

# Campus Safety Services

## 2022-23 Annual Report to the President

### August 2023

#### Context for the Annual Report to the President

The annual report is prepared in response to another of the recommendations in the CSS audit: “Prepare and submit an annual comprehensive campus safety report to the president that includes detailed information about all activities.”

#### Campus Safety Services

On July 1, 2021, Campus Safety Services (CSS) officially joined the Division of Student Life. As part of the Division, CSS collaborates across university divisions and departments to support a diverse and inclusive University community in a manner that fosters safety and belonging, and that encourages student learning and success.

CSS is a non-sworn, unarmed security, safety and service function that operates 24/7/365, serving the community of students, faculty, staff, alumni and University guests. CSS staff are collaborative partners in implementing the Jesuit commitment to *cura personalis* with all members of our community, particularly with regard to the holistic formation of students.

The team of 34 individuals is dedicated to ensuring that Santa Clara University remains a safe, secure, and accessible campus for all, prioritizing service, diversity, equity, and inclusion, and supporting the university’s primary goal of educating the whole person. CSS takes great pride in its role in the community and will work tirelessly in the pursuit of growth and improvement.

#### Complaints

In July of 2023, Campus Safety Services received one complaint, minor in nature, which has been addressed. This will be reported in the 2023-2024 annual report.

Through the survey, CSS received a total of 65 responses from June 2022 to July 2023. The average rating, on 1 -10 scale was 9.4441.

A copy of the CSS Interaction Survey results can be found [HERE](#).

## CSS Organization

Campus Safety includes Operations, Parking & Transportation Services (P&TS) and Emergency Planning & Clery Act Compliance.

**Operations:** CSS Operations maintains a 24/7/365 dispatch center, patrol teams, event security services, lockout services, vehicle services, security escort services and lost & found services.

**Parking & Transportation Services:** P&TS manages 35 parking lots across campus and provides support for all campus parking and transportation needs.

**Emergency Planning and Clery Act Compliance:** Emergency Planning strives to create a campus culture of resilience, readiness, and preparedness for emergencies and other disruptions. Emergency Planning works with Campus Safety to provide training and awareness such as [Hands Only CPR](#), [Stop the Bleed](#), and Campus Emergency Planning.

The following sections introduce each of the three areas that make up CSS: Operations, P&TS, Emergency Planning and Clery Compliance.

### Section 1: Campus Safety Operations

CSS is a 24/7/365 operation consisting of a dispatch center, patrol teams, emergency operations, and parking enforcement. Over the past year, Campus Safety Services continued to provide a high-level of service, in a variety of different ways, to the Bronco community. In all that we do, we are dedicated to ensuring that Santa Clara University remains a safe, secure, and accessible campus for all.

During 2022-23, CSS initiated or responded to a broad range of calls for service as illustrated in the chart below.

## CSS Computer-Assisted Dispatch Activity Report

Incident Type	2019-20	2020-21	2021-22	2022-23
Alarms	1007	417	565	879
Duress/Threatening Behavior/CAPS	24	10	41	24
Facilities Related	497	280	604	785
Found Property	264	84	255	281
Medical: Ill/injured	208	29	227	247
Nighttime Safety Escort	263	23	80	59 <sup>1</sup>
Panic Button Activation	26	12	166	188
Student Lockouts	1956	665	3207	1000 <sup>2</sup>
Suspicious Circumstances	643	375	471	580
Welfare Check	67	20	75	130

### **Event Planning**

CSS also assisted and played a major role in the successful execution of several large-scale campus events, including all commencements, Grad Bash, and Golden Circle. Campus Safety Services participated in the safety and security planning for smaller events, as well. Over the past twelve months, CSS has played a formal role in at least seventy-five events, and provided consultation in dozens more.

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<sup>1</sup> The decline in Nighttime Safety Escort requests from 21-22 may be due to the possibility that students were practicing group safety when moving about on, or off campus.

<sup>2</sup> The decline in Student Lockout requests from 21-22 can be attributed to the CSS teams being the primary contact for lockouts on certain days only.

## **Community Events**

CSS spent a lot of time over the past year seeking to grow our connections. One of the ways we've successfully done this is by being involved in different community events. From the beginning of the year until its completion, CSS attended and participated in campus events, big and small. Beginning with events welcoming our new students and staff, the Inauguration of President Sullivan, and formal and informal meetings and forums, you name it, Campus Safety was there. We even proudly sponsored an event, the MCC Gala, during the spring quarter.

## **Safety and Security Presentations**

Our staff members have years of experience in helping to keep the Bronco community safe. We are always happy to share our experiences, and pass along information to help keep others safe. Throughout this past year, CSS presented countless safety and security presentations to students, faculty, and staff. These presentations are free and available to anyone on campus.

Campus Safety Services also offers safety assessments of buildings and residences, threat assessments, and safety plans to the Bronco community. Members of our organization provided all three services this year.

## **Mental Health First Aid**

Campus Safety Services responded regularly to calls for service of community members in crisis. CSS prioritizes the mental health of all community members. As part of the commitment, we ensure our personnel are trained to recognize and to act when our fellow Broncos are having difficulty. Campus Safety has members who are trained in MHFA, and who are training others, not just in Campus Safety, but across our campus. At CSS, we will continue to prioritize the well being of our community members.

## **Self Defense Classes**

CSS will work to implement a partnership with ASG to deliver [IMPACT](#) self defense classes to the campus community. During 22-23, CSS sponsored a self defense class in April.

## **Staffing**

Since July 1, 2022, four more CSS staff member positions have been filled, bringing us close to maximum staffing levels. There are currently three vacant staff member positions. Continuous recruitment for the remaining vacant positions is ongoing. CSS is committed to recruitment, promotion and retention policies that promote diversity.

We have also partnered with a new private security vendor, Shaw Security, since January of this year. Early returns have been extremely positive, and we look forward to continuing our partnership with this professional group.

## **Room Search Policy**

On October 28, 2021, the Student Affairs - University Policy Committee reviewed and recommended approval of the updated room search process and procedure. The Provost accepted the recommendation on November 8, 2021.

The updated policy allows for either Residential Life or CSS personnel to request a search of a resident's room if a Resident Director approves and if certain criteria are met, including: suspicion of alcohol, drugs, or drug distribution, weapons, or concern for personal safety or life, among others.

Between July 1, 2022, and June 30, 2023, 26 room searches were conducted campus-wide. 15 were requested by Resident Life personnel. CSS requested 11. Complete data available upon request.

## **Engagement and Transparency**

CSS is committed to creating opportunities for engagement with all community stakeholders, especially those individuals, groups, or campus organizations who represent marginalized or underrepresented communities. Proactive engagement and transparency are essential in the formation of trust and in the building of community. In addition to the efforts made during 2022-23, CSS is currently working with faculty, staff, and Associated Student Government (ASG) representatives on the following initiatives:

- Policy development and implementation for fall release 2023 both hardcopy and online
- Conducting periodic surveys about CSS and reporting findings to the campus community
- Partnering in all staff formation with Residence Life
- Hosting informational webinars which give new students insight as to what we do
- Reviewing safety technologies that amplify campus safety
- Offering office hours with CSS leadership
- Exploring different ways students can be a part of Campus Safety Services
- Event planning for major events during the upcoming year
- Holding regular meetings with underrepresented students on campus
- Assigning CSS personnel as liaisons to strategic partners or campus stakeholders
- Hosting open recreational events at the end of each quarter
- Creating a CSS digital newsletter to further enhance communication and transparency
- Establishing a more consistent social media presence, which will include updates, policy information, helpful safety tips, CSS staff profiles, and more
- Placing feedback forms, which will supplement the existing QR code, in Benson Memorial Center, Learning Commons and Library, bookstore, and law school

## **Section 2: Parking & Transportation Services (P&TS)**

### **Launching of New Permit Sales System–AIMS**

The P&TS team has identified a new parking permit sales system, AIMS, to replace the current Peoplesoft-supported Ecampus program. The P&TS staff researched local college and university systems and met with sales representatives from different permit system companies to identify the best fit for SCU. SCU's Enterprise Applications team (Information Services) provided specifications needed in the new parking permit sales system. In addition, SCU's Information Services department, University Finance Office, and University Controller's Office are actively working with our P&TS team on implementing the new system on campus. The new AIMS system will launch in August, 2023.

### **Parking & Transportation Advisory Committee**

The Parking & Transportation Advisory Committee was reinstated in the Spring 2023. The committee is responsible for the evaluation and recommendation of parking and transportation services such as parking permit fees, parking space allocations, alternative modes of transportation and transit benefits. The committee is also responsible for providing an outlet to SCU community members to voice their concerns and provide suggestions related to parking and transportation.

## Parking & transportation-related thefts, impounds and damages to vehicles

A snapshot of the number of parking & transportation-related thefts, impounds and damages to vehicles that occurred during the 2022-23 academic year:

NUMBER OF INCIDENTS								
Month/Year	Bicycle Theft	Bicycle parts theft	Bicycle Impounds	Vehicle Damage	Skateboard Theft	Scooter theft	Skateboard Impound	Scooter Impound
July '22	2	1	4	7	1	0	0	0
August '22	1	1	1	3	2	0	0	0
September '22	2	0	9	15	1	0	0	1
October '22	4	0	0	1	3	2	0	0
November '22	4	1	0	3	2	1	0	1
December '22	4	0	0	2	0	0	0	0
January '23	6	0	3	5	2	0	3	0
February '23	5	0	2	4	2	0	1	1
March '23	0	0	2	9	7	1	1	2
April '23	1	0	0	11	2	0	2	0
May '23	0	1	1	7	5	2	1	1
June '23	2	0	3	8	2	0	0	0
<b>Total</b>	<b>31</b>	<b>4</b>	<b>25</b>	<b>75</b>	<b>29</b>	<b>6</b>	<b>8</b>	<b>6</b>

TOTAL INCIDENTS	
Type of Incident	Number of Incidents
Damages to Vehicles	75
Bicycle Theft	31
Bicycle Impounds	25
Skateboard Theft	29
Skateboard Impound	8
Scooter Impound	6
Scooter Theft	6
Bike Parts Theft	4
<b>Total</b>	<b>184</b>

There are a total of 16 skateboard and 603 bike racks around campus to reduce bicycle and skateboard theft. In an effort to safeguard bicycles, scooters, skateboards and vehicles parked on campus, our P&TS department recommends the following:

- Register your bicycle in SCU’s Bike Registry (<https://forms.gle/Ht2smwvFnZhNXNdp8>)
- Register your bicycle with the National Bike Registry (<https://project529.com/garage/529bike>)
- Ensure to lock up your skateboard when utilizing skateboard racks across campus
- Secure your bicycle/scooter with a lock at bicycle racks
  - U-locks are available for purchase in our P&TS office at a subsidized rate
- Utilize bicycle lockers outside of Loyola Hall and SCDI
- Park vehicles in view of security cameras if possible
- Report any damages to vehicles or thefts to Campus Safety Services as soon as possible

**Parking Permit Sales FY21 - FY23**

Permit Type	2020-21	2021-22	2022-23
Faculty and Staff (B,BA)	955	1242	1084
On Campus Resident (C, CN, CW)	402	405	347
Apartment Resident (D, DB, DS, DV, S)	400	405	453
Commuter (E, ELAW)	1029	1095	1125
Reduced Fee (F, F Villa)	67	95	119
Evening (N)	181	193	133
Motorcycle (M)	4	15	5
<b>Total</b>	<b>3038</b>	<b>3450</b>	<b>3266</b>

**Parking Lot Plans**

**a. Restriping & Repavement Project**

The P&TS department completed a restriping and repavement project which restriped faded markings and filled in potholes or cracks in a number of parking lots across campus. The P&TS staff assessed each SCU parking lot and compiled a list of lots that needed to be restriped and those that needed to be repaved or required pothole or crack repair. The goal was to ensure that the lots are in good condition and do not pose a hazard to our SCU constituents or visitors. This work was completed in the Spring. The following lots and areas were restriped:

- Park Ave.
- Bellarmine
- St. Clare
- Cowell
- Palm Drive
- Sherman St.
- ASM Roundabout
- Main Parking Structure
- Casa/Facilities
- Guadalupe
- Loyola
- Varsi
- Classics
- Old Alameda
- North Alameda
- Performing Arts Annex
- Franklin St.
- Jesuit lot
- Benson

The P&TS team has met with staff from University Operations to discuss which lots have priority and to ensure that the project does not interfere with other planned projects. Work is expected to be requested on the following lots:

- Leavey
- Dunne
- Schott Stadium
- North Campus Garage

#### **b. Parking Lot Signs Project**

Several of SCU's parking lots required replacement or updated signage to indicate locations of machines such as "pay and display" for parking; permit-restriction notifications, or the names of the respective lots. The P&TS staff assessed every SCU parking lot and compiled a list of necessary updates. The team met with Projects and Planning and confirmed this project complies with University code. The following areas have had signage updated:

- Franklin St.
- Undergraduate Admission Visitor lot
- Jesuit Visitor Spaces
- North Campus Garage
- Cowell/Zipcar lot
- Performing Arts Annex Lot
- Varsi Lot
- Guadalupe Lot

Work is expected to be requested on the following lots:

- North Campus Garage
- Main Parking Structure
- Old Alameda Lot
- Dunne Lot
- Benson Lot
- Cowell Lot
- Casa Italiana Lot
- Operations Lot
- Varsi Lot
- North Alameda Lot

- Music and Dance Lot
- Performing Arts Annex Lot
- Schott Lot

### **c. Dero ZAP**

The P&TS team has reinstated the Dero ZAP program. Dero ZAP is an automated commuter tracking system, which utilizes RFID (radio-frequency identification) technology. It automates our commuter wellness program, so individuals only have to bike to be counted. Commuters can redeem their mileage points once a month and receive five complimentary parking passes. The P&TS also offers our bicycle commuters four Dero ZAP bike fix-it stations around campus: University Villas (residents only), Campisi, Swig, and Campus Safety Services.

### **d. EV Charging Stations Project**

P&TS is currently working on bringing additional EV charging stations to our campus lots. The P&TS team partnered with Silicon Valley Power (SVP) to assess each parking structure and lot to determine the best locations for additional charging units to be installed. This project will likely be completed by next Fall. EV upgrades are expected in the following lots as part of this project:

- Leavey Lot
- Main Parking Structure
- North Campus Garage

### **e. Programming**

#### **CSS Coffee & Donuts**

Our P&TS department in collaboration with CSS hosted two CSS Coffee & Donuts sessions for students. The sessions were held in the Fall and Spring quarters and drew large crowds of appreciative students. The intent of the event was to provide support to our SCU students through snacks and refreshments, fun swag and resources from our departments to wish them good luck as they prepared for their upcoming finals.

## **Easter Egg Hunt**

P&TS hosted the first Easter Egg Hunt event for the SCU community at the start of the Spring 2023 quarter. Fifteen eggs were hidden around the campus exterior grounds. Each egg contained a winning ticket associated with a fabulous prize. Top prizes included a Swagtron Scooter and a Populo Electric Scooter. Additional prizes included bike accessory kits, vouchers to the Bronco Corner Bookstore, bike locks and much more! The event was such a success our department hid an additional six eggs inside common public student areas across campus. The campus community was ecstatic to participate and win!

## **No Pollute Commute Challenge**

P&TS also collaborated with the Center for Sustainability in the Spring for the No Pollute Commute Challenge where we offered bicycle commuters fun swag and breakfast goodies at an energizer station. We also assisted in the coordination of a bike maintenance demonstration at one of our Dero Fixit Stations on campus as part of the Silicon Valley Bicycle Coalition's Santa Clara Bike Ride event.

## **Section 3: Emergency Planning and Clery Act Compliance**

Within higher education, the University's Emergency Planning Manager is unique. At the University, it combines the responsibilities of Clery Act Compliance Coordinator and Emergency Planning Manager into a single role. This dual function elevates life safety programs like SCU Bronco Alert, where emergency preparedness best practices and Clery Act requirements for emergency mass communications intersect, benefiting the campus community.

### **Emergency Planning at the University is guided by three core principles:**

1. Be Prepared for an Emergency
2. Stay Safe During an Emergency
3. Stay Safe After an Emergency

The Emergency Planning Manager develops projects that are proactive in their goals for the campus community. The mindset is to protect life and property through best practices, using all available tools and resources. Over the past year, the following projects have been created and/or updated:

- SCU Bronco Alert
- RSS Feeds for the main University webpages (i.e. banners)
- Active Threat Presentations in partnership with Santa Clara Police
- The Rave Guardian App
- The Bronco Response Team (BRT)
- Emergency Operations Center (EOC) Training
- Emergency Blue Phones
- Event Incident Action Plans
- Emergency Operations Plan (EOP) Revision and Update
- Emergency Assembly Points
- Automated External Defibrillators (AEDs)
- Bleeding Control Kits
- Smart Device Emergency Preparation
- Emergency Lockdown & Shelter-in-Place
- Access and Functional Needs During Emergencies

### **SCU Bronco Alert**

All SCU active students, staff, and faculty are automatically enrolled in [SCU Bronco Alerts](#), which consists of emergency notifications, timely warnings and other types of safety messaging.

*Emergency Notifications Scope: Wide focus which may include Clery Act crimes - Alerts the campus community about significant emergencies or dangerous situations.*

*Timely Warnings Scope: Narrow focus on Clery Act crimes - Alerts the campus community about crimes that pose a serious or continuing threat to safety.*

Updates to SCU Bronco Alert this past year include a new graphic and copy for Timely Warnings that explain the alert's intent, content matter, and use the physical descriptors:



**SCU Bronco Alert** sent by  
**Campus Safety Services**

Main Parking Garage - First Floor  
Emergency Phone: 408-554-4444  
Non-Emergency Phone: 408-554-4441  
Email: [campussafety@scu.edu](mailto:campussafety@scu.edu)

Timely warnings are released by the Santa Clara University Campus Safety Services Department when certain crimes are reported on or near campus property, in compliance with federal law, these timely warnings provide information about campus safety, and allow campus community members to take precautions. The reported information may not have been investigated or confirmed at the time the issuance of the warning.

Physical descriptions of a suspect, including race, are included in timely warnings only when they provide several details that might help distinguish the suspect's appearance from the general population.

Learn more about the SCU Bronco Alert companion app, "Rave Guardian" [HERE](#)

Additionally, we are working with our vendor, Rave Mobile Safety to create an operational message campaign to use SCU Bronco Alert for SMS text messages that do not fall under the category of "Emergency", "Urgent", or "Critical" as outlined by mobile carriers using [10DLC](#).

### **@scu.edu Banners and RSS Feeds**

Working with staff from UMC, policy and procedures are being developed to deliver SCU Bronco Alerts as banners across the scu.edu website. This will be accomplished through Rave Mobile Safety's RSS Alert Mode that enables immediate upload of content without a publishing delay.

### **Active Threats Presentations with Santa Clara Police**

Campus Safety Services and SCPD have partnered to offer in-person and virtual active threat presentations to our campus community. This hour-long presentation dynamically explores the tools and resources available to understand what to do should you find yourself in an active threat incident. Additional presentations are being planned for late 2023 and early 2024.

## **Rave Guardian App**

The [Rave Guardian app](#) is an effective way for students, staff, and faculty to communicate with Campus Safety via a smartphone. With this free app users can:

- Set a Safety Timer - Notify people they trust to check in on them if alone or in an unfamiliar place. Set a timer as an escort as they walk to class or across campus. If the timer is not deactivated before expiration, Campus Safety will be notified to contact the user.
- Manage & Message Guardians - Users can invite family, friends, or others to be their Guardian, and communicate with them within the app as needed.
- Easy Emergency Communication - Users can call CSS directly for help if they are in trouble. If enabled, the app delivers the user's complete caller profile and also sends GPS coordinates pinpointing where the call was made.
- Make Anonymous Crime Tips - Users can send crime tips and pictures using the app. Campus Safety dispatchers will assess the information. If help is needed immediately, CSS personnel will be dispatched.

From formation through move-in and the month of September, Campus Safety Services, in partnership with UMC will push the Guardian App to the campus community through direct message, social media and digital signage across campus.

## **Bronco Response Team**

Following an emergency, [Bronco Response Team \(BRT\)](#) members will lead building evacuations, assist building occupants with complying with lockdown orders, and report the building status to emergency responders and/or the Emergency Operations Center. The BRT is not a policy group but will make recommendations to the Emergency Planning Manager for the improvement of current methods.

## **Emergency Operations Center (EOC) Training**

The [EOC](#) is a team assembled at specific facilities, or virtually, during designated emergencies or catastrophes to lead the university's response. EOC is made up of members who are University employees, the makeup of which may depend on the specific incident.

The EOC serves a critical role in every phase of emergency management, from being the hub for all coordination during an incident to facilitating and directing recovery/clean-up.

In some cases, the EOC team will be pre-identified, while in other cases, potential EOC members will be requested to serve in the EOC. Multiple staff members may be identified to fill the same position so EOC team members can rotate during prolonged incidents. Members of the EOC take part in an annual tabletop exercise. Tabletop exercises are discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation. SCU EOC exercises focus on incidents occurring on, or near campus that in severity, would activate the EOC.

For additional lines of communication, both a Slack Channel and a Google Spaces workspace have been created to allow cooperative chat communication during an EOC activation and training exercises.

On August 22nd 2023, CSS conducted an active threat tabletop exercise with members of the Executive Advisory Group (EAG), Emergency Operations Group (EOC) and Bronco Response Team (BRT). This exercise allowed for all members to collaborate and coordinate how their respective EOC sections and departments would respond to an active threat. Additional exercises will be planned both in 2023 and 2024.

## **Emergency Blue Phones**

[Emergency Blue Phones](#) have been strategically placed throughout the University campus to provide a direct connection to the CSS Dispatch Center. The dispatch personnel will automatically be notified of the caller's location in the event the caller is unable to speak. Certain Emergency Blue Phones (also referred to on the map as "Talkphone with Giant Voice") have external audio capabilities to broadcast SCU Bronco Alerts throughout campus. These speakers are placed to maximize sound transmission in and around buildings when an alert is issued.

## **Event Incident Action Plans**

The purpose of an [Incident Action Plan](#) is to identify and mitigate any potential risks associated with the planning, implementation and successful completion of an event occurring on the University's campus. University employees who are planning and coordinating an event should be committed to ensuring that all guests, campus community members and emergency personnel are able to clearly understand actions to take in the event of an emergency during the event.

## **Emergency Operations Plan (EOP) Revision and Update**

The university's [EOP](#) lays out the coordinated response to, the management of, and recovery from, extraordinary emergency situations associated with natural disasters, technological incidents and security emergencies affecting the University. This plan accomplishes the following:

- Establishes the emergency management organization required to mitigate a significant emergency or disaster affecting Santa Clara University.
- Identifies the policies, responsibilities and procedures required to protect health and safety, University property, and mitigate the environmental effects of natural, technological or human-caused emergencies and disasters.
- Establishes the operational concepts and procedures for the coordination of field response with Santa Clara University's Emergency Operations Group activities.

Working with Readiness and Emergency Management for Schools ([REMS](#)) Technical Assistance (TA) Center through the U.S. Department of Education's Office of Safe and Supportive Schools, we will update our current EOP to better reflect the latest best practices for higher education.

## **Emergency Assembly Points (EAP)**

The University [EAP's](#) are designated areas on campus, which are to be used in the case of emergency situations. They are intended to provide a safe area for individuals while waiting for emergency personnel to respond. Characteristics of EAPs:

- Open areas - a minimum of 40' away from buildings
- Easily and safely accessible
- Large enough to accommodate all building occupants
- Located away from power lines, poles, trees, gas lines and vehicles
- Accessible to emergency medical personnel

## **Automated External Defibrillators (AEDs)**

For cardiac-related emergencies, there are over 60 [Automated External Defibrillators \(AEDs\)](#) placed throughout campus. Proper AED use is part of the AHA Out-of-hospital Chain of Survival that can improve chances of survival and recovery for victims of cardiac arrest. A growing number of SCU campus community members have been trained in CPR and AED use.

The newest AEDs on campus, the CR2 model, give [hands-only CPR](#) instructions in both English and Spanish. This coupled with non-certification training being offered by the Emergency Planning Manager on hands-only CPR, may better prepare campus community members to act quickly and efficiently during medical emergencies.

## **Bleeding Control Kits**

A growing number of AED Cabinets on campus contain bleeding control kits. Each kit provides "non-traditional" lay responders a compact kit with the means and ability to stop life-threatening bleeding and provide basic, potentially life-saving care prior to the arrival of professional rescuers. Look for the "Bleeding Control Kit" decal on the exterior of the AED cabinet.

Also being offered by the Emergency Planning Manager is a course for certification called "[STOP THE BLEED](#)".

From the website: "By learning how to STOP THE BLEED®, you'll gain the ability to recognize life-threatening bleeding and act quickly and effectively to control bleeding once you learn three quick techniques."

These kits include the following:

- 1 SWAT-T Tourniquet
- 1 Pair Nitrile Gloves
- 1 CPR Face Shield
- 2 ABD Pads, 5" x 9"
- 2 Rolled Gauze, 3" x 5yds
- 1 Triangular Bandage w/ 2 Safety Pins, 40" x 40" x 56"
- 1 Mini-Sharpie
- 1 Casualty Card
- 2 Resealable Bags
- 1 Rescue Blanket
- 1 Trauma Shears, 5.5"
- 1 Medic Reinforcement Tape, 2" x 100yds
- 1 Immediate Action Card
- 1 Safety Pin, 1.5"

### **Smart Device Emergency Preparation**

With new and evolving technologies that we carry as phones, or at devices home and school that enhance our daily lives, how can we leverage these products so we can use them in the event of an emergency.

Instructions for both iOS and Android users have been added to the Emergency Planning site for campus community reference.

## **Emergency Lockdown & Shelter-in-Place**

Guidelines contained in a graphic have been added to advise the campus community on what to do in the event of a Shelter-in-Place or a Lockdown event on campus.

Each situation is unique and will present unique challenges to our campus community. The most important aspect in both a Shelter-in-Place and Lockdown event is to put safe, effective barriers between you and the threat.

Printable [Shelter-in-Place vs. Lockdown](#) Comparison Graphic.

## **Access and Functional Needs During Emergencies**

The evacuation of individuals with access or functional needs will be given high priority in all emergency situations. During any emergency, it is important that you are familiar with your needs during a building or campus evacuation. Become familiar with the buildings you spend the most time in and all possible emergency exit routes.

Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate, instructor, or coworker on how to best assist in the event of an emergency.

If assistance is not immediately available, remain near a stairwell landing or in the elevator lobby area. Rescue personnel will first check all exit corridors and stairwells for trapped individuals.

Those with voice or speech impairments may consider carrying a whistle or other personal audible device as a means of attracting the attention of others.

Be familiar with the different types of alarm signals in campus buildings.

SCU Bronco Alert can also send emergency messaging to TTY/TDD devices for the hearing impaired.

Campus Safety Services can utilize 711, the California Relay Service. Both 711 and the 800 numbers below are toll-free calls and provide access to the same relay services.

If a call to the Santa Clara 911 Communications Center determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

## NWS HeatRisk Prototype

During the late spring and summer months, there are a number of large-scale events occurring on campus. The prime example is the series of Commencement events. While the temperature this year were more mild, we discussed implementing the use of the National Weather Services [HeatRisk Prototype](#) which would aid in “Identifying Potential Heat Risks in the Seven Day Forecast”

Category	Risk of Heat-Related Impacts
Green 0	Little to no risk from expected heat.
Yellow 1	Minor - This level of heat affects primarily those individuals extremely sensitive to heat, especially when outdoors without effective cooling and/or adequate hydration.
Orange 2	Moderate - This level of heat affects most individuals sensitive to heat, especially those without effective cooling and/or adequate hydration. Impacts possible in some health systems and in heat-sensitive industries.
Red 3	Major - This level of heat affects anyone without effective cooling and/or adequate hydration. Impacts likely in some health systems, heat-sensitive industries and infrastructure.
Magenta 4	Extreme - This level of rare and/or long-duration extreme heat with little to no overnight relief affects anyone without effective cooling and/or adequate hydration. Impacts likely in most health systems, heat-sensitive industries and infrastructure.

This would be directly applicable in use within a Commencement Heat Response Plan.

This plan can include:

- Overview of the anticipated impacts of extreme heat
- Description of thresholds for activation<sup>3</sup>
- Identification of at-risk guests
- Identification of preparedness, response, and recovery actions and partnerships necessary to mitigate adverse health consequences
- Delineated roles and responsibilities including how Campus Safety, EPO, EHS and contracted security efforts will be coordinated with standby EMS, SCU EMS and SCFD & SCPD.

A threshold for activation would be a defined temperature (90 degrees or higher) or number of days (or nights) above (80 degrees or higher). Temperatures crossing these thresholds would trigger aspects of a heat response plan.

#### **Additional Projects Currently Underway**

- Academic building evacuation drills
- Emergency supply cache for Campus Safety Services
- Infectious disease management (annual updates)
- Wildfire Smoke Procedures and Protocol (interfacing with virtual fire watch towers/cameras)
- Active threat training continuation for 2023-2024
- Campus access control (locks) lockdown audit & review

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<sup>3</sup> A threshold for activation would be a defined temperature (90 degrees or higher) or number of days (or nights) above (80 degrees or higher). Temperatures crossing these thresholds would trigger aspects of a heat response plan.

## Clery Act Compliance

To comply with the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), Santa Clara University is required to compile and publish an Annual Security & Fire Safety Report (ASR) for statistics regarding the occurrence of fires or certain criminal offenses reported to campus safety, local law enforcement or a designated Campus Security Authority (CSA). CSAs, per the Clery Act, include all employees who have significant responsibility for student and campus activities. CSAs must report all criminal offenses that occur on properties owned or controlled by the university to CSS promptly.

The Emergency Planning Manager each year prepares the ASR, working with several university offices and public agencies including Campus Safety, Risk Management and Compliance, the Office of Student Life, the Office of Equal Opportunity and Title IX, and local law enforcement to gather information for ASR.

The purpose of the ASR is to provide vital safety information, such as crime statistics and fire and safety data, to the campus community and to inform current students and employees, prospective students and their families, and prospective employees of the many ways in which the University strives to keep this community safe. Statistics from the most current ASR for both the main campus and the Jesuit School of Theology can be found below:

- [2023 Annual Security & Fire Safety Report - Main Campus](#)
- [2023 Annual Security & Fire Safety Report - Jesuit School of Theology](#)

End.