

Timely Warning

In the event of a situation occurring that is considered to be an ongoing or continuous threat to the community, a member of the administration will disseminate a timely warning for students, faculty, and staff via text message, e-mail, and phone. If time permits, the warning will also be published on the University's homepage.

Note, a school is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. In addition, if there is an immediate threat to the health or safety of students or employees and the University must follow its emergency notification procedures, the University is not required to issue a timely warning based on the same circumstances; however the University will provide adequate follow-up information to the community as needed.

Anyone with information warranting a timely warning should report the circumstances to a member of the University cabinet or other administrator, by phone 858-653-6740 or in person at the Administration Building located at 220 W. Grand Ave. If after hours, call 911 for an emergency; otherwise, call a member of the Student Life team: Jonathan Sperling at 760-802-9427, Moises Mora at 661.858.8172, or Megan Woodard at 760-802-1336.

Emergency Response and Evacuation Procedures

Emergencies should always be reported first to authorities using 911, and then to University officials. In the event of a significant emergency threatening the health or safety of the university community, a member of the University Cabinet or the Director of Student Life will implement emergency evacuation and activate the University emergency contact system. This web-based system communicates with students via text message, student's JPCatholic e-mail, and phone.

In the case of an emergency at the student residences, students should assemble in the front of the Latitude33 Apartment Pool/Grill complex, where a school official will notify them of the nature of the emergency, the evacuation center, and any specific instructions (e.g., "You are to go quickly and quietly to your apartment where the resident assistants will take role and assign you to a vehicle").

If an emergency occurs on campus, all students, faculty and staff should assemble in Maple Plaza, in front of the Student Life Center, located at 200 W. Grand Ave., and await further instruction. A member of the University Cabinet will direct the University community according to the nature of the emergency. Further communication will be disseminated via the University emergency contact system.

Evacuation Procedures & Best Practices

1. Safely stop your work

- Shut down equipment that could become unstable or present a hazard
- Gather your important personal belongings such as glasses, prescription medication, keys, and purse

2. Quickly evacuate the building using the nearest door marked with an EXIT Sign

- Classes in session must evacuate. No one may remain inside a building when an evacuation is in progress.
- Do not use elevators
- Go to the nearest safe stairway
- Help those who need special assistance, such as disabled persons and small children
- Touch closed doors before opening. If the surface is hot, do not open — use another exit route
- Close, but do not lock, all doors as you leave
- Note the location of trapped and injured victims and notify emergency responders

3. Report to your designated assembly area

- Stay in your designated assembly area for a head count
- Report any missing individuals and last known locations to emergency responders
- Notify emergency responders about sensitive research, operating equipment, etc.

4. Wait for instructions from emergency responders

- Remain outside at your designated assembly area
- Do not reenter the building until authorized to do so by an appropriate authority (police, fire department, etc.)

Active Shooter Information

An active shooter is defined as a suspect or assailant whose activity is immediately causing death and serious injury and the threat is not contained.

It is important to have a plan about what you will do in such an emergency. There are three possible responses: Run, Fight, or Hide (The Department of Homeland Security). If it is possible to do so safely, exit the building immediately when you become aware of an incident, moving away from the immediate path of danger, and take the following steps:

1. Notify anyone you may encounter to exit the building immediately
2. Evacuate to a safe area away from the danger, and take protective cover, staying away from windows and doors until notified otherwise.
3. Call 911, providing the dispatcher with the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. IDENTIFICATION OR DESCRIPTIONS OF SHOOTER(S)
 - e. Number of persons who may be involved
 - f. Your exact location

- g. Injuries to anyone, if known
4. If you can, prevent others from entering or nearing the danger area.

If you are directly involved in the incident and exiting the building is not possible, the following actions are recommended:

1. Go to the nearest room or office
2. Close, lock and/or blockade the door if possible
3. Turn off the lights
4. Seek protective cover
5. Keep quiet and act as if no one is in the room; silence your cell phone
6. Do not answer the door
7. Notify 911 if it is safe to do so, providing the dispatcher with the following information:
 - a. Your name
 - b. Your location (be as specific as possible)
 - c. Number of shooters (if known)
 - d. IDENTIFICATION OR DESCRIPTION OF SHOOTER(S)
 - e. Number of persons who may be involved
 - f. Injuries if known
8. Wait for police to assist you out of the building

As a last resort and only if your life is in danger, you should fight.

1. Act with physical aggression and commit to incapacitating the shooter
2. Improvise weapons
3. If there are others around you, coordinate your response

This type of incident is unpredictable, and your immediate response depends on the situation you face.

Being Prepared for an Earthquake

During a major earthquake, you may hear a roaring or rumbling sound that gradually grows louder. You may feel a rolling sensation that starts out gently and, within a second or two, grows violent.

OR . . .

You may first be jarred by a violent jolt. A second or two later, you may feel shaking and find it difficult to stand up or move from one room to another.

During your earthquake, best practices include:

- **DROP down onto your hands and knees** before the earthquake would knock you down. This position protects you from falling but still allows you to move if necessary.

- **COVER** your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands. Try to stay clear of windows or glass that could shatter or objects that could fall on you.
- **HOLD ON to your shelter** (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

Missing Students

If a student is reported missing, school officials will make a determined effort to locate the student. If this effort is unsuccessful and a student has been missing for 24 hours, the Residence Director or Dean of Students will notify local law enforcement agencies so they can commence an investigation. If a missing student is under 18 and not emancipated, the Dean of Students will notify a custodial parent or legal guardian, in addition to any contact person designated by the student. The Dean of Students will also notify a parent or legal guardian if the student is over 18 and has signed a consent form to release information. A student who does not sign a consent form has the option to name a confidential contact person to be notified in case a student goes missing (only authorized college officials and law enforcement will have access to this information in order to further a missing person investigation).

Missing students should be reported to the Dean of Students or Residence Director.