



ABRAHAM LINCOLN UNIVERSITY  
Since 1996

## Campus Security Policies and Procedures

### Annual Security Report

Published: September 25, 2024

Abraham Lincoln University is committed to providing all students, faculty, staff, and guests a safe environment conducive to learning. The following Annual Security Report (ASR) is provided to all employees and students pursuant to the federal requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990 requiring annual school reporting of crime statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. The Violence Against Women Reauthorization Act of 2014 (VAWA) and Campus Sexual Violence Act (SaVE Act) provision adds domestic violence, dating violence, and stalking to the reportable offenses. Included in the ASR are the school's policies, procedures, and programs addressing safety and security, including policies for responding to emergency situations and sexual offenses.

### Reporting Crimes & Other Emergencies

To provide a healthy and secure training environment, Abraham Lincoln University encourages prompt and accurate reporting of all crimes to school authorities and the appropriate law enforcement agencies.

**To report a crime in progress or an emergency, dial 9-1-1.** Please report any crime or hazard to your safety or that of a fellow student, employee, or guest to school authorities immediately. In case there is an emergency situation involving robbery, aggravated assault, arson, burglary, motor vehicle theft, manslaughter, rape or murder, and alcohol and drug related violations, including use, sale, possession, and underage drinking, ALU encourages prompt reporting to the school's Vice-President. The school will work closely with state and local police agencies involving emergency situations and reportable crimes.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the ALU campus should be reported. In addition to 911, you may also contact the **Industrious Security Office** at (747) 215-4739 or **Industrious Building Management** at (818) 213-2220.

Any reporting of crimes is on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics for this Annual Security Report. If you are the victim or witness of a crime and wish to keep your identity anonymous, a report can still be file without revealing your identity.

#### Office Location – Security and Access:

ALU's office is located at Industrious, 500 N. Brand Blvd., Suite 2000, Glendale, CA 91203 in a high rise building. Industrious provides a coworking space and operates in more than 200 locations and 65 cities in

the United States. The Glendale premises are patrolled by professional security officers provided by property management of the building. Access to ALU's office on the 20<sup>th</sup> floor is secured via a downloaded application that employees must wave or tap upon entering the elevators in the lobby. Additionally, security controls access to the building by requiring visitors to sign in with the security guard on duty.

#### Campus Law Enforcement:

As ALU is primarily a distance education university, it does not employ its own security personnel but rather relies upon the security officers provided by property management of the building it occupies. The security officers have the authority to ask for identification and grant or deny access to the building and can make citizens arrests and hold individuals suspected of committing felonies until police arrive. Criminal incidents are referred to the local police who have jurisdiction over the Industrious building, where ALU's office is located.

#### Contact Numbers:

**Emergency:** 9-1-1

**Police Department:** (818) 548-4911

**Fire Department/Paramedics:** (818) 956-4800

**Security Office:** (747) 215-4739

**Building Management:** (818) 213-2200

**Local Hospital (Glendale Memorial):** (818) 502-1900

**Poison Control Center:** (800) 222-1222

**Abraham Lincoln University, Main Line:** (213) 252-5100

**ALU Administration:** Donald Gargiulo, Chief Operating Officer (213) 252-5100, x101

**Title IX Coordinator:** Bernadette Agaton, Provost (213) 252-5100 x208

## **Timely Warnings and Emergency Notification**

Upon a significant campus emergency involving an immediate threat to public safety, the school will notify, in person, students and employees of the dangerous situation. Additionally, Abraham Lincoln University will notify students/employees via phone call, text messaging and/or email of a potentially dangerous situation and instructions on how to decrease their exposure to the threat. The institution will determine if there is a tangible, credible, and imminent threat warranting an actual emergency. The institution will determine which students, employees, and corresponding contacts are necessary to notify. As such, the Vice-President, together with the school's Registrar, are responsible for carrying out this process.

Finally, content and the initiation of the emergency notification will be determined based on the nature of the particular emergency. In addition to notifying the campus community of any significant emergencies posing a threat to public safety, ALU will also disseminate emergency information to the larger community by alerting local law enforcement agencies, corresponding state, county, and/or federal agencies, if applicable, and the Building Manager and Security Office. ALU is committed to the safety and security of the community and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a

victim or to contain, respond to, or otherwise mitigate the emergency. See also [APPENDIX 1 Industrious Emergency Plan](#).

## Annual Disclosure of Crime Statistics

To comply with the Jeanne Clery Disclosure of Campus , this report will be prepared on an annual basis in cooperation with local law enforcement agencies surrounding the campus and facilities, as well as any reports/incidents compiled by the school. Each entity will provide updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics will include those reported to Campus Security, designated campus and security officials and general campus staff.

This report is made available to:

- Upon enrollment, students are emailed a copy of the school's Annual Crime and Safety Report.
- Upon hiring, Faculty and Staff are emailed a copy of the school's Annual Crime and Safety Report.
- All prospective students and the general public via the school's website home page (under Disclosures) available at [www.alu.edu](http://www.alu.edu).
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The ASR contains the disclosure of crime occurrences for the most recent calendar year. For the entire calendar year of 2023, ALU's offices were located at 100 W. Broadway, Suite 600, Glendale, CA 91210. ALU is currently located at 500 N. Brand Blvd, Suite 2000, Office 12, Glendale, CA 91203.

The most recent report is for calendar year 2023 and discloses the number or crime occurrences that occurred at ALU's former business address in the following categories:

### CRIMINAL OFFENSES

Criminal Offenses	Year	On Campus	Public Property	Total
Murder/non-negligent manslaughter	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Manslaughter by negligence	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Fondling	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

Incest	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Statutory rape	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Robbery	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Aggravated assault	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Burglary	2023	1	0	0
	2022	0	0	0
	2021	0	0	0
Motor vehicle theft	2023	0	0	0
	2022	0	0	0
	2021	0	1	1
Arson	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

#### HATE CRIME AND UNFOUNDED CRIME REPORTING

Type of Reporting	Year	On campus	Public property	Total
Hate crimes	2023	0	0	0
	2022	0	0	0
	2021	0	0	0
Unfounded crimes	2023	0	0	0
	2022	0	0	0
	2021	0	0	0

#### VAWA OFFENSES

VAWA Offenses	Year	On campus	Public property	Total
Domestic violence	2023	0	0	0

	2022	0	0	0
	2021	0	1	1
	2023	0	0	0
	2022	0	0	0
Dating violence	2021	0	0	0
	2023	0	0	0
	2022	0	0	0
Stalking	2021	0	0	0

#### ARRESTS

Arrests	Year	On campus	Public property	Total
	2023	0	0	0
	2022	0	0	0
Weapons: carrying, possessing, etc.	2021	0	0	0
	2023	0	0	0
	2022	0	0	0
Drug abuse violations	2021	0	0	0
	2023	0	0	0
	2022	0	0	0
Liquor law violations	2021	0	0	0

#### DISCIPLINARY ACTIONS

Disciplinary Actions	Year	On campus	Public property	Total
	2023	0	0	0
	2022	0	0	0
Weapons: carrying, possessing, etc.	2021	0	0	0
	2023	0	0	0
	2022	0	0	0
Drug abuse violations	2021	0	0	0
	2023	0	0	0
	2022	0	0	0
Liquor law violations	2021	0	0	0

## **Security Awareness and Crime Prevention Programs for Students and Employees**

The safety of students and employees on campus is vitally important to ALU. The key to a safe and secure environment is cooperation. By working together, students, faculty, and staff members can learn more about safety awareness. A common theme of all security awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. During student orientation, ALU will provide safety tips and procedures to explain how individuals can better protect themselves and avoid being victims of crime. Similar information is presented to new employees. Additionally, information on programs regarding crime prevention, campus disciplinary action for alcohol or drug related violations, weapons possession, awareness of rape, acquaintance rape, and other sex offenses are available through the issuance of pamphlets/brochures. Information concerning registered sex offenders can be obtained by visiting the California Megan's Law Sex Offender website at <http://meganslaw.ca.gov/homepage.htm>.

## **Alcoholic Beverages and Illegal Drugs**

Abraham Lincoln University is committed to promoting a drug-free learning environment. ALU has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Drug abuse affects all aspects of life. It threatens the workplace as well as our homes, our schools and our community. Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to university disciplinary action and criminal prosecution. The University community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on University property. If an individual is apprehended for violating any alcohol- or other drug-related law while at a University location or activity, ALU will fully support and cooperate with federal and state law enforcement agencies.

## **Substance Abuse Education**

### **PREVENTION PROGRAMS**

Information on Abraham Lincoln University's drug policies and prevention may be found in the Catalog available on the university's website at [www.alu.edu](http://www.alu.edu). ALU's Drug Prevention Program Disclosure provides the following:

- Standards of Conduct
- Institutional Sanctions
- Federal, State, and Local Sanctions
- Loss of Title IV (Financial Aid) Eligibility
- Health Risks Associated with Use and Abuse
- Drug and Alcohol Counseling and Treatment Availability

Any member of the University community found possessing or selling illegal drugs on University property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the University.
- In all cases, the University will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- Penalties may include required participation in and completion of appropriate rehabilitation programs
- The University has adopted a zero-tolerance policy regarding alcohol and drug violations.

#### LOCAL, STATE & FEDERAL LEGAL SANCTIONS

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available on the California Department of Alcoholic Beverage Control website, [www.abc.ca.gov](http://www.abc.ca.gov).

### **Campus Policy on Sexual Misconduct and Prevention**

Sexual misconduct, including sexual harassment, sexual violence, sexual exploitation, domestic violence, and stalking are violations of Abraham Lincoln University's Conduct Code and its sexual misconduct policy. A number of federal laws and regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of California law.

Members of the campus community, guests, and visitors have a right to be free from sexual misconduct. All members of the community must conduct themselves in a way that does not infringe upon the rights of others. ALU's sexual misconduct policy is intended to define expectations for appropriate conduct and outline resolution processes to address conduct that does not meet these expectations. When individuals accused of sexual misconduct are found to be in violation of the policy, ALU will impose serious sanctions, including suspension or expulsion from the school.

All members of the campus community, guests, and visitors are protected by this policy regardless of their sexual orientation or gender identity. ALU has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur, whether on- or off-campus.

Additional information about campus crime statistics, state laws, and disclosures related to sexual misconduct can be found in this Annual Security Report.

#### **Preventing and Responding to Sex Offenses**

Abraham Lincoln University endeavors to educate the student community about sexual assaults and date rape during student orientation. The school offers sexual assault education and information programs to students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. ALU strongly advocates that a victim of

sexual assault reports the incident in a timely manner. See the **What to Do If You Are Sexually Assaulted** section below for more information.

Should a victim of a sex offense request a change in academic situation (such as switching classes, faculty, etc.), ALU will make such changes if they are reasonable and available.

Possible options for such changes:

- Change in schedule
- Change in faculty/teacher
- Change in program sequence
- Other changes as appropriate, available and reasonable

Individuals may make such requests through the Vice-President and Registrar.

University disciplinary proceedings are detailed below. A student found guilty of violating the University conduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense.

### **What To Do If You Are Sexually Assaulted**

If you or someone you know has been sexually assaulted recently, there can be time sensitive decisions to make about preventing sexually transmitted infections, preventing pregnancy and collecting physical evidence. Students who have been sexually assaulted are advised to proceed with the following:

- Go to a safe location as soon as you are able.
- Seek immediate medical attention if you are injured or believe you may have been exposed to an STI/STD or potential pregnancy. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. The National Sexual Assault Hotline is available 24 hours, (800) 656-4673. Some options in Los Angeles include the Rape Treatment Center, (424) 259-7208 (24 hours/7 days), and the Violence Intervention Program, (323) 221-4134. Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception
- If you are experiencing an emergency situation or want to report the crime immediately, call 911 (24 hours);
- Contact a family member, trusted friend, or someone who can provide support ;
- Contact the National Sexual Assault Hotline at (800) 656-HOPE (4673), 24 hours/7 days Angel Step Inn, Domestic Violence Emergency Shelter, Crisis Line at (323)780-4357, 24 hours/7 days a week
- It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be

obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

- Choose how to proceed. You have options, and are encouraged to contact counseling to discuss your options: (1) Do nothing until you are ready; (2) pursue resolution by Abraham Lincoln University; and/or (3) initiate criminal proceedings; and/or (4) initiate a civil process against the perpetrator. You may pursue whatever combination of options is best for you. Those who wish incidents to be handled criminally should contact the local police where the assault occurred.

### **Your Rights**

Abraham Lincoln University strives to provide members of the campus community with fair and equitable resolution processes that include both formal and informal options. ALU is committed to creating a campus environment that ensures prompt reporting and timely and just adjudication of sexual misconduct cases. It is the goal of the University to provide students who are survivors of sexual misconduct or assault or attempted assault with support and services and to ensure that certain rights that shall be respected by all University employees.

Students who believe they have experienced sexual misconduct may file a formal complaint with the University and/or pursue criminal charges or legal redress. Herein, the student filing the report of sexual misconduct will be referred to as the "Complainant."

These rights include, but are not limited to, the following:

#### **REPORTING**

- Complainants have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
- Complainants may decline to report to law enforcement if they so wish.
- Complainants have the right to have their allegations investigated and resolved internally by Abraham Lincoln University

#### **FAIRNESS**

- All members of the campus community have the right to have reported incidents addressed according to the school's published procedures.
- All parties have equal opportunities to have a support person of their choosing or offered by the institution present throughout all resolution proceedings (including intake, interviews, hearings, etc.). This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.
- All parties have the right to written notice of the outcome of sexual misconduct resolution proceedings.

- Complainants and witnesses will receive amnesty for minor infractions (e.g., alcohol and drug violations) that are secondary to incidents of sexual misconduct.
- Complainants, their supporters, and witnesses have a right to be free from retaliation.
- The right to be treated with respect and dignity by University officials.
- The right not to be discouraged by University officials from reporting an assault to both on-campus and off-campus authorities

#### SUPPORT

- Students have access to existing campus counseling and medical professionals, victim support services, and to be given referrals to off-campus counseling and support services if desired.
- Students and employees have a right to be notified of on- and off-campus supportive resources.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Complainants have the right to supportive measures, which include but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, referral to medical or healthcare services, referral to community-based services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

#### Retaliation

Abraham Lincoln University will not support retaliation against any person for exercising the right to make a formal or informal sexual misconduct complaint, to use any of the informal processes provided by the University or to testify or offer evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual assault is proven. The complainant has the option of participation within the University's judicial proceeding. Should the complainant choose not to participate, the University still retains the right to proceed with disciplinary action.

Retaliation includes, but not limited to, making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of Abraham Lincoln University's policies, rules and standards of conduct. Any student or employee found engaging in retaliation will be subject to disciplinary action up to and including suspension and/or termination of employment.

#### About Confidentiality

To make informed choices, all parties should be aware of confidentiality and privacy issues, as well as, institutional mandatory reporting requirements.

#### CONFIDENTIAL REPORTING

If the complainant wishes that details of an incident be kept confidential, they should speak with the school's Title IX Coordinator. Additionally, local resources such as crisis centers are also confidential and have no duty to report your information to Abraham Lincoln University.

#### MANDATED REPORTING

All ALU employees who are not designated above as confidential, are mandated reporters for all the details of which they are aware about an incident. They share this information with the Title IX

coordinator. Giving a mandated reporter notice of an incident constitutes official notice to the institution. Incidents of sexual misconduct will be taken seriously when official notice is given to the institution. Such incidents of sexual misconduct will be investigated and resolved in a prompt and equitable manner under ALU's resolution procedures, which are discussed below.

You may request confidentiality and/or that the Title IX coordinator provide you with remedies and resources without initiating a formal resolution process. The coordinator will weigh requests for confidentiality against the institutional need to address and remedy discrimination under Title IX. Generally, the school will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

In cases where your request for confidentiality is granted, ALU will offer you available resources, supports, and remedies. You are not obligated to pursue formal resolution in order to access the resources that are available. If the school decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of the school to enforce its policies or provide some remedies may be limited as a result of your decision not to participate.

#### INCIDENTS INVOLVING MINORS

Please be aware that institutional duties with respect to minors (those under the age of 18) may require reporting sexual misconduct incidents to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed in sexual misconduct incidents involving minors.

#### Supportive Measures and Remedies

Abraham Lincoln University may take whatever steps are deemed necessary to appropriately respond to allegations of sexual misconduct, protect students' rights, and keep members of the campus community safe from further harm. Supportive measures include, but are not limited to:

- » Issuing interim suspensions pending a hearing.
- » Reporting incidents to local police and/or prosecutors.
- » Referring to counseling and health services.
- » Referring to the Employee Assistance Program.
- » Providing education to the community.
- » Assist with housing situation of the reporting or responding party.
- » Altering work arrangements for employees.
- » Providing campus escorts.
- » Providing transportation assistance.
- » Implementing contact limitations between the parties.
- » Offering adjustments to academic deadlines, course schedules, etc.

These measures are available regardless of whether a complainant seeks formal resolution or makes a crime report.

#### Procedures

Click here to access ALU's [Title IX Non-Discrimination and Grievance Process Policy](#).

## **Risk Reduction**

### **RISK REDUCTION FOR INTIMATE PARTNER VIOLENCE, STALKING, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE**

While victim-blaming is never appropriate and Abraham Lincoln University fully recognizes that only those who commit sexual misconduct are responsible for their actions, Abraham Lincoln University provides the suggestions that follow to help individuals reduce their risk of being victimized and their risk of committing acts of sexual misconduct.

#### **REDUCING THE RISK OF VICTIMIZATION**

- ✓ Make any limits/boundaries you may have known as early as possible.
- ✓ Clearly and firmly articulate consent or lack of consent.
- ✓ Remove yourself, if possible, from an aggressor's physical presence.
- ✓ Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- ✓ Take affirmative responsibility for your alcohol and/or drug consumption. Alcohol and drugs can increase your vulnerability to sexual victimization.
- ✓ Look out for your friends and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

#### **REDUCING THE RISK OF BEING ACCUSED OF SEXUAL MISCONDUCT**

- ✓ Show your potential partner respect if you are in a position of initiating sexual behavior.
- ✓ If a potential partner says "no," accept it and don't push. If you want a "yes," ask for it, and don't proceed without clear permission.
- ✓ Clearly communicate your intentions to your potential sexual partners and give them a chance to share their intentions and/or boundaries with you.
- ✓ Respect personal boundaries. If you are unsure what's OK in any interaction, ask.
- ✓ Avoid ambiguity. Don't make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you don't have consent.
- ✓ Don't take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- ✓ Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn't want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- ✓ Respect the timeline for sexual behaviors with which others are comfortable and understand that they are entitled to change their minds.
- ✓ Recognize that even if you don't think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- ✓ Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.

- ✓ Understand that consent to one type of sexual behavior does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- ✓ Understand that exerting power and control over another through sex is unacceptable conduct.

## **Notification to Students of Existing On and Off-Campus Services for Victims of Sexual Offenses**

Various counseling options (on- and off- campus) are available to victims of sex offenses:

### **On-Campus Services:**

ALU's Title IX Coordinator is identified below and may be contacted to file a report or complaint, or to otherwise assist individuals in ensuring equal access to the university's educational programs in compliance with Title IX.

Title IX Coordinator: Bernadette Agaton

Address: 500 N. Brand Blvd., Suite 2000, Office 12, Glendale, CA 91203

Tel.: (213) 252-5100, extension 208

Email: [titleixcoordinator@alu.edu](mailto:titleixcoordinator@alu.edu)

### **Off-Campus Services:**

#### HOTLINES/CENTERS

Emergencies (Fire Dept., Police, Paramedics & Highway Patrol): Dial 911

National Suicide Prevention Lifeline: [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) (800) 273-TALK

National Sexual Assault Hotline: [www.ohl.rainn.org](http://www.ohl.rainn.org) (800) 656-4673

Rape Treatment Center: [www.rapetreatmentcenter.org](http://www.rapetreatmentcenter.org) (424) 259-7208

Substance Abuse Treatment Helpline: [www.samhsa.gov](http://www.samhsa.gov) (800) 662-4357

National Domestic Violence Hotline: [www.thehotline.org](http://www.thehotline.org) (800) 799-7233

#### CLINICS

Planned Parenthood [www.plannedparenthood.org](http://www.plannedparenthood.org)

Burbank Health Center

916 W Burbank Blvd. #M

Burbank, CA 91506

(800) 576-5544

LA County Health Services [www.ladhs.org](http://www.ladhs.org)

H. Claude Hudson Comprehensive Health Center

2829 South Grand Avenue

Los Angeles, CA 9007

(213) 699-7000

## **Sex Offender Registration**

As an institution of higher education, we are required to issue a statement advising the campus community where law enforcement information, provided by a State concerning registered sex

offenders, may be obtained. Sex offenders already required to register in a State must provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Information concerning registered sex offenders can be obtained by visiting the California Megan's Law Sex Offender website at <http://meganslaw.ca.gov/homepage.htm>.

## **Disclosures of Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses**

Abraham Lincoln University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Non-Discrimination Policy**

Consistent with all applicable laws, Abraham Lincoln University does not discriminate on the basis of age, race, color, national origin, sex, gender identity, sexual orientation, sex stereotypes, sex characteristics, disability, veteran status, religion, marital status, or pregnancy or related conditions, in its educational programs, activities, or employment practices. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975.

## **Emergency Response Plan & Evacuation**

As ALU's administrative office is located at a coworking space, Industrious, please review the [Industrious Emergency Plan in the appendix](#) to this report for information on what to do in the unlikely event that you are visiting ALU's office and an emergency occurs.

### **EMERGENCY RESPONSE KIT**

Abraham Lincoln University maintains a basic emergency kit for general use in the office. In an emergency evacuation, the kit will be transported by staff outdoors to the evacuation assembly area. The kit contains:

- First aid supplies. In some emergencies, our personnel may have to provide first aid to those with non-life threatening injuries.
- Small emergency water supply.

In addition, it is recommended that all staff and faculty members maintain a personal emergency kit in their work area. This kit should include:

- Water and non-perishable food.
- Flat shoes (i.e. tennis shoes).

- Emergency space blanket.
- First aid supplies.
- Personal medication and extra eye glasses.
- Portable AM/FM Radio (spare batteries).
- Flashlight (spare batteries).
- Money (small amount).
- Work Gloves (optional).
- List of essential phone numbers, including an out of state family contact number

## APPENDIX 1



Downtown Glendale 500 N Brand Blvd Suite 2000 Glendale, CA 91203

### WHAT CONSTITUTES AN EMERGENCY?

Emergencies are any incidents that put members' or employees' safety at risk. This can include (but is not limited to) the following:

- Extreme weather (hurricanes, tornadoes, blizzards, etc.)
- Building equipment failures (elevators, boilers, pressure pumps, power etc.)
- Active shooter/bomb threats
- Fire
- First aid/health emergencies/city and office wide health issues
- Gas leaks
- Security and/or safety concerns (for active emergencies dial 911)

### EMERGENCY COMMUNICATION + ACTION PLANS

#### ***Extreme Weather***

##### *Anticipating Extreme Weather*

1. Contact your Membership Experience Manager, Liana Dickerson at [laglendale@industriousoffice.com](mailto:laglendale@industriousoffice.com) or (818) 213-2220, who will proceed with action to determine whether the weather constitutes shutting down the office for the day.
  - a. We typically follow local school closures which can be found on local news channels.
2. You will be notified of a business closure due to weather, the office will be closed and Industrious staff will not be on site. This is for the general safety of Industrious members and staff.
3. Doors are properly locked for business hours. Members should be able to enter with access cards.

#### *Sudden*

*(ex. Tornado, earthquake, etc.)*

#### *Extreme*

#### *Weather*

1. Members will be notified that for their safety, everyone should move away from windows and any glass.
  - a. Safe spaces are usually bathrooms, stairwells, interior hallways, and in some offices, common areas
  - b. DO NOT leave the building and DO NOT use the elevators

## ***Building Equipment Failure***

### ***Elevators***

1. If a member is stuck in an elevator, first call the building at (818) 269-4813
2. If the line is busy, please call Industrious to see if they can alert the building of the situation at (818) 213-2220.

### ***HVAC***

*\*This refers to entire office HVAC fails*

1. Members will be contacted through email about the HVAC failure and will be updated with any news from the building

### **OTHER BUILDING EQUIPMENT**

1. If any building equipment fails, the building will relay any messages to Industrious staff and to the members through email. (e.g. heat pump fail, water main break, etc.)
2. In the event of an evacuation, an Industrious staff member will walk around to alert members that this is not a drill and will direct everyone to the stairwells to exit the building

## ***Unscheduled Power Outage***

1. Each situation is unique. Please reach out to your local team at [laglendale@industriousoffice.com](mailto:laglendale@industriousoffice.com) due to phone lines potentially being down to the power outage

## ***Active Shooter***

*\*In a situation like this, the most important thing is to **be safe**. Please make sure you are out of harm's way and call 911 as soon as you can.*

1. If the shooter is outside of the space - get as far from the door as possible.
2. Call 911
3. The local team will lock all Industrious controlled doors and direct members to either shelter in place or evacuate
4. Members will be communicated with about next steps through email

## ***Bomb Threats***

1. In the event of a bomb threat, you'll want to evacuate immediately. Industrious staff will move through the space and ensure everyone knows that they must follow the evacuation plan below
2. Members will be contacted about any updates regarding the situation

## ***Fire Safety/Gas Leaks/Building Evacuations***

If you **hear an alarm or an announcement** to evacuate the building, head out of your office to the stairwells. Industrious staff will move through the space and ensure everyone knows that they must follow the evacuation plan.

*\*Please note if there is anyone in your space who cannot evacuate via the stairs without help (ex. Someone in a wheelchair, on crutches, pregnant women). Each building has their own way of dealing with this, and*

*as part of the evacuation plan, the property manager will have an alternative plan created that can be found in the attached emergency plan document created by the building*

1. If the fire or gas leak is **in our space**, Industrious staff will walk around the space and let members know they need to evacuate, while other staff members call 911

*\*Each location has an offsite meeting spot - Industrious is outside the Milford parking entrance*

#### ***First Aid/Health Emergencies***

1. If this is a true health emergency (heart attack, seizure, broken limb, anaphylaxis, etc.) the main priority will be getting medical attention: Call 911 immediately.

*\*Have whoever is closest ask around the space for anyone who knows CPR (if CPR is necessary)*

