation of public safety officials.

The procedures for a campus-wide evacuation will vary, depending on the nature of the event. When the decision has been made to evacuate, the campus response will likely be to evacuate in stages, beginning with areas in the immediate vicinity of the threat. Other areas may then be evacuated, depending on the nature of the threat. This graduated evacuation is preferable to a total, immediate evacuation, as it triages the populations most in danger, minimizes the likelihood of gridlock and congestion, and provides for ingress of emergency vehicles and personnel. In all cases, evacuees would be directed away from the vicinity of the threat.

During an evacuation, please ask persons with disabilities if they require assistance. Evacuation chairs are available in most buildings in or near stairwells to
assist in the evacuation of mobility impaired persons. If unable to safely provide assistance, immediately notify emergency responders, police/fire, of the person’s location.

**Shelter in Place Procedures**

Shelter in place means to take immediate shelter in the building where you are located. A shelter in place notification may be communicated through the Alert-SJSU system, emergency responders or building emergency teams.

If you receive a shelter in place notification and you are inside stay where you are. If you are outdoors, take shelter in the closest building or as directed by emergency personnel.

**Missing Person Policy**

San José State University will provide every resident living in University Housing the opportunity and means to identify an individual to be contacted in an emergency. Additionally, federal law requires that the University provide residents the opportunity to designate a person to be contacted in the event that the resident is determined by the police to be a missing person.

Every resident will be notified of the Missing Student Notification procedure to be implemented if they are reported missing. Notification will be listed in the University Housing Services License that is posted on the University Housing Services website: [www.housing.sjsu.edu](http://www.housing.sjsu.edu). Each resident will be required to submit or update their emergency contact information each year when applying or reapplying to University Housing. University Housing Services will collect this information and it will be maintained confidentially and will not be disclosed except in furtherance of a missing person investigation. For residents who are non-emancipated minors, the resident’s custodial parent or guardian will be notified in addition to any contact that has been listed.

**Missing Person Procedures**

Any individual who believes that a student living in University Housing may be missing should contact University Housing Services (UHS) and/or the University Police Department (UPD). If reported to UHS, University Housing Services staff will immediately conduct a preliminary assessment including but not limited to a review of the missing residents’ key card access history and contact with other residents. If the missing person is not located after the UHS preliminary assessment, UHS will immediately contact UPD. In accordance with all State and Federal laws, UPD will investigate all reports of missing students and will cooperate with other law enforcement agencies as necessary, to further the investigation. Federal law requires the university to inform students that their emergency con-
Campus Grounds and Environmental Crime Prevention

The University Police Department, Office of Facilities Development and Operations, Office of the President and Associated Students, Inc., work together to provide the safest possible environment at San José State University. Additionally, UPD personnel routinely check to assure that exterior lights are functioning; Blue Light and elevator phones are in good working order, exterior doors are locked when appropriate and any observable safety issues are corrected.

If you have a concern regarding safety on the university campus, we encourage you to call the University Police Department at 408-924-2222.

Access to Campus Facilities

The San Jose State University campus is located in the city of San Jose and is open to the public. Academic and Administrative buildings are accessible to the public during normal business hours. Most facilities have individual hours and the hours may vary at different times of the year. Entry to most buildings is controlled by card access after normal business hours.

University Housing limits access to its facilities, at all times, to residents, their guests and authorized University staff members.

San Jose State University Police Officers regularly patrol campus buildings. Police Officers are assigned to the Martin Luther King Library along with Library Security Officers. For more information regarding access protocol for a specific building, please see the Department head or contact UPD at (408) 924-2222.

University Hate Crimes Policy

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. Incidents of hate violence should be reported to the University Police Department.
University Drug and Alcohol Use Policy

Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental problems, including unwanted pregnancies, violent behavior, HIV infection or other sexually transmitted diseases and psychological depression.

SJSU recognizes that the abuse of alcohol and other drugs is a threat to the health and welfare of the campus community and is not compatible with an educational environment. The following principles will serve as standards of conduct:

- The unlawful manufacture, possession, distribution or use of a controlled substance is prohibited on campus. Violations of this standard may result in dismissal and/or civil and criminal penalties.
- No individual under the age of 21 and no intoxicated individual may use, purchase or possess alcoholic beverages on campus. Violations of this standard may result in dismissal and/or civil and criminal penalties.
- No individual may possess an open alcoholic beverage container on the SJSU campus unless authorized by Presidential Order 01-01.

Alcohol and Drug Abuse Prevention Committee

The San José State University Alcohol and Drug Abuse Prevention Committee is a multi-departmental and community collaboration that strives to prevent alcohol and drug abuse among SJSU students in order to support their academic and career success. This committee includes representatives from University Police, Student Health Center, Counseling Services, University Housing Services, Spartan Shops, Spartan Athletics, Student Conduct & Ethical Development, Fraternal and Sorority Life and student groups. It provides direction to campus services and guidance in policy development, to prevent alcohol abuse among students.

Each representative is part of a campus department that provides alcohol prevention services to the campus community. In addition, the committee itself operates several programs, initiatives and activities. UPD is instrumental in facilitating several of these events, which include education for new students about campus alcohol policies, input in the revision of campus alcohol policies, support for members to attend alcohol related conferences and collaboration among departments.
University Workplace Violence Policy

San José State University has a zero tolerance policy regarding threatening, intimidating or harassing behavior in the workplace.

If you feel concerned for your safety as a result of the behaviors of another employee or any member of the public, you should advise your manager and/or University Police. In an emergency, dial 9-1-1.

For more information about mitigating workplace violence, call the University Police Crime Prevention Unit at 408-924-2234. You may also wish to view the Mitigating Workplace Violence video on the University Police website at www.sjsu.edu/police. Further, you can report unusual behavior to the Crisis Assessment and Intervention Team (CAIT) at 408-924-6973. For a full description of CAIT, please see page 29 of this report.

What To Do If You Are Assaulted

Although your personal safety is maximized when you take precautions, you may still someday be the victim of a crime. Your reaction can affect whether or not you are physically harmed. You should think now about how you might react under a variety of circumstances. Are you prepared to scream and yell? Will you be able to use force to resist?

- If you are faced with an armed criminal, the risk of injury may be minimized by cooperating with their demands. Avoid sudden movements and do what they demand.

- If you believe your life is in danger, use any defense you can think of (screaming, kicking, biting or running). Your objective should be to get away.

- If you have been the victim of a physical or sexual assault, call the Police immediately. Dial 9-1-1 or 408-924-2222 or use a campus Blue Light telephone.
Sex Offender Registration

Effective October 28, 2003, Penal Code Section 290.01 was expanded to require certain convicted sex offenders to register with the University Police Department, in addition to the law enforcement agency that has jurisdiction where the registrant resides or is a transient, if the registrant is:

- Residing on the university campus; or
- Enrolled as a student of the university; or
- Employed by the university, (includes part-time or full-time, with or without pay); or
- Working or carrying on a vocation at the university for more than 14 days, or for an aggregate period exceeding 30 days in a calendar year (e.g. independent contractors, vendors, etc.); or
- Volunteering at the university; or
- A transient, who is residing, enrolled, employed, carrying on a vocation, or volunteering at the university.

Registrants who meet one of the above listed criteria are required to register with the University Police Department within five working days of commencing their enrollment, employment, residence, or vocation at the university. Registrants are also required to notify the University Police Department within five working days of ceasing their enrollment, employment, residence, or vocation at the university. Transient registrants who meet the above criteria are also required to register with the University Police Department every 30 days while maintaining their status at the university.

More information regarding registered sex offenders in California can be found on the Megan’s Law website at: http://www.meganslaw.ca.gov.
Confidential Crime Reporting

The San José State University Police Department requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

University Police will accept reports of criminal activity in confidence; particularly crimes of sexual violence, allowing the victim, if they wish, to report through a third party and/or remain anonymous.

The San José State University Police Department works closely with other local, state and federal law enforcement agencies. When reporting criminal activity on or off the SJSU campus, any member of the SJSU community may contact and seek assistance from any campus official with significant responsibility for student and campus activities. UPD will investigate the incident or, if appropriate, refer the victim to another agency for assistance. University Police will continue to assist, as needed, for as long as appropriate. This assistance may include notification, transportation, contacting family or friends, or assistance in changing of on-campus living arrangements.

TipNow Anonymous Crime Reporting

San Jose State University Police Department encourages community members to report all suspicious activities or to provide non-emergency information regarding criminal activity to the University Police. UPD has partnered with Resilience, Incorporated to make the TipNow Anonymous Reporting System available to the community. It includes the following anonymous reporting options:

- **Confidential Tip Line:** Call 408-337-2919 and leave an anonymous voice-mail.
- **E-mail:** Send an e-mail to sjsu@tipnow.org.
- **Text message:** Send a text message from your cell phone or mobile device to: sjsu@tipnow.org or 408-337-2919.
- **Online Confidential Report:** Visit our website at: www.sjsu.edu/police and complete the online form in the Crime Reporting section.

*In an emergency, life threatening situation, or serious crime in progress, always dial 9-1-1 or use a campus BlueLight phone.*
Reporting Sexual Assault On or Off-Campus

The San José State University Police Department will investigate allegations of sexual assault and take appropriate criminal, legal or disciplinary action for any crimes that occur within its jurisdiction. If the crime occurred at an off-campus location but the victim reports the assault to University Police, the University Police officers will respond if the victim is on-campus or at a nearby location. University Police will also contact the appropriate police or sheriff’s department to respond to the scene, attend to the victim’s injuries by rendering first aid and request emergency medical services to respond to the scene.

Title IX

San Jose State University’s Human Resources Office of Equal Opportunity and Work Force Planning is responsible for conducting civil investigations of complaints pertaining to sexual discrimination, harassment and/or violence. If you are or have been the victim of sexual discrimination, harassment and/or violence, in addition to filing a report with the University Police Department, you may file a civil complaint with the Title IX Coordinator located in the Human Resources’ Office of Equal Opportunity and Work Force Planning, 408 924-2250.

Sexual Assault Prevention

The University Police Department conducts training regarding sexual assault prevention for men and women. These presentations can be formatted to address the specific issues of a particular group and may cover topics such as:

- The Buddy System
- “No Means No”
- “No One Gets Left Behind”
- Rape Aggression Defense Training (RAD)
- Date Rape Drugs
When speaking to mixed groups, University Police Officers stress the consequences of rape for both victim and suspect. The presentations include information such as:

- Rape is a crime of violence. No matter how badly you want to have sex, it is rape without your partner’s consent.
- The importance of building a relationship based on equality. Communicate expectations clearly. Both men and women should work together and respect each other’s right to initiate and set limits.
- The importance of rejecting stereotypes that teach men to regard women as sex objects or that base masculinity on dominance and aggression.
- Rejecting stereotypes that portray women as passive and powerless.
- Reasons to use alcohol responsibly. Remember that if you use alcohol or drugs, you are still responsible for your actions.
- Recognize and learn to deal with peer pressure. Often sexual activity is encouraged or expected by peers in order to gain acceptance to the group. Consider the consequences before you make such a serious decision.
- If you have sex with a person who is incapacitated or unable to resist or consent (due to alcohol, drugs or unconsciousness) you are committing a sexual assault.
- Alcohol is a common factor in acquaintance rapes. This is true not only of the victim but often the offender. It is important to give special consideration to this issue.
- Alcohol intoxication is NOT an excuse for rape.
What to do if You are Sexually Assaulted

- Get to a safe place.
- Contact the University Police Department by:
  - Dialing 9-1-1 on any campus phone; or
  - Using a campus Blue Light phone; or
  - Calling from a cell phone, dial University Police directly at 408-924-2222 or
  - Coming to the University Police Department located at 377 South 7th St. (at the South Garage entrance).
- Make every effort to preserve any physical evidence of the assault. Do not shower or dispose of any clothing or other items that are present after or during the assault. UPD officers and specially trained members of the Santa Clara Valley Medical Center will assist in obtaining a medical examination by a qualified doctor.

University Police will initiate a criminal investigation of the reported sexual assault and every effort will be made to criminally prosecute the perpetrator(s). Per Government Code section 6254 and Penal Code section 293, a victim of a sexual assault has the right to keep his or her name from being disclosed to anyone other than the prosecutor, parole officers of the Department of Corrections, hearing officers of the parole authority, or other persons or public agencies where authorized or required by law.

After a reported sexual assault incident occurs, the university will make crisis counseling available and assist the victim in changing academic and on-campus living situations, if so requested, and if such changes are reasonably available.
Disciplinary action(s) will be imposed on university students, organizations, faculty or staff found responsible for or contributing to a sexual assault. For violations that have been proven, possible disciplinary action(s) range from censure to termination or expulsion from the university. The accuser and the accused are equally entitled to due process. This includes the opportunity to have a person of his/her choice present at all stages of the disciplinary process, the right to be informed of the outcome of any institutional disciplinary proceeding associated with an alleged sexual offense and the institution’s final determination and any sanction against the accused.

**Rape Aggression Defense (RAD) Training**

The San José State University Police Department offers Rape Aggression Defense (RAD) training to women of the SJSU community.

The RAD system is a program of realistic, self-defense tactics and techniques. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance and progresses on to the basics of hands-on defense training. RAD is not a martial arts program. Courses are taught by University Police staff members who are certified RAD instructors. The RAD system of physical defense is currently being taught at many colleges and universities across the country. For more information visit [www.sjsu.edu/police](http://www.sjsu.edu/police), click on preparedness/prevention. It is listed under crime prevention.

**Violent Intruder on Campus Guidelines for Faculty, Staff and Students**

A violent intruder on campus is an unfortunate reality that we all must consider. Pre-planning for this type of incident is your best chance for survival. Be sure to know your escape routes from every office or room you frequent and be prepared to change your mind-set from being the victim to becoming the aggressor.

The University Police Department is providing the following guidelines in order to give you the advantage of preparation if you are ever faced with a violent intruder situation. These guidelines are not a guarantee but you can greatly improve your chances by becoming familiar with them.
Immediate Actions

If someone on campus starts shooting or attacking victims in any manner, apply the following survival strategies:

- Escape...always look for an opportunity to escape.
- Seek physical protection...lockdown/cover/concealment.
- Listen and watch for the attacker.
- Attack the attacker as a last resort.
- If safely able, provide assistance to others.
- Follow any directions given to you by any authority on the scene, such as: police, medical, search and rescue personnel, building coordinators or building emergency team members. Remember, the police may not know who the attacker is. Do not rush up to the police or grab police personnel. Keep your hands up, open and visible.

If Evacuation is Necessary

If your safest action is to evacuate a building:

- Exit immediately by any means necessary (break windows if necessary).
- Run in a zigzag fashion and don’t stop running until you are a safe distance from the danger area.
- On your way out, instruct anyone you see to exit the building immediately.
- If considering jumping from a window, assess the potential for injury or death.
- Make an improvised rope out of clothing, belts or any other item that can be used to limit the distance you will fall.
- Hang by your hands from the window ledge.
- Attempt to fall into shrubs, mulch, or grass to decrease the potential injury.
- Go to pre-planned rally point that is a safe distance from the danger.
If Shelter in Place is Necessary

If exiting from a building is not possible or is unsafe, shelter in place in the nearest room or office:

- Close the door and use extreme caution if someone knocks or asks for help, it might be a violent intruder pretending to need help.
- Barricade the door with furniture but keep your body clear of the doorway.
- Tie down the door, if possible, using belts attached to door handle or door closer above your head. You may also jam the door closer with other objects available in the room.
- Turn off the lights.
- Close the blinds.
- Stay silent.
- Turn off radios, computer monitors, and put cell phones on silent.
- Use whatever you can to take adequate cover such as concrete walls, thick desks, filing cabinets. Remember...bullets can go through plaster walls.
- If there is more than one of you, spread out, do not huddle together.
- If attacker enters your area and you have no other option for escape, fight back, distract attacker by throwing whatever objects you have available (books, staplers, chairs) at the attacker’s face.
- Commit to attack as a group (swarm).
- Grab the shooter’s extremities (arms, legs, head) and take him/her to the ground using body weight to secure him/her.
- Fight dirty (bite, kick, gouge eyes, etc.) whatever it takes to survive!
- Continue to fight until the intruder is no longer a threat.
- Always look for ways to escape.
If You Have Incapacitated the Violent Intruder:

- Dial 9-1-1 and advise law enforcement the intruder is down.
- Give your location and stay on the phone if possible.
- Secure the suspect with belts, body weight, etc.
- Move any weapons away from the intruder.
- Raise your hands and drop to your knees, if possible, so you do not appear as a threat to responding law enforcement officers.
- Provide first aid to others in the room as needed.

After the Incident

- If necessary, seek medical attention.
- Assist police by offering any information you know about individuals involved in the shooting or about what you saw or experienced during the incident.
- Seek counseling if needed.

Evening Guide Escort Program

One of the most widely used programs offered by the University Police Department (UPD) is the Evening Guide Escort Program. This service is available 24 hours a day, 7 days a week and is available to San Jose State Students, Staff and Faculty. In the event that you feel unsafe walking on campus, University Police will provide an escort to any location on campus and up to 2 blocks from campus.

To request an escort you may call UPD at 408-924-2222 or use a Blue Light or elevator telephone. A trained uniformed student assistant with a police radio will walk you to your destination. However, in the event that a student assistant is not available, a police officer will provide the escort.
SJSU Evening Shuttle

To further enhance the safety of San Jose State University students, staff and faculty, a shuttle with an expanded service area is available Monday through Friday from 7 P.M. to 1 A.M. The shuttle’s area of operation is from East Julian Street to I 280 and First Street to Sixteenth Street. To request the shuttle use any Bluelight phone or call 408-924-2000. For more information go to the UPD website at www.sjsu.edu/police and click on preparedness/prevention. It is listed under Crime Prevention.

Driving Under the Influence Prevention

The University Police Department conducts presentations to students on the hazards of driving under the influence. This program includes a special pair of goggles that simulate the effects of intoxication by disorienting the wearer. Under controlled conditions, a screened volunteer may drink alcohol and, at various stages of intoxication, take a Field Sobriety Test and breath test to demonstrate how little alcohol it really takes to impair a person’s ability to perform simple tasks. In an effort to raise awareness of the dangers of driving under the influence, UPD has arranged for the “Mothers Against Drunk Driving” (MADD) car crash display to be placed on the SJSU campus, when available. For an excellent video about the dangers of driving while intoxicated, visit www.every15minutes.com. For more information, including videos, booklets or presentations, call the University Police Crime Prevention Unit at 408-924-2234.
Crisis Assessment and Intervention Team (CAIT)

The mission of the Crisis Assessment and Intervention Team (CAIT) is to improve campus safety through a pro-active, thoughtful approach to situations that pose, or may reasonably pose, a threat to the safety and well-being of the SJSU community.

If you witness any unusual behaviors, contact CAIT through the University Police Department by calling 408 924-6973 and they will investigate to determine if safety is an issue. Do not be afraid to report a case, whether it is a student, faculty, staff or a visitor to SJSU. In most cases, the person of concern will not face disciplinary measures but will instead receive help from the university.

Targeted violence is often preventable and students, staff and faculty are usually the first to notice concerning behaviors. Keeping our campus safe is a community-wide effort. Please do not ignore any uneasy feelings and contact CAIT to report your concerns.

Behaviors to Note:

- A sudden change in a person’s behavior
- Extremely disruptive behavior
- Suicidal or self destructive thoughts
- Any threats of violence
- A loss of contact with reality
- Disturbing social media postings and/or emails

University Police Crime Prevention Programs

The San José State University Police Department offers a variety of crime prevention and safety services. Each contains a core program that can be tailored to meet the needs of a particular audience.
**New Student and Employee Orientation**

The University Police Crime Prevention Unit offers safety presentations at New Student Orientations each semester. These presentations are designed to give new students an overview of the types of crime that can exist on campus, with tips and strategies to avoid becoming a victim. The message is that many of the crimes on the campus are crimes of opportunity; there are basic steps that students can take to protect themselves, such as locking doors in the residence hall or using the escort service provided by the University Police when walking alone across campus at night. The presentations stress reporting suspicious activity and crime to the police.

Presentations are also offered to campus groups, such as University Housing Services and the fraternities and sororities. The presentations may be accompanied by the video “Don’t be a Victim of Opportunity.” University Police Officers tailor presentations to meet the needs of each group. Time is allocated for questions and answers so that specific areas of concern can be addressed.

The University Police Crime Prevention Unit also provides presentations to faculty and staff, as both an orientation for new employees and as a refresher for current employees. These presentations focus on strategies to avoid being a victim, with an emphasis on reporting crimes. Also, a presentation addressing workplace violence is available.

The University Police and the Bursar’s Office have collaborated to produce a training video dealing with the potential for robbery in the Bursar’s Office. This video is shown in conjunction with training of cashiers, but is applicable to many work areas throughout the University. The video can be seen on the University Police website at [www.sjsu.edu/police](http://www.sjsu.edu/police).
SJSU Prevention Education Program

The University’s Prevention Education Program (PEP) center provides education, resource materials, information and referral assistance regarding alcohol and other drug abuse, date or acquaintance rape, and sexual assault prevention.

The PEP center also offers presentations on a variety of issues and maintains a comprehensive library of materials on the subjects of alcohol use and other drug abuse, date and acquaintance rape, and sexual assault prevention. The PEP center is located in the SJSU Health Building. For more information, call the Office of the Vice President for Student Affairs at 408-924-5900 or the Prevention Education Program at 408-924-5945.

Crime Prevention Tips for Personal Safety

- Avoid unlighted, vacant or deserted areas after dark. If you are being followed or see suspicious activity, move to a lighted building or area and attract the attention of other people. Dial 9-1-1, pick up a blue light phone, or use an elevator phone to reach the University Police.

- Avoid walking alone after dark. For escorts on the campus and adjacent areas, call the University Police Escort Service at 408-924-2222, or dial 4-2222 on any campus phone, elevator or blue light phone. The Escort Service will walk you up to two blocks off campus. Also, there is a shuttle service available Monday through Friday from 7PM to 1AM with an expanded service area. To request the shuttle during its hours of operation call 408-924-2000. See the UPD website at www.sjsu.edu/police.

- Consider walking with a friend or in a group. Avoid jogging alone. Never hitch a ride from a stranger.

- Be aware of your surroundings and other people who may be around you.

- Rather than entering an elevator alone with a stranger, consider waiting for the next elevator. Stand away from the elevator door to avoid being pushed inside. If you are assaulted inside an elevator, hit the “ALARM BUTTON,” not the emergency stop button.

- Always have your keys in your hand and ready for use when you approach a locked door. Look around your vehicle and in the back seat before getting in.

- Drive on well-traveled streets and keep your doors locked. Make it a habit to lock your doors as soon as you get into your car.

- If your vehicle breaks down, stay inside and open your window only slightly. If someone stops to help, stay inside, speak to them through your window and ask them to call for help.
Theft Prevention Tips for Residence Halls

- Always keep your door locked and never prop-open a door that should be locked or closed.
- In group residences, ask strangers to wait in the common areas while their friends are summoned.
- Lock your room door and windows when you leave (even if only for a minute) and take your keys with you.
- Offer assistance to strangers on your floor. If they have legitimate business, they will appreciate your help. If they do not, alert the residence hall staff and/or UPD.
- When moving in or out of your residence, keep your room locked. Also, do not leave your car unlocked when loading or unloading.
- Do not leave coats, books, or other valuable items in common areas. Keep them in your room.
- If you see or hear something suspicious, call the police immediately. Dial 9-1-1 or 408-924-2222, or pick up a blue light telephone.
- Take your valuables home during vacation.
- Never keep large sums of money, jewelry, or other valuables in your residence hall room.
- Get to know your neighbors and watch out for each other.
## University Housing Services Fire Statistics

### 2009 Annual Fire Safety Report Statistics
and Related Information Regarding Fires in
Residential Facilities for San José State University

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Fire Related Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Village Bldg A 380 South Ninth Street</td>
<td>0</td>
<td>N/A</td>
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<td>0</td>
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<tr>
<td>Campus Village Bldg B 380 South Ninth Street</td>
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<td>1 Car Fire/Accidental</td>
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<tr>
<td></td>
<td></td>
<td>1 Trash Can Fire/Accidental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Village Bldg C 380 South Ninth Street</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hoover Hall 325 South Eighth Street</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Royce Hall 355 South Eighth Street</td>
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<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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</tr>
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<td>Joe West Hall 375 South Ninth Street</td>
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<td></td>
<td></td>
<td>1 paper Fire/Arson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 Trash Can Fires/Arson</td>
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</tr>
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</table>

No data available—The fire safety disclosure provisions in HEA went into effect August 14, 2008 Regulations were issued on October 29, 2009.
### 2010 Annual Fire Safety Report Statistics
and Related Information Regarding Fires in
Residential Facilities for San José State University

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Fire Related Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
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</thead>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>325 South Eighth Street</td>
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</tr>
<tr>
<td>Royce Hall</td>
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<td>0</td>
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</tr>
<tr>
<td>355 South Eighth Street</td>
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</tr>
<tr>
<td>Washburn Hall</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>385 South Eighth Street</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Joe West Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
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<tr>
<td>375 South Ninth Street</td>
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2011 Annual Fire Safety Report Statistics
and Related Information Regarding Fires in
Residential Facilities for San José State University

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Total</th>
<th>Cause of Fire</th>
<th>Number of Injuries</th>
<th>Number of Fire Related Deaths</th>
<th>Value of Property Damage Caused by Fire</th>
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</thead>
<tbody>
<tr>
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<tr>
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<td>380 South Ninth Street</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Campus Village Bldg C</td>
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<td>Paper Sign Fire/Arson</td>
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<td>0</td>
<td>$40.00</td>
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<td>380 South Ninth Street</td>
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</tr>
<tr>
<td>Hoover Hall</td>
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<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>325 South Eighth Street</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royce Hall</td>
<td>0</td>
<td>N/A</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>355 South Eighth Street</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washburn Hall</td>
<td>0</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>385 South Eighth Street</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joe West Hall</td>
<td>0</td>
<td>N/A</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>375 South Ninth Street</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Fire Safety System for On-Campus Student Housing Facilities

Hoover Hall, Royce Hall, Washburn Hall

1. Fire Alarm System - horn only on every floor and every wing.
2. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
3. Fire extinguisher in lobby, office, kitchen and both east and west hallways on all floors and PJ lounge on the 2nd and 3rd floor.

Joe West Hall (considered a high rise)

1. Fire Alarm System - audible, horns and strobes in common areas on every floor.
2. PA System with fire alarm system.
3. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
4. Fire extinguisher in lobby, office, kitchen and both north and south hallways on all floors.

Campus Village - A and B (considered high rises)

1. Fire Alarm System - audible, horns and strobes in common areas on every floor and every student unit.
2. PA System with fire alarm system.
3. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
4. Fire extinguisher in every apartment and common area hallways on all floors.
5. Complete sprinkler system in building and student rooms.
Campus Village - C (considered a low rise)

1. Fire Alarm System - audible, horns and strobes in common areas on every floor and every student unit.
2. Smoke detectors are hard wired with battery back up in student rooms not tied to system.
3. Fire extinguisher in every student rooms, kitchens and hallways on all floors.
4. Complete sprinkler system in building and student rooms.

Number of Fire Drills Held in 2011

<table>
<thead>
<tr>
<th>Building</th>
<th>Drills</th>
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<tbody>
<tr>
<td>Campus Village Building A</td>
<td>3</td>
</tr>
<tr>
<td>Campus Village Building B</td>
<td>3</td>
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<tr>
<td>Campus Village Building C</td>
<td>3</td>
</tr>
<tr>
<td>Joe West Hall</td>
<td>3</td>
</tr>
<tr>
<td>Washburn Hall</td>
<td>3</td>
</tr>
<tr>
<td>Royce Hall</td>
<td>3</td>
</tr>
<tr>
<td>Hoover Hall</td>
<td>3</td>
</tr>
</tbody>
</table>

Number of False Alarms That Led to Evacuations in 2011

<table>
<thead>
<tr>
<th>Building</th>
<th>Alarms</th>
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<tbody>
<tr>
<td>Campus Village Building A</td>
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<tr>
<td>Campus Village Building B</td>
<td>12</td>
</tr>
<tr>
<td>Campus Village Building C</td>
<td>1</td>
</tr>
<tr>
<td>Campus Village Parking Garage</td>
<td>2</td>
</tr>
<tr>
<td>Joe West Hall</td>
<td>4</td>
</tr>
<tr>
<td>Washburn Hall</td>
<td>0</td>
</tr>
<tr>
<td>Royce Hall</td>
<td>0</td>
</tr>
<tr>
<td>Hoover Hall</td>
<td>0</td>
</tr>
</tbody>
</table>
University Policies/Rules for Fire Safety in Student Housing:

Electrical Equipment

UHS facilities have limits on their electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:

1. Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters, and hot plates. Microwaves are allowed, but the wattage must not exceed 900 watts.
2. Refrigerators for private bedrooms are permitted, provided they do not exceed: 4.4 total cubic feet.
3. Appliances such as stereos, radios, desk lamps, computers, TV’s, VCR’s, DVD players, sealed component coffee makers, hair dryers, other electrical hair implements, answering machines, and electric blankets are permitted. In the apartments, cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must not overload the system. These appliances must be directly attached to grounded outlets.
4. Privately owned air conditioners are not permitted. Window fans are discouraged and should never be used unless a resident is present.
5. Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Such cords have their own circuit breaker. Do not rely on the integrity of the electrical system of the building to protect your computer equipment.
6. Surge protectors also allow more flexibility for extensions. Extension cords or stringing surge protectors together in a series are prohibited.
7. International appliances should use electrical converters.
8. Irons must be used with ironing boards only and should never be left unattended.
9. Cooking is limited to the general kitchen or kitchenette area and is not permitted in the bedroom.
10. Multiple outlet plugs that insert into an outlet are not permitted.
11. The placement of any material in or around the provided lighting is prohibited. The removal of lights, alteration of the fixtures and the replacement of institutional light bulbs with colored light bulbs are also against UHS policy.
12. Stereo equipment and speakers are expected to be of a size and power that are appropriate for high-density community living. Any damage caused by personal electrical equipment or misuse of the electrical system is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents’ personal belongings. Violations of these guidelines may result in immediate license revocation.

Fire Safety

1. Combustible Material Storage: The storage of combustible materials (gasoline, paint thinner, wax etc.) within the residential facility, including resident rooms/apartments, is not permitted.

2. Fire Alarm/Drill: All residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Those who do not evacuate are in violation of University policy and State fire code and may receive a citation from UPD or the San Jose Fire Department and/or a referral to the UHS judicial system.

3. Fire Safety Equipment: Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their room/suite/apartment door. If the instructions are missing or illegible, the Residential Life Coordinator should be contacted immediately to have a new one installed. Residents are required to initial that they have been shown the evacuation instructions on the Room/Apartment Inventory Form at check-in. The following misuses of fire safety equipment are considered violations of policy: pulling fire alarms or fire alarm covers when no fire exists, blocking or propping fire doors, blocking fire stairs, tampering with smoke detectors, misuse or tampering with the Evacu-Trac Chair, tampering with alarm horns or bells, misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs, and tampering or improper use of fire extinguishers or fire hoses. Note that each residence hall room contains a smoke detector and each apartment/suite contains a smoke detector and fire extinguisher for residents’ safety. Contact the Residential Life Coordinator for additional information about fire safety or if any of your unit’s fire safety equipment appears to be malfunctioning.
4. Open Flame: No open flames are permitted in the residence halls or within housing property outside of designated areas without official UHS approval. This includes, but is not limited to candles, incense, smoking, and the burning of any materials or other flame-emitted articles. Prior written approval must be obtained from the Residential Life Coordinator if this policy is incongruent with religious, cultural, or spiritual beliefs.

5. Portable Heaters: The utilization of portable heaters in the residence halls is not permitted, with the exception of areas that do not have permanent heating units.

6. Halogen Lamps: Halogen lamps/lighting are not permitted.

7. Doors: All unit doors are to be kept closed at all times due to the integrity of the rated corridors. At no time are the doors to be propped open or left ajar.

**Smoking Policy**

In accordance with Executive Order W-42-93 issued by the Governor of California in February 1993 and S03-6 signed by the University President on May 15, 2003, all smoking in state-owned buildings and leased space, including all residence facilities, student apartments, student rooms, patios, and stairwells is prohibited. Residents who do smoke must do so outside of the housing facilities - at least 25 feet away from doorways, stairs, and ground level air intake structures. Smoking is not permitted on balconies, including the walkway between Joe West and the Dining Commons.

Residents who do smoke within UHS housing facilities are in violation of the License Agreement and are subject to judicial action and/or revocation of their license.
If You Smell Smoke or See Fire:

- Leave the area as quickly and safely as possible.
- Close doors behind you as you exit.
- Before opening any door, use the back of your hand to see if it is hot. If the door is hot, do not open it! Stuff towels or clothing beneath the door to block smoke from entering.
- If unable to open door or if the exit is blocked, open a window and signal to emergency responders. Shout at regular intervals to alert emergency personnel to your location.
- Use the stairs to evacuate. Never use the elevator in the event of a fire.
- Ask persons with disabilities if they require assistance. Provide reasonable assistance if able to do so safely. Evacu-Trac chairs are available to assist in evacuating disabled persons.
- Notify emergency responders of the location of persons who are unable to evacuate due to disability, injury or other reasons.
- Do not reenter the building until notified by police or fire and university officials that it is safe.
- When out of danger, activate the nearest fire alarm; use a blue light phone to call UPD.
- Call UPD direct at 408-924-2222 or dial 9-1-1 on a campus phone. Note: When dialing 9-1-1 on a cell phone, the call is routed to the San José Police Department. They will refer the call to the University Police. When using a cell phone, the quickest way to secure help is to dial University Police directly.

Procedures Utilized During Student Housing Evacuation:

1. Determine need to evacuate based on immediate danger and/or orders to evacuate from authorities (UHS/UPD/SJPD, etc.).
2. Announce evacuation through word of mouth by pounding on doors as the area is vacated and pulling the fire alarm if there is, in fact, a fire or requested to do so by University Police.
3. Proceed with evacuation by moving residents out via stairwells and instructing them not to use the elevators. Instruct groups to meet in specific evacuation areas, visually sweep the building’s common areas and move residents to a clear area 500 feet or more from the danger area. Use roster to take attendance of building residents as thoroughly as possible.
4. Enter rooms of residents who require special assistance (blind, deaf, in wheelchair, on crutches, injured, ill, etc.) using the master key.

5. Make sure all residents and staff are out of the danger area and if safe or approved to do so, conduct a building search. Immediately report to the authorities any missing individuals who are suspected to still be in the danger area.

6. If temporary shelter is needed, use another hall or building (Dining Commons, Event Center, etc.). During bad weather, use cars and parking garage.

7. Assist emergency authorities with crowd control and inform residents not to return to evacuated areas until further instructed by emergency personnel. Additionally, apply first aid and comfort to the injured and distraught.

**If Trapped In A Building**

- If near a window, place an article of clothing (shirt, coat, etc.,) outside the window as a marker for emergency personnel.

- If there is no window, stay near the floor, where the air is more breathable. Shout at regular intervals to alert emergency personnel.

**DON'T**

- Residents should not re-enter any danger area - unless instructed and/or told as safe by authorities.

- Residents should not attempt to use elevator to evacuate danger area.

- Do not pull fire alarms if a gaseous substance is present. The alarm bell could spark and ignite gases.
Policies for Fire Safety
Education and Training Programs:

Mandatory Community Meetings
All Resident Advisor staff members present and discuss fire safety and evacuation procedures with all residents during their meetings in August and January.

Building Fire Drills
In September, each building conducts a fire drill within the first two weeks of classes. Residents practice evacuating the building safely and report to their designated building evacuation location and check in with UHS staff members. San Jose Fire Department is invited to talk with residents after the evacuation to educate students about the dangers of fire and false alarms.

Campus Evacuation Drills
All campus buildings are evacuated on November 10th and March 1st. Residents again practice evacuating the building safely and report to their designated building evacuation location and check in with UHS staff members. UHS maintenance staff walks all buildings and floors to ensure that the alarm systems are working properly.

Increased Awareness and Patrol
- UHS Staff are on alert for any suspicious activity and/or talk.
- UPD Safety Alert notifications are posted in all buildings.
- Residents are encouraged to use TipNow to report information.

Programming Efforts
- Resident Advisor programs on fire safety (kitchen safety, evacuation, etc.) occur regularly.
- Bulletin Boards regarding fire safety and the dangers of fire and arson are posted.
- Neighborhood Watch meetings with UPD and UHS residents. Neighborhood Watch flyers are posted up in all residence halls.
- Fire Safety programs are presented in all residential areas in collaboration with UPD during Welcome Week and throughout the year.
INDIVIDUALS SHOULD REPORT ANY FIRE(S) TO:

- Residential Life Staff, University Housing Services,
- University Police Department

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY:

No plans at this time.

Earthquake Safety:

Earthquakes strike without warning and a major quake is usually followed by numerous “after shocks,” which may last for weeks or months. An earthquake’s effect on buildings will vary from building to building. Fire alarm or sprinkler systems may be activated by the shaking. Elevators and stairways may be damaged.

The major threat of injury during an earthquake is from falling objects and debris, and many injuries are sustained while entering or leaving buildings. Therefore, during the earthquake, it is important to remain inside the building.

Safety Procedures

- **Duck**, drop to knees.
- **Cover**, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
- Get under a sturdy desk or table, or in an interior corner. Face away from glass.
- Avoid windows, bookcases, heavy objects and other falling hazards.
- **Hold** position until the shaking stops.
- If you use a wheelchair or have other mobility impairments and are unable to duck, cover and hold, if possible, lock the wheels of the wheelchair, protect your head and neck with your arms, close your eyes and bend over to protect yourself.
- Evaluate surroundings prior to determining whether to evacuate.
- Evacuate immediately if directed by Emergency Responders or Building Emergency Team members or there is a fire, gas leak or other life threatening condition.
- Ask disabled persons if they require assistance and provide assistance if able to do so safely.
• Report any missing students, disabled persons requiring assistance or persons who are unable to evacuate to Emergency Responders and Building Emergency Team members.
• Stay alert for aftershocks.
• Do not light any fires.
• Stay alert for aftershocks.
• Do not light any fires.
• Do not return to building unless authorized by Police, Fire and Administration officials.

In a Car
• Pull to the side of the road, stop and set parking brake.
• Avoid overpasses and other overhead hazards.
• Stay inside the vehicle until the shaking stops.

Outside Buildings
• Assume drop and cover position in an open space away from wires, buildings and overhead hazards.
• Maintain position until shaking stops.
• Do not enter a building until it has been determined to be safe and authorized by Police, Fire and Administration officials.

The San José State University Police Department “Annual Security and Fire Safety Report” is the Department’s “Student Right to Know” report. In addition to this hard copy which is printed and distributed annually to all SJSU departments for public display, it is posted on the University Police website (www.sjsu.edu/police). Additional copies are available at the University Police or by calling the Police Records Unit at 408-924-2172.

<table>
<thead>
<tr>
<th>Criminal Offenses On Campus Including SJSU Residential Facilities</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex offenses– Forcible</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Sex offenses– Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>3</td>
<td>6</td>
<td>2</td>
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<tr>
<td>Aggravated Assault</td>
<td>12</td>
<td>2</td>
<td>13</td>
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<td>Burglary</td>
<td>31</td>
<td>36</td>
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<td>Motor vehicle theft</td>
<td>11</td>
<td>16</td>
<td>13</td>
</tr>
<tr>
<td>Arson</td>
<td>6</td>
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</table>
### Criminal Offenses at SJSU Residential Facilities

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/non-negligent manslaughter</td>
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<tr>
<td>Sex offenses– Non-forcible</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>3</td>
<td>0</td>
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</tr>
<tr>
<td>Burglary</td>
<td>10</td>
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<td>4</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
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<tr>
<td>Arson</td>
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### Criminal Offenses on Non-Campus Property

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
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</thead>
<tbody>
<tr>
<td>Murder/non-negligent manslaughter</td>
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<td>0</td>
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<td>Sex offenses– Forcible</td>
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<td>2</td>
</tr>
<tr>
<td>Sex offenses– Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>3</td>
<td>7</td>
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<tr>
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### Criminal Offenses on Public Property

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<th>Offense</th>
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<tr>
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<td>9</td>
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<tr>
<td>Arson</td>
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</table>

These statistics and statistics of criminal activity for the other California State Universities can be found on the Department of Education website: [http://ope.ed.gov/security](http://ope.ed.gov/security).

### SPECIFIC ARRESTS

#### Specific Arrests on Campus

Including SJSU Residential Facilities

<table>
<thead>
<tr>
<th>Violation</th>
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<th>2010</th>
<th>2011</th>
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<tbody>
<tr>
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<tr>
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<td>80</td>
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<td>45</td>
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<td>Liquor Law Violations</td>
<td>60</td>
<td>13</td>
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#### Specific Arrests at SJSU Residential Facilities

Residential Facilities are a subset of on campus.

<table>
<thead>
<tr>
<th>Violation</th>
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<th>2010</th>
<th>2011</th>
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</thead>
<tbody>
<tr>
<td>Weapons Violations</td>
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<td>3</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>32</td>
<td>27</td>
<td>18</td>
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<tr>
<td>Liquor Law Violations</td>
<td>15</td>
<td>7</td>
<td>4</td>
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</table>
### Specific Arrests on Non-Campus Property

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
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<tbody>
<tr>
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<td>1</td>
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<tr>
<td>Drug Violations</td>
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### Specific Arrests on Public Property

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<tr>
<th></th>
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<th>2010</th>
<th>2011</th>
</tr>
</thead>
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<tr>
<td>Weapons Violations</td>
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<tr>
<td>Drug Violations</td>
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<td>19</td>
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<td>Liquor Law Violations</td>
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</table>

### Judicial Referral

The following statistics include crimes reported to University Police that were referred to the Office of Student Conduct and Ethical Development, in addition to any other routing.

### Judicial Referrals on Campus

#### Including SJSU Residential Facilities

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>11</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>11</td>
<td>1</td>
<td>12</td>
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</table>

### Judicial Referrals at SJSU Residential Facilities

Residential facilities are a subset of on campus.

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons Violations</td>
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<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>6</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>3</td>
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<td>8</td>
</tr>
<tr>
<td>Judicial Referrals on Non-Campus Property</td>
<td>2009</td>
<td>2010</td>
<td>2011</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
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</table>

<table>
<thead>
<tr>
<th>Judicial Referrals on Public Property</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
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</thead>
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<td>Weapons Violations</td>
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</tr>
<tr>
<td>Drug Violations</td>
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<td>3</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
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</tr>
</tbody>
</table>

HATE CRIMES

Crimes reported to the University Police that were characterized as hate crimes.

- There were no reported hate crimes for the years 2009, 2010 or 2011.

MOSS LANDING MARINE LABORATORIES

<table>
<thead>
<tr>
<th>Criminal Offenses Reported by Monterey County Sheriff’s Office</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/non-negligent manslaughter</td>
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<td>0</td>
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</tr>
<tr>
<td>Negligent manslaughter</td>
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<tr>
<td>Sex offenses– Forcible</td>
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<td>0</td>
</tr>
<tr>
<td>Sex offenses– Non-forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Victim and Witness Assistance

**Domestic Violence (24 Hour Lines)**
- Support Network for Battered Women: 1-800-572-2782
- Next Door, Solutions to Domestic Violence: 408-279-2962
- Community Solutions (South County): 408-683-4118
- Asian Women’s Home: 408-975-2739

**Sexual Assault (24 Hour Lines)**
- YWCA Rape Crisis Center (North County): 650-493-7273
- YWCA Rape Crisis (Central): 408-287-3000
- YWCA South County Rape Crisis: 408-779-2115

**Victim/Witness Assistance**
- Victim Witness Center: 408-295-2656
- Advocate in the Office of the DA: 408-792-2546

**County of Santa Clara,**
**Office of the District Attorney**
- Main Office (San José): 408-299-7400
- North County (Palo Alto): 650-324-4600
- South County Office (San Martin): 408-686-3600
- Office of Pretrial Services: 408-792-2460
- Adult Probation: 408-435-2000
- Jail-Booking: 408-299-2306
- Superior Court Family Division: 408-534-5600
- Victim Notification System (VINE): 800-464-3568

**State of California**

The California Victims of Crime Program was created to help victims and their families with the many costs of crime. It is funded entirely with fines and penalties from offenders, not by California’s tax dollars. The Victims of Crime Program may help ease the financial burdens many victims face.

California Victims of Crime Program: 800-777-9229