



Annual Security Report 2020

Updated February 12, 2021

Annual Security Report

Healing Hands School makes available to all current and prospective students and employees, upon request, the School policies and procedures for maintaining campus security.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is a federal statute codified at 20 U.S.C. Section 1092(f). The Clery Act requires higher education institutions that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Disclosures about crime statistics and summaries of security policies are made in an Annual Security Report (ASR) by October 1st each year or the date authorized the Department of Education. This year, due to the COVID-19 Pandemic, Healing Hands School will publish and distribute the 2020 Annual Security Report no later than December 31st, 2020. Faculty, staff, and all enrolled students are emailed a notification providing the website for this report, www.hhs.edu, under “Resources”. Copies of this report may also be obtained from the Director of Institutional Compliance by calling (760) 746-9364. Information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

Building Locations

Main Campus in Escondido: 125 West Mission Avenue, Suites 210, 212, and 215, Escondido, CA 92025
Additional Classroom for Escondido Main Campus beginning in 2017: 9025 Balboa Avenue, Suite 130, San Diego, CA 92123

Non-main Campus in Laguna Hills: 23022 La Cadena, Suite 104, Laguna Hills, CA 92653

The campus crime statistics include crimes reported to local law enforcement agencies for the above building locations. The data also includes the parking lots and sidewalk-street-sidewalk immediately adjacent to our campuses.

Under Clery, the **on-campus** category encompasses the following:

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

The Clery definition of **non-campus buildings or property** is:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Under Clery, **public property** encompasses the following:

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Healing Hands School does not provide residential facilities for students.

There are no guarantees of personal safety in any environment. It is incumbent upon each individual to safeguard himself or herself against becoming the victim of a crime. One of the best ways to maximize your safety and minimize your risk is to follow some very simple security rules:

- Walk with a friend whenever possible.
- Always be aware of your surroundings and the people around you, no matter whether it is day or night.
- Use well-lighted, well-traveled routes. Avoid dark, vacant, or deserted areas.
- Walk with confidence. Show that you are aware and in control. Body language works.
- Trust your instincts. If someone or something makes you feel uneasy, get out or get away.
- If you feel you are being followed, move to a well-lighted and populated area or building, such as a store or restaurant, and call for assistance.
- If you are on campus after hours, stay alert.
- Lock office doors.
- Call 9-1-1 if you see or hear anything suspicious.
- Tell a friend or colleague where you are and when you plan to leave.
- When you are out by car, park in well-lighted areas. Avoid parking in secluded parts of a parking lot. Stick to high traffic areas.

No one is allowed to enter the school facilities before opening or after closing without authorization from a school official. Faculty and staff are responsible for the opening and closing school facilities.

Campus Crime Statistics – Escondido and San Diego

Offense		2017	2018	2019
Murder / Non-negligent Manslaughter	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Rape	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Fondling	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Incest	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Statutory Rape	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0

Burglary	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Arson	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Arrests: Drug Abuse Violations	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Liquor Law Violations	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Domestic Violence	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Dating Violence	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Stalking incidents that were reported to local police agencies	On-campus Property	0	0	0
	Non-campus Property	0	0	0
	Public Property	0	0	0
Total Unfounded Crimes		0	0	0

Campus Crime Statistics – Laguna Hills

Offense		2017	2018	2019
Murder / Non-negligent Manslaughter	On-campus Property	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On-campus Property	0	0	0
	Public Property	0	0	0
Rape	On-campus Property	0	0	0
	Public Property	0	0	0
Fondling	On-campus Property	0	0	0
	Public Property	0	0	0
Incest	On-campus Property	0	0	0
	Public Property	0	0	0
Statutory Rape	On-campus Property	0	0	0
	Public Property	0	0	0
Robbery	On-campus Property	0	0	0
	Public Property	0	0	0
Aggravated Assault	On-campus Property	0	0	0
	Public Property	0	0	0
Burglary	On-campus Property	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On-campus Property	0	0	0
	Public Property	0	0	0
Arson	On-campus Property	0	0	0
	Public Property	0	0	0
Arrests: Weapons: Carrying, Possessing, etc.	On-campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	On-campus Property	0	0	0
	Public Property	0	0	0
Arrests: Drug Abuse Violations	On-campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Drug Abuse Violations	On-campus Property	0	0	0
	Public Property	0	0	0
Arrests: Liquor Law Violations	On-campus Property	0	0	0
	Public Property	0	0	0
Disciplinary Referrals: Liquor Law Violations	On-campus Property	0	0	0
	Public Property	0	0	0
Domestic Violence	On-campus Property	0	0	0
	Public Property	0	0	0
Dating Violence	On-campus Property	0	0	0
	Public Property	0	0	0
Stalking incidents that were reported to local police agencies	On-campus Property	0	0	0
	Public Property	0	0	0
Total Unfounded Crimes		0	0	0

Hate Crimes

- Any of the crimes listed above plus Simple Assault, Larceny-Theft, Intimidation, or Damage/Destruction/Vandalism of Property motivated by bias in one of the bias categories

Escondido Main Campus with additional classroom in San Diego: There were no reported hate crimes for the years 2017, 2018, and 2019.

Laguna Hills Non-main Campus: There were no reported hate crimes for the years 2017, 2018, and 2019.

At the start of each academic program, incoming students are directed to the Annual Catalog and Annual Security Report to become familiar with security and campus safety procedures. These resources provide a description of security protocols, reporting procedures, and crime-prevention measures including personal safety tips.

Unacceptable Conduct

Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct at Healing Hands School. This list is not meant to be all-inclusive:

- Insubordination
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned work without permission.
- Violation of the clinical safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with the School.
- Reporting to the School under the influence of alcohol.
- Possessing or using alcohol while at the School or clinical site.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances on School premises.
- Falsification of information on the 'Application for Admission' or other records.
- Discourteous treatment or abusiveness toward fellow students, clients, models, visitors or guests on School premises.
- Physical violence or threats toward any students, client, visitor or guest of the School or Clinic.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on School or clinical site property.
- Indecent conduct on School premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on School property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Failure to notify the School when absent from either clinical or theory.
- Removal of School, clinical site's equipment for personal use without approval.
- Violation of the School's sexual harassment policy. Sexual advances, repeated innuendoes, or sexual activity on school premises or any massage therapy setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to confidential information.
- Defiance of classroom protocol.

Actions Resulting in Immediate Termination

The following are examples of actions which constitute reason for termination from Healing Hands School:

- Endangering life, safety or health of others.
- Deliberate damage to client, other students, School or clinical materials and/or property.
- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.
- Falsifying personal or clinical records.
- Unauthorized possession of School property.
- Failure to maintain satisfactory academic progress as outlined in the Standards of Satisfactory Academic Progress.
- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of the School.
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on School premises, including the parking areas.
- Conviction of a criminal offense committed on School property.
- Willful or repeated violation of School or clinical site's policies and procedures.
- Willful disregard of the School's welfare; interference with operations or relationships with students, staff, or clients.
- Unauthorized disposition of School or clinical site's assets or equipment.
- Failure to comply with the Attendance Policy.
- Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking
- Fighting or use of foul language.
- Violation of any conditions as set forth in the Enrollment Agreement.
- Failure to meet all financial obligations

Disciplinary Action and Dismissal for Misconduct

It is the policy of the Healing Hands School of Holistic Health to engage in the process of monitoring student conduct. This effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience.

The Conduct Policies are uniformly administered based on the degree of seriousness and nature of the misconduct. In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.

- Based on the severity of the misconduct, the student may not receive a written warning.
- If, a written warning is given, and the student's behavior is not corrected (misconduct is repeated), the student will be terminated.
- Refer to the Termination/Dismissal Appeal Policy for information on how to appeal a decision of termination or dismissal.

Healing Hands Computer Use Policy

The Healing Hands School's computer use policy states: "Healing Hands considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to fullest extent of the student code of conduct, institutional policy, or (if applicable), criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the

Institution's network computer system shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of disciplinary policy and/or law."

Copyright Infringement Policies and Sanctions

Healing Hands School wants to protect you and our information resources. It is a violation of federal law and Healing Hands School policy to share and/or distribute copyrighted materials without permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in school policy.

Photocopies or reproductions of copyrighted material from the school library is not to be used for any purpose other than private study, scholarship, or research. If the user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of "fair use", that user may be liable for copyright infringement. The institution reserves the right to deny a copying order from any staff or faculty member, if, in its judgement, fulfillment of the order would involve a violation of copyright law.

Administrative computers provide scanners to faculty and staff. These scanners could be used to copy a book, journal, or other printed material. Scanning copyrighted material may also be a violation of the copyright law if done in excess of accepted "fair use."

File sharing software is most commonly used to download music and movies from the internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to-peer file transfers. Files on your network connected PC may then be illegally shared with every other person connected to the internet. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the front office. Industry representatives aggressively monitor the internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the internet service provider and demand that the offending device be disconnected from the network. To protect the user and Healing Hands School from further responsibility under federal copyright law or school policy, the school IT specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Grievance Policy

The school encourages open, honest communication among staff, teachers and students. It is the policy of the Healing Hands School of Holistic Health to have a procedure and operational plan for handling complaints. The purpose of the Complaint Procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, staff and public.

From time to time, differences in interpretation of school policies will arise among students, faculty, staff or the public. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate school representative immediately.

Grievance Procedures

A student, faculty member, staff member or public may informally lodge a complaint by communicating orally or in writing to any instructor, administrator, admissions personnel or staff member as indicated in this policy. (The student is defined as an individual who is currently enrolled in an educational program at Healing Hands School of Holistic Health). If the complaint is not resolved, the student has the option to follow the Formal Complaint Procedure as described below. Note that the student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies.

A student or any member of the public may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll-free or by completing a complaint form which can be obtained on the bureau's website www.bppe.ca.gov.

Informal Complaint Procedure for Students

Students with grievances should first meet with their Course Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate Healing Hands School administrator. Or, if, after meeting with the instructor, the student believes that the concern has not been satisfactorily resolved, the student should then follow the Formal Complaint Procedure as described below.

Formal Complaint Procedure

This formal complaint procedure is for students, faculty, staff, and the public:

- If a student, faculty or staff member, or public still has concerns, he/she is directed to follow the Formal Complaint Procedure by:
 - a) Preparing a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
 - b) Submitting the written statement of complaint to the Director within 10 days of the incident.
 - c) The Director may require the complainant to meet with School's representatives to discuss the grievance.
- The Director will review the written grievance, and will notify the student, faculty or staff member or public member, in writing, of the decision within 10 days of receiving the written complaint.
- Whether or not the problem or complaint has been resolved by the School to the complainant's satisfaction, he/she may contact the Bureau for Private Postsecondary and Vocational Education.

Student Complaint Records and Log

The School will maintain records and documentation related to complaints from students, faculty, or staff, including a 'GRIEVANCE LOG'.

Policy for Reporting Non-Injury Criminal Offenses on Campus

Reporting Procedures

The school encourages prompt reporting of all campus crime. Anyone who is a victim of a criminal offense on campus is instructed to immediately notify the School Director or other member of the Administration who are designated as the “Campus Security Authorities.” A Campus Security Authority (CSA) is an official of an institution who has significant responsibility for student and campus activities. An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The Administrator will proceed as follows:

1. Make contact with the person(s) involved in the criminal offense to ascertain what has occurred.
2. Contact the local police to a criminal offense and to respond to campus site.
3. Wait with the victim(s) until the police arrive.
4. Detain individuals identified to be suspects of criminal offenses until law enforcement officers arrive.
5. The Administrator will complete a criminal offense report.
6. The Administrator will provide the School Owner with a copy of the criminal offense report.

Victims or witnesses of a crime may report the crime (or alleged crime) voluntarily and confidentially for inclusion in annual security report. The victim or witness should report crimes to the School Director/Campus Security Authority, Paula Curtiss. Students, staff, and visitors are encouraged to promptly report criminal activity to local authorities or call 911. Healing Hands School encourages accurate and prompt reporting of all crimes to the Campus Security Authorities and the appropriate police agencies when the victim of a crime elects or is unable to make such a report. The school does not have any agreements with state and local law enforcement, such as written memoranda of understanding between the school and such agencies, for the investigation of alleged criminal offenses.

Healing Hands School does not employ any Pastoral or Professionals Counselors; therefore, the school is not required to report statistics for crimes reported to a pastoral or professional counselor. Healing Hands School does not have a campus police or security department. Healing Hands School is not required to maintain a daily crime log because it does not have any campus police nor security department.

Detention Policy

Any school personnel or student may have enforcement authority to physically hold and detain with “reasonable force” another individual if they have actually been an eyewitness to a crime being committed on the premises by that person. School personnel and students do not have the authority to arrest individuals. School personnel and students are advised to not risk personal injury and to not strike or harm another person except in self-defense. If a crime is witnessed and the suspect cannot be detained, attempt to get an accurate description of the person(s), a license plate number and vehicle description. Notify the School Director or any administrative staff member for further direction.

Policy for Reporting On-campus Injury-Related Criminal Offenses and Medical Emergencies **Reporting Procedures**

The Director is to be notified immediately of any injury-related criminal offense or medical emergency.

The Director will respond as follows:

1. Make contact with the person(s) injured in the criminal offense or who is/are a victim/victims of the medical emergency, and immediately contact the police.
2. Advise the person(s) that the police have been called and medical treatment is being sought.
3. Wait with the victim(s) until the police and emergency personnel arrive.
4. Complete a criminal offense report.
5. Provide the School's liability insurance representative with copies of the criminal offense report.
6. File a copy of the criminal offense report in the liability insurance file.
7. File the original copy of the criminal offense report in the student(s)' file.
8. Update the current year Criminal Offense Report (COR), and place a copy of the report in the COR file.

Upon written request, the School will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this statement.

Timely Warning

Healing Hands School, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, and will aid in the prevention of similar crimes, will report to the school community on crimes that are:

- included in its campus crime statistics or crimes covered by the Clery Act, or
- reported to local police agencies or to Campus Security Authorities, and
- considered by the school to represent a threat to students and employees.

In addition to these examples, timely warnings may also be issued for other crimes that campus authorities have determined may pose a serious or continuing threat to the community, such as violent crimes or threats to persons or property. An example would be a kidnapping that has occurred on campus. Instances such as these should be reported to a Campus Security Authority. The CSA will report to an Authorized Official who will issue the timely warning. Timely warnings will be determined on a case-by-case basis and will be based on the following: nature of the crime, continuing danger to the campus community, and possible risk of compromising law enforcement efforts.

Health, Safety & Controlled Substance Policies

Health, Safety and Security

The Healing Hands School of Holistic Health makes every effort to provide a secure and safe environment. The classrooms and campuses comply with all requirements of federal, local safety codes. A Safety Plan is in effect at the Healing Hands School. Please seek assistance from the Director if you wish to report a hazard or accident. All students and others are directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of. Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The Healing Hands School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campus activity.

Students must notify a Healing Hands School employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any compromises in security matters. In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Alcohol and Drug Policy

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the school is strictly prohibited. Students violating this rule will be subject to immediate termination from the program.

No alcoholic beverages or illegal drugs will be permitted inside the Healing Hands School, in the parking lot adjacent to the School or on School's grounds. Students known to be abusing alcohol or drugs or coming to class with their functioning impaired by alcohol or drug usage will be expelled from the school according to the Dismissal Protocol included in this Catalog. These students may re-enroll one time only after a period of one (1) year and treatment for their problem as well as a letter of recommendation for re-enrollment from their treatment counselor. A second violation of the alcohol and/or drug usage policy will result in expulsion with no re-enrollment possible. In accordance with California law, persons under 21 years of age may not consume, purchase, or possess alcohol.

The school does not provide direct health or counseling services. The school can provide information about drug awareness programs, penalties for violations, and references to local resources. Students and employees may refer to the Healing Hands School Alcohol and Drug Prevention Program and speak with the Director for more information.

As an institution of higher education, Healing Hands School of Holistic Health complies with the Drug-Free Schools and Campuses Regulations of 1989 and the Drug-Free Workplace Act of 1988 which state that "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees." In accordance with the regulation, notice of school's Alcohol and Drug Prevention Program, published on the school website (www.healinghandsschool.com), is emailed annually to enrolled students and employees and a paper copy is available upon request. The school provides a paper copy to all new students or employees.

Sexual Harassment

The Healing Hands School of Holistic Health is committed to providing an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment will not be allowed and is against state and federal law; it constitutes any unwelcome sexual approach that may intimidate an individual or create a hostile environment.

Any complaint of sexual harassment will be taken seriously and promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation or termination, depending upon the seriousness of the offense. All complaints of sexual harassment are to be taken immediately to the School Director.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Sexual Assault is

- Any sexual act attempted or committed against a person's will
- Manipulation or coercion, as well as physical force, use to cause sexual contact

Sexual assault, also referred to as sexual battery, as defined by the California Penal Code Penal Code 243.4:

- *(a) Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).*
- *(b) Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).*
- *(c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).*
- *(d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).*

- *(e)(1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. However, if the defendant was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars (\$3,000), by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars (\$2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Department of Fair Employment and Housing for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars (\$2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full.*
- *(2) As used in this subdivision, “touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.*
- *(f) As used in subdivisions (a), (b), (c), and (d), “touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.*
- *(g) As used in this section, the following terms have the following meanings:*
- *(1) “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.*
- *(2) “Sexual battery” does not include the crimes defined in Section 261 or 289.*
- *(3) “Seriously disabled” means a person with severe physical or sensory disabilities.*
- *(4) “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.*
- *(5) “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.*
- *(6) “Minor” means a person under 18 years of age.*
- *(h) This section shall not be construed to limit or prevent prosecution under any other law which also proscribes a course of conduct that also is proscribed by this section.*
- *(i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer and the victim was an employee of the defendant shall be a factor in aggravation in sentencing.*
- *(j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars (\$10,000).*

The HEA defines the crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

“Domestic Violence” means a “felony or misdemeanor crime of violence committed by

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,

- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction."

"Dating Violence" means "violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship."

"Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress."

"Consent" means "the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter." Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not be able to consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including but not limited to the absence of "no" or "stop," or the existence of a prior or current relationship or sexual activity.

Domestic Violence as defined by the California Penal Code 13700 - *"Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship.*

Dating Violence as defined in California Penal Code 243(e)(1) - *When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship.*

Stalking as defined in California Penal Code 646.9(a) - *Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking.*

Consent as defined in the California Penal Code 261.6 - *In prosecutions under Section 261, 262, 286, 288a, or 289, in which consent is at issue, "consent" shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue in a prosecution under*

Section 261, 262, 286, 288a, or 289. Nothing in this section shall affect the admissibility of evidence or the burden of proof on the issue of consent. Penal Code section 261.6

Acts of sexual assault, domestic violence, dating violence, and stalking will not be tolerated at Healing Hands School of Holistic Health. All reported instances of sexual assault, domestic violence, dating violence, and stalking will be investigated and appropriate disciplinary, criminal, and/or legal action will be taken with the consent of the victim(s). In addition Healing Hands School of Holistic Health will endeavor to assist any student or employee who has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options. All personnel have been informed to notify the Director/Owner in cases of sexual assault, domestic violence, dating violence, and stalking. Notification is to be done immediately, following any necessary and appropriate emergency steps taken to aid the victim(s), but only upon the victim(s)' consent, (i.e., providing first aid, calling an ambulance, etc.)

Upon the victim(s)' consent, the procedure is as follows:

1. The Director or Administrator will immediately make contact with the student(s) involved in the sexual assault, domestic violence, dating violence, and stalking.
2. The Director or other Administrator of the school will be immediately notified and will make immediate contact with the student(s).
3. The Director or other Administrator will notify the police and ambulance service will be called, if needed. Students are advised to seek medical attention in order to be tested and/or treated for sexually transmitted diseases and pregnancy. It is important to preserve any evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
4. If the student(s) prefers private transportation to the hospital, it will be arranged through the student(s) emergency contact person(s).
5. The Director or other Administrator will complete a criminal offense form and follow outlines procedures for processing the form.
6. The victim(s) will be provided information via the sexual assault, domestic violence, dating violence, and stalking policy that outlines the victim(s)' options for civil or criminal prosecution or availability of mediation and the disciplinary process. The Director will make available to the victim(s) current civil and criminal prosecution information obtained through the local police and district attorney's offices.
7. Under all circumstances, confidentiality of the incident(s) must be maintained for the victim(s). The Director or other Administrator will not allow other students or unauthorized personnel access to the victim(s), and will not allow the press to contact the victim(s) without the victim(s)' permission. The Director or other Administrator must only contact the spouse or parent(s) of the victim(s), based on authorized consent.
8. The Director or other Administrator will be available to students to provide assistance in obtaining services off-campus as may be required by the student(s). The institution will also provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.
9. The student(s) will be notified in writing by the school's Director or designee of the disciplinary action taken by the school if the student(s) was assaulted, abused, or stalked by another student(s) or employee(s) of the school.
10. A meeting will be arranged to discuss the victim(s)' return to school and any assistance needed by the victim(s) to deal with the academic difficulties that may arise due to the victimization and its impact on the victim(s). The institution will provide written notification to victims about options

for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

Rights of the Accused and Accuser

Any student or employee who wishes to file a disciplinary complaint may do so by contacting a senior administrator at Healing Hands School. Regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a Healing Hands School student or employee, disciplinary action may be imposed through a campus disciplinary proceeding. During such a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present. Healing Hands School will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the school may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. During any school disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking, the preponderance of the evidence standard will be used in the determination as to whether one of these offenses has occurred.

Disciplinary sanctions may be imposed on students or employees who commit a sexual offense on campus or in connection with Healing Hands School activities. Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from Healing Hands School or termination of employment. The accuser and the accused will be informed of the outcome of any disciplinary proceedings. Disciplinary proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.

Disclosures to an alleged victim

Healing Hands School will simultaneously notify, in writing, to accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The school's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

Campus Sexual Assault Prevention Programs

Sexual violence (SV) is a significant problem in the United States. SV refers to sexual activity when consent is not obtained or not given freely. Anyone can experience SV, but most victims are female. The person responsible for the violence is typically male and usually someone known to the victim. The person can be, but is not limited to, a friend, intimate partner, coworker, neighbor, or family member.

All incoming students and new employees, as well as current students and employees, are asked to visit the Centers for Disease Control and Prevention's website, <https://www.cdc.gov/violenceprevention/sexualviolence/>, and watch the following videos to learn more about sexual violence, such as dating violence, domestic violence, sexual assault and stalking. The CDC's research and programs work to understand the problem of sexual violence and prevent it before it begins.

What is Sexual Violence?

<https://youtu.be/LWctQH4C0P8>

Make Your Move to Prevent Sexual Violence?

<https://www.youtube.com/watch?v=dw-Bb3BvZVo>

What is Intimate Partner Violence?

<https://www.youtube.com/watch?v=VuMCzU54334>

Principles of Prevention, Module 1

https://www.youtube.com/watch?v=bHCp_ImDtaM

Principles of Prevention, Module 2

<https://www.youtube.com/watch?v=n2ljHNtFG-Q>

Principles of Prevention, Module 3

<https://www.youtube.com/watch?v=IDGfe5e67Sc>

Principles of Prevention, Module 4

<https://www.youtube.com/watch?v=S6uJ8AN9baA>

Principles of Prevention, Module 5

<https://www.youtube.com/watch?v=fqZ3ruatolk>

Principles of Prevention, Conclusion

<https://www.youtube.com/watch?v=xUCrBBYXuoE>

Bystander Intervention

Bystander intervention involves safe and positive actions that a student or employee may take to help prevent harm or intervene when there is a risk.

- Notice the Incident - Bystanders first must notice the incident taking place.
- Interpret Incident as Emergency - Bystanders also need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance.
- Assume Responsibility - Another decision bystanders make is whether they should assume responsibility for giving help. If a lone bystander is present he or she is more likely to assume responsibility than if there are other bystanders present.
- Attempt to Help – Examples include to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.

Safety Planning

The following information about safety planning is from RAINN (Rape, Abuse & Incest National Network), the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800-656-HOPE, www.rainn.org) in partnership with more than 1,000 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries our programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

For many people who have been affected by sexual assault, current and long-term safety can be an ongoing concern. Safety planning is about brainstorming ways to stay safe that may also help reduce the risk of future harm. It can include planning for a future crisis, considering your options, and making decisions about your next steps. Finding ways to stay and feel safer can be an important step towards healing, and these plans and actions should not increase the risk of being hurt.

Safety planning when someone is hurting you:

- **Become familiar with safe places.** Learn more about safe places near you such as a local domestic violence shelter or a family member's house. Learn the routes and commit them to memory.
- **Create a code word.** It might be a code between you and your children that means "get out," or with your support network that means "I need help."
- **Keep computer safety in mind.** If you think someone might be monitoring your computer use, consider regularly clearing your cache, history, and cookies. You could also use a different computer at a friend's house or a public library.
- **Lean on a support network.** Having someone you can reach out to for support can be an important part of staying safe and recovering. Find someone you trust who could respond to a crisis if you needed their help.
- **Prepare an excuse.** Create several plausible reasons for leaving the house at different times or for existing situations that might become dangerous. Have these on hand in case you need to get away quickly.
- **Stay safe at home.** If the person hurting you is in your home, you can take steps to feel safer. Try hanging bells or a noise maker on your door to scare the person hurting you away, or sleep in public spaces like the living room. If possible, keep the doors inside your house locked or put something heavy in front of them. If you're protecting yourself from someone who does not live with you, keep all the doors locked when you're not using them, and install an outside lighting system with motion detectors. Change the locks if possible.

Safety planning when someone is stalking you:

- **Be prepared to reach out.** If possible, keep your cell phone charged and have emergency contact numbers programmed ahead of time. You may want to save these contacts under a different name. Memorize a few numbers in case you don't have cell phone access in the future.
- **Change your routine.** Be aware of your daily routine and begin to alter it over time. Switch up the way you commute more often, taking different routes or different modes of transportation. Visit the [Stalking Resource Center](http://victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims/stalking-safety-planning) for more ways to stay safe (victimsofcrime.org/our-programs/stalking-resource-center/help-for-victims/stalking-safety-planning)
- **Tell someone you trust.** Stalking shouldn't be kept a secret. Tell your loved ones, parents or other trusted adults, or the local police to determine if a report can be made.

Safety planning when leaving the person hurting you:

- **Make an escape bag.** Pack a bag that includes all important papers and documents, such as your birth certificate, license, passport, social security card, bills, prescription drugs, and medical records. Include cash, keys, and credit cards. Hide the bag well. If it's discovered, call it a "hurricane bag" or "fire bag." If you are escaping with children, include their identifying information as well.
- **Plan a destination.** If you're not going to stay with someone you know, locate the nearest domestic violence shelter or homeless shelter.
- **Plan a route.** Then plan a backup route. If you are driving, have a tank of gas filled at all times. If you rely on public transportation, know the routes departure times. Many public transportation systems have mobile apps that update their schedules and arrival times.
- **Prepare your support network.** Keep your support network in the loop. Let them know how to respond if the perpetrator contacts them.
- **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.

If you are in a domestic violence situation and need help, call the National Domestic Violence Hotline at 800-799-SAFE (7233). You can visit www.thehotline.org/help/path-to-safety/ to learn more about safety planning.

Sexual Offender Registration

Persons convicted of specified sex crimes are required to register as sex offenders with a local law enforcement agency. The Sex Offender Tracking Program at the California Department of Justice (DOJ) maintains the registered sex offender database at www.meganslaw.ca.gov

Domestic Violence and Sexual Abuse Resources

If you or a loved one are experiencing domestic violence and need assistance, call your local hotline or the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or TTY 1-800-787-3224. The California Partnership to End Domestic Violence does not provide direct services to victims.

The National Domestic Violence Hotline
800-799-SAFE (7233)
www.thehotline.com

California Partnership to End Domestic Violence
www.cpedv.org

RAINN (Rape, Abuse, & Incest National Network)
800-656-HOPE (4673)
www.rainn.org

San Diego County

WRC

WRC is dedicated to providing the highest quality supportive services, counseling, shelter and education to North County San Diego County women, children, and men involved in or threatened by domestic violence or sexual assault.

www.wrcsd.org
24-Hour Hotline: 760-757-3500

San Diego County District Attorney

Information on Domestic Violence

<https://www.sdcda.org/helping/domestic-violence.html>

Domestic Violence Resource Guide

In English: <https://www.sdcda.org/helping/dvresourceguideenglish.pdf>

In Spanish: <https://www.sdcda.org/helping/dvresourcequidespanish.pdf>

Orange County

Human Options
Humanoptions.org
877-854-3594

Interval House
www.intervalhouse.org
562-594-4555, 714-891-8121

Laura's House
www.laurashouse.org
949-498-1511

Women Transitional Living
wtlc.org
877-531-5522

California Courts Self-Help Center
Information on restraining orders and other legal aspects of Domestic Abuse
www.courts.ca.gov/selfhelp-domesticviolence.htm

Emergency Preparedness Plan

The safety of our students, faculty and staff at Healing Hands School of Holistic Health is our highest priority. Healing Hands monitors weather conditions and has an emergency plan to address weather emergencies and any other crises that may affect its main campus in Escondido or campus in Laguna Hills. No matter what the emergency, our Emergency Operations Team meets regularly and stands ready to work in cooperation with the cities of Escondido, Kearny Mesa, and Laguna Hills and other government agencies to coordinate emergency procedures should the need arise.

Emergency Notification

Classes, functions, and events will proceed as scheduled unless you are notified otherwise. Before, during and after any emergency, we will issue notifications of campus status and other pertinent information as needed through a variety of communication mechanisms, including the Healing Hands website, email messages and in-classroom announcements. Unless electrical power or electronic communication is unavailable following a storm or emergency, the Healing Hands Facebook page will be the official source for information. Status updates will be posted on our Facebook, and emailed to all students, staff, and faculty. If the school is closed, a message will be on the main number; recorded messages will be made available at our main number (760) 746-9364. Should telephone and electronic communication be interrupted, information fliers will be posted at the entrance to our buildings at our Main campus in Escondido, our additional classroom in San Diego, and Non-main campus in Laguna Hills.

The School will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, 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. Healing Hands School will the emergency response and evacuation procedures on at least an annual basis. Tests may be announced or unannounced. The School will publicize its emergency response and evacuation procedures in conjunction with at least one test per calendar year, documenting, for each test, a description of the exercise, the date and time and whether it was announced or unannounced.

Students are encouraged to talk to their family members about ways of getting in touch with one another should normal communication be disrupted. Students and parents are reminded that Healing Hands will likely be a safe place to be during an emergency should immediate travel not be a viable option.

The school's Emergency Preparedness Plan contains procedures for specific emergencies including

- Severe Weather
- Civil Disturbances (Protests)
- Structural Collapse
- Criminal/Violent Incident
- Health Concern – Pandemic
- Fire
- Bomb Threat
- Suspicious Packages
- Medical Emergencies/Accident
- Mental Health Emergency
- Utility Failure
- Earthquake

Any questions regarding the emergency plan should be directed to the School Director at (760) 746-9364.

The full Emergency Preparedness Plans for the Escondido campus, Laguna Hills campus, and Kearny Mesa classroom can be found at <https://hhs.edu/resources/>

Escondido Emergency Preparedness Plan

<https://hhs.edu/wp-content/uploads/2019/02/Escondido-Emergency-Preparedness.pdf>

Laguna Hills Emergency Preparedness Plan

<https://hhs.edu/wp-content/uploads/2019/02/Laguna-Hills-Emergency-Preparedness.pdf>

Kearny Mesa Emergency Preparedness Plan

<https://hhs.edu/wp-content/uploads/2019/02/Kearny-Mesa-Emergency-Preparedness.pdf>

Fire Safety

Healing Hands School does not provide residential facilities for students, nor does it utilize any non-campus buildings or property. The school's facilities are equipped with fire safety devices. Healing Hands conducts fire drills at least twice each year.

General Fire Procedures

- You are required by law to evacuate during a fire.
- If you have been trained in extinguisher use and can safely address the fire, do so.
- Evacuate the building and report to the Emergency Operations Team Director immediately.
- Close windows and doors, if time permits.
- Warn others on your way out.
- Move away from the building – upwind side
- If you become trapped by fire, try not to panic.
- Isolate yourself away from fire.
- If a phone is available, call police by dialing 911 and let them know your location and situation.
- If a window is available, place a brightly colored piece of clothing on the window to signal police.
- Stay near the floor to avoid smoke and fumes.
- Make noise at regular intervals to help crews find you.

Important Contacts

Designated Campus Security Authorities

Chief Executive Officer/Director – Paula Curtiss	760-746-9364
Director/Program Director – Neha Curtiss	760-746-9364
Program Director – Sandra Christie	760-746-9364
Escondido Campus Manager – Teodora Curtiss	760-746-9364
Laguna Hills Campus Manager – Harmony Curtiss	949-305-2722
San Diego Classroom – Iris Wilkins	858-505-1100

Emergency Contact Numbers

All calls that are life-threatening or crimes in progress are considered emergencies, and you can call 911.

Escondido Police & Fire Headquarters 1163 North Centre City Parkway, Escondido, CA 92026	24-hour Dispatch:	760-839-4722
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San Diego Fire-Rescue Headquarters 600 B Street, Suite 1300, San Diego, CA 92101		619-533-4300
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San Diego Police 9225 Aero Drive, San Diego, CA 92123 (Eastern Division)	Non-Emergencies:	619-531-2000 or 858-484-3154
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Laguna Hills Public Safety Department 24035 El Toro Road, Laguna Hills, CA 92563	24-hour Dispatch:	949-770-6011
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Orange County Fire Authority 1 Fire Authority Road, Irvine, CA 92602		714-573-6000
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