



**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime  
Statistics Act Compliance  
Campus Safety & Security Report  
November 30, 2020**

**Introduction**

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Campus Safety and Security Report, are provided in compliance with the Crime Awareness and Campus Security Act of 1990. The report informs the campus community about important procedures, policies, crime prevention programs and campus crime statistics. On or before October 1 of every year, an email is sent to all students, faculty and staff advising them that the report can be accessed on the Thomas Jefferson School of Law (the School) website at <http://www.tjssl.edu/student-required-disclosures>. Hard copies of the report are available at the Front Lobby Desk. Prospective students and employees are afforded the same information at the time they obtain an application for admission or employment.

**Safety at Thomas Jefferson School of Law**

The campus is not immune to crime. Becoming aware of potential dangers and taking preventative measures will protect you and assist us in keeping the School a safe and pleasant environment to pursue an education.

The administration makes continuous efforts to prevent crime on campus yet your help is needed as well. We firmly believe that a well-informed community is better served and, thus, safer. Please take the time to read this information.

**Crime Prevention**

It is well recognized that the prevention of crime provides the best measure of protection. Therefore, the School supports an active crime prevention program that works closely with the community to make a safer place to work, live and learn.

All incidents of criminal activity which pose a potential threat to the campus are immediately brought to the attention to the community. The building's security officers' as well as the campus security officers' assignment is to function in an "Observe and Report" position. They are unarmed and are not law enforcement officers. They will report all irregularities, violations of rules, safety violations and hazards to the administration and to the San Diego Police

Department when appropriate. They assist in the prevention of crime by patrolling the building, outside, and campus areas as a deterrent to crime.

### **Campus Safeguards**

Campus security and personal safety are central issues at the School. Providing security to the campus community is a continuous process of reevaluating existing policies and practices so that they conform to the changing needs of the community. The campus itself is not open to members of the public. Students and employees need to display their identification badges to gain access to campus. All campus visitors are required to check-in and obtain a visitor badge before being permitted to move about the campus.

To supplement these efforts, several committees and programs exist to constantly evaluate existing practices and make security recommendations. Specifically, the School has an Emergency Response Team that meets regularly to discuss emergency response situations and security procedures. The School also works closely with the San Diego Fire Department in an annual fire drill and evacuation of the premises.

Together with the administration, these committees strive to make the School a safe place to learn and work. The building utilizes a security system at the perimeter and interior entry areas. Additionally, there is video surveillance monitoring of the building entrances, the building lobby, and entrance to the adjacent parking garage, as well as along the exterior of the building to help maintain security.

### **Emergency Notification Procedures**

Thomas Jefferson School of Law uses the e<sup>2</sup>Campus notification system to alert all students, faculty, and staff of an emergency on campus. Through the use of the e<sup>2</sup>Campus Emergency Notification System, those that have signed up will receive both text and email messages in the event of an emergency situation. Some examples of emergency notifications sent through e<sup>2</sup>Campus include building closure, electrical outages, fire, and hazards due to individuals with life threatening aggressive behavior.

In the event of an emergency, 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 in the professional judgment of the Dean and/or President would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. In most cases, the content of the notification will contain necessary information to alert all students, faculty, and staff as to what the emergency condition is and the recommended course of action.

The notification will be sent by either the Facilities Department or the IT Director, after consultation with the Dean or President.

In the case that emergency information needs to be disseminated to the larger San Diego community, the School will work in cooperation with the San Diego Police Department to ensure its delivery.

The e<sup>2</sup>Campus notification system is tested at the start of both the fall and spring academic terms by sending out a test notification to all users.

### **Evacuation Procedures**

Notification to evacuate is conducted by the sounding of the fire alarm (horn strobes), school wide e-mail, and the e<sup>2</sup>Campus notification system. Staff and faculty volunteers will sweep assigned areas to ensure the evacuation of the impacted area of campus. In the event of fire, emergency exit stairs must be taken to the ground floor. Employees and students will exit by the quickest means to the ground floor and assemble outside the building in the parking lot located at the corner of 8<sup>th</sup> and B Street.

Students and employees will be notified once the building is safe for occupancy.

### **Campus Facilities Access**

As noted above, the campus is not generally open to members of the public. All students, staff and faculty members are issued identification cards. Identification cards must be worn while on campus.

### **Keys and Access Fobs**

Keys and access fobs are provided to individual employees on a need-to-enter basis as determined by the appropriate supervisor. Lost keys or access fobs must be reported immediately to the employee's supervisor and to the President. Keys and access fobs should never be loaned to other employees or students. Any keys which have not been specifically issued to a particular individual will be confiscated. Duplication of keys or release of access fobs to an unauthorized person without proper authorization is prohibited.

### **Crime Statistics**

Campus crime, arrest and referral statistics include those reported to designated campus officials, advisors to student organizations, and local law enforcement agencies. To comply with the Act, the School collects crime statistics from local police agencies by providing the address of campus property controlled by the School and public property immediately adjacent to campus. All local police agencies, where the School property is located or is nearby, provide automated statistics for the property and a radius around the property requested. These statistics may also include crimes that have occurred in private residences or businesses. The crime and arrest statistics are compiled by the Facilities Department with the assistance of the San Diego Police

Department for crimes occurring on city thoroughfares, streets, sidewalks, and parking facilities within or immediately adjacent to the School.

### **Reporting Crimes and Requesting Police Assistance**

The reporting of crimes is vital in achieving the goal of providing a safe working and learning environment for the campus community. All persons who are victims or witnesses of a crime should promptly report the occurrence to the building security. To report a crime, please call the security desk at 619-630-6618 or send an email to 701Bsecurity@aus.com. For emergencies, call 9-1-1 from any campus phone. Upon calling, please provide the following:

- Name, telephone number, and location.
- Describe the incident clearly and accurately.
- Do not hang up! Let the person providing assistance end the call. More information may be requested.

California law (11160 of the California Penal Code) requires “prompt, mandatory reporting to the local law enforcement agency by health care practitioners when they provide medical services to a person they know or are reasonably suspected of suffering from wounds inflicted by a firearm or is a result of an assault or other abusive conduct.”

Reporting of such offenses by victims or witnesses may be done voluntarily. At times, sensitive situations may arise and School officials cooperate with individuals on a confidential basis to the extent permitted. Privileges of confidentiality in criminal matters that are referred for prosecution in a court of law may be subject to exposure. The School encourages prompt reporting of all crimes, potential criminal activities and other emergencies on campus either in person or by calling 9-1-1. The campus elevator is also equipped with an emergency button that can be used to summons assistance. The dispatcher should be advised that you are calling from Thomas Jefferson School of Law.

### **Incident Reporting**

The San Diego Police Department has the primary jurisdiction and responsibility to investigate crimes and provide police services on campus. It is important that all crimes occurring on campus be immediately reported to the San Diego Police Department to ensure that appropriate action can be taken.

The School endorses a reporting policy that strongly encourages victims to report all incidents regardless of their nature. Any member of the Thomas Jefferson staff or faculty is available to assist crime victims, including victims of sexual assault, in notifying law enforcement authorities. Crimes occurring off campus should be immediately reported to the law enforcement agency having proper jurisdiction.

Emergencies requiring police, fire or medical aid can be reported in person or by dialing 911.

Incidents involving sexual assault should then be reported to the Title IX coordinator for proper posting and follow-up.

### **Law School Property**

No School property may be removed from the campus without express written permission from the department supervisor or President. Unauthorized removal of School property from campus is a violation of the law and violators may be prosecuted.

### **Dating and Domestic Violence, Stalking and Sexual Assault**

Thomas Jefferson School of Law is committed to providing an educational and work environment that is free of discrimination, retaliation and harassment including sexual violence. Title IX of the Education Amendments of 1972 (Title IX), prohibits sex discrimination in educational programs and activities (including discrimination against pregnant and parenting students) and includes acts of sexual violence. This prohibition against sex discrimination extends to admission and employment, and applies to all education programs or activities in the United States, whether such programs or activities occur on-campus or off-campus.

Any of the following conduct on the basis of sex constitutes sexual harassment and is a violation of this policy:

- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called *quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined below).

### **Definitions**

*Actual knowledge*- notice of sexual harassment or allegations of sexual harassment to the School's Title IX Coordinator

*Complainant*- an individual who is alleged to be the victim of conduct that could constitute sexual harassment

*Consent*- the affirmative, continuous, voluntary agreement by both partners engaged in sexual

activity. Consent may be revoked at any time. It is each person's responsibility to ensure affirmative, conscious consent is given while engaged in sexual activity. Consent cannot be inferred. An absence of resistance or silence is not the same as affirmative consent.

*Dating violence*- controlling, abusive, and aggressive behavior in a romantic relationship

*Domestic violence*- crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by any other person who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

*Respondent*- an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

*Sexual Assault*- any sexual conduct with another person that occurs without the consent of the victim or is offensive to the victim

*Stalking*- 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

### **Reporting Sexual Violence**

Individuals who believe they have been victims of sexual harassment, sex discrimination, assault, violence, or other sexual misconduct are encouraged to contact the local authorities and should notify the School's Title IX Coordinator:

Lisa Ferreira  
Assistant Dean for Student Affairs & Title IX Coordinator  
701 B Street, #110  
San Diego, CA 92101  
[lisaf@tjssl.edu](mailto:lisaf@tjssl.edu)  
619-961-4202

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail using the contact information above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator, above.

A report may also be made to the proper authorities in conjunction or separately from the complaint made to the Coordinator.

## **Supportive Measures**

After the Title IX Coordinator receives a report of an alleged violation of this policy, the Title IX Coordinator will promptly contact the alleged victim confidentially to discuss the availability of supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services that are reasonably available to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. The range of supportive measures available to complainants and respondents may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between parties, and leaves of absence. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Supportive measures will be made available to a complainant regardless of whether a formal complaint is filed.

## **Filing a Formal Complaint**

A formal complaint is a document filed by an alleged victim or signed by the Title IX Coordinator alleging sexual harassment and requesting the School to investigate the allegation. At the time of the filing the formal complaint, the alleged victim must be participating in or attempting to participate in the education program or activity of the School, and the formal complaint must be filed with the Title IX Coordinator in person, by mail, or by e-mail.

## **Grievance Procedure**

The School is committed to providing prompt and equitable resolution of student and employee complaints alleging a violation of this policy. The School's Grievance Procedure includes: (1) the Investigation; (2) Informal Resolution, when appropriate; (3) a Live Hearing; (4) a Written Determination; and in some circumstances (5) an Appeal.

In order to ensure a fair and equitable process, the School will:

- Treat Complainants and Respondents equitably by not imposing disciplinary sanctions against Respondent without first following the School's grievance procedure, and by providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent.
- Presume the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made by clear and convincing evidence at the conclusion of the grievance process.
- Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Ensure any individual who is designated by the School as a Title IX Coordinator, investigator, decision-maker, or facilitator of informal resolution is adequately trained and free from bias and conflict of interest for or against complainants or respondents.
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the

person holding such privilege has waived the privilege.

- Not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the School obtains that party's voluntary, written consent.

## **Investigation Process**

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to both the Complainant and Respondent of:

- The allegations of sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. This includes the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- The presumption that that Respondent is not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Their right to have an advisor of their choice, who may be, but is not required to be, an attorney, accompany them to any meeting and participate in the grievance process.
- Their right to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the School does not intend to rely in reaching a determination so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.
- The School's Grievance Procedure and informal resolution options.
- The School's Student Code of Conduct prohibiting knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will then either personally investigate or oversee the investigative process of the formal complaint. The investigative process will be conducted in an adequate, reliable, impartial, and prompt manner, and will provide an equal opportunity to the Complainant and Respondent to present witnesses and evidence to the Investigator.

The Investigator will provide to any party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

Prior to the completion of the investigation, the Investigator will send to each party and their advisors, the evidence subject to inspection and review in an electronic format or in hard copy, and the parties will be given at least 10 days to submit a written response, which will be considered by the Investigator.



The investigative process shall be completed within 90 days of notice to the Title IX Coordinator and will result in an investigative report that fairly summarizes relevant evidence. The investigative report will be sent in electronic format or hard copy to each party and their advisors for review and written response at least 10 days prior to any scheduled hearing.

Although the School is committed to resolving the allegations promptly, it understands that a temporary delay of the Grievance Procedure or limited extension of time frames for good cause may be necessary. Good cause may include considerations such as the absence of a party or a party's advisor, a witness, concurrent law enforcement activity or accommodation of disabilities. In such circumstances, the party requesting the delay or extension should provide written notice to the Title IX Coordinator detailing the reasons for their request.

### **Informal Resolution**

Unless the allegation concerns conduct by an employee of the School, the parties may be permitted the option to participate in an informal resolution process. Details of this process will be provided to the parties if the Title IX Coordinator believes an informal resolution would address the reported behavior, prevent recurrence, and remedy effects without completing the investigation process. Informal resolution will only be considered in cases where the School receives the parties' voluntary, informed consent in writing. This consent may be withdrawn at any time in favor of a return to the Grievance Procedure.

### **Dismissal of Formal Complaint**

A formal complaint may be dismissed by the School in its sole discretion if:

- The conduct alleged, even if proved, would not constitute sexual harassment as defined above.
- The conduct alleged did not occur in the School's education program or activity, or against a person in the United States.
- Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the complaint or any allegations therein.
- Respondent is no longer enrolled or employed by the School.
- Specific circumstances prevent the School from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

### **Live Hearing**

If an informal resolution is not reached or is not warranted by the circumstances, within 45 days after receiving the investigative report, the School will schedule a live hearing before a decision-maker chosen by the School. At the live hearing, the decision-maker will:

- Permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- Require questioning and cross-examination to be conducted directly, orally, and in real time by the party’s advisor and never by a party personally.
- Evaluate each question asked to determine its relevance before it is answered by a party or witness. If a question is deemed irrelevant and is excluded, the decision-maker will explain why.
- Prohibit as irrelevant, questions and evidence about Complainant’s prior sexual behavior unless offered to prove that someone other than Respondent committed the alleged misconduct or offered to prove consent based on prior sexual behavior with Respondent.
- Not rely on any statement of a party or witness who does not submit to cross-examination at the live hearing in reaching a determination regarding responsibility.
- Not draw an inference about the determination regarding responsibility based solely on a party’s or witness’ absence from the live hearing or refusal to answer questions.
- Ensure that an audio, audiovisual, or transcript of the live hearing is created, which will be made available to the parties for inspection and review.

If a party does not have an advisor present at the live hearing, the School will provide, without fee or charge to that party, an advisor of the School’s choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

At the request of either party, the School will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other. This may be on campus or off-campus at the School’s sole discretion. Additionally, at the School’s discretion, the live hearing may be conducted with all parties physically present in the same geographic location or any or all parties, witnesses, and other participants appearing virtually.

Any decisions to suspend or to continue the live hearing once it has begun shall be made at the sole discretion of the School in consultation between the decision-maker and the Title IX Coordinator.

### **Written Determination**

Within 30 days after the conclusion of the live hearing, the decision-maker will issue a written determination regarding responsibility including:

- Identification of the allegations potentially constituting sexual harassment.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews, site visits, methods used to gather other evidence and hearings held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the School’s Student Code of Conduct to the facts.

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.
- A statement of any disciplinary sanctions imposed on Respondent and any remedies designed to restore or preserve equal access to the School's education program or activity for Complainant.
- The School's procedures and permissible basis for filing an appeal.

### **Remedies and Disciplinary Sanctions**

If Respondent is found responsible for the alleged conduct violation, possible remedies the School may provide Complainant include:

- Permanent no contact order while both students are enrolled.
- Continuing supportive measures as deemed necessary to ensure equal access to education.

Possible disciplinary sanctions the School may impose on Respondent include:

- A written reprimand and/or warning, one copy to be sent to the student and one copy to be made a permanent part of the student's file, available for inspection only by request from an admitting authority, e.g., the California Committee of Bar Examiners, or by a lawful court process.
- Formal administrative probation and permanent notation on the student's transcript of an "administrative probation."
- Suspension from classes and other Thomas Jefferson School of Law privileges for one or more semesters.
- Administrative dismissal.

### **Appeal Process**

Within 30 days of receiving the written determination of responsibility, or within 30 days of the School dismissing a formal complaint or any allegations therein, either party may file an appeal with the Dean of the School. The Appeal must be in writing and must include a detailed explanation of one of the following bases for the appeal:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter.
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual parties in the matter that affected the outcome.

Once an appeal is received, the other party will be notified in writing. Both parties will have the opportunity to submit a written statement in support of, or challenging, the written determination or dismissal.

All such appeals will be resolved within 60 days of the filing in a written decision provided simultaneously to both parties.

### **Protection Against Retaliation**

The School prohibits retaliation against anyone for making a report of sexual harassment or filing a formal complaint. This includes acts of intimidation, threats, coercion or discrimination against an individual for the purpose of interfering with their Title IX rights or because the individual filed a complaint, testified, participated, or refused to participate in a Title IX proceeding. No employee or student is exempt from this policy.

The School will do its best to keep the identity of complainants, respondents, and witnesses confidential except as permitted by FERPA, as required by law, or as necessary to carry out the Title IX proceeding. Any complaints alleging retaliation may be filed with the Title IX Coordinator and will be promptly addressed.

### **Amnesty**

Because Thomas Jefferson School of Law strongly encourages the reporting of any sexual misconduct, a Complainant or witness will not be held accountable for violations of any law school alcohol or drug policies that may have occurred at the time of, or as a result of the incident, provided that these violations did not endanger others or violate the Student Code of Conduct.

### **Prevention and Awareness Programs**

Thomas Jefferson School of Law faculty and staff are provided timely in-person training on sexual harassment, Title IX, Clery Act, and VAWA, when they become employed at the School and in regular biennial intervals thereafter. All students are required to participate in an interactive, in-person training which covers Title IX, VAWA, and the Clery Act, and details awareness and prevention of sexual harassment and sexual misconduct.

### **Bystander Intervention**

There may be situations where an individual or group acts to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Safe and positive options for bystander intervention include but are not limited to: refusing to participate

in gossip or rumors, speaking up or taking a stand against a harasser, identifying people you can trust to seek help, and creating a distraction to draw the abuser away.

### **Megan's Law**

California's Megan's Law requires that certain information about sex offenders be made available upon request to members of the public, so that the public is better prepared to protect themselves and their children. However, the City of San Diego has also developed a map that indicates the general whereabouts of residences of "high risk" or "serious" sex offenders. All members of the campus community can find information on-line concerning registered sex offenders who may be present on campus at <http://www.meganslaw.ca.gov/> or by visiting the San Diego Police Department at 1401 Broadway or by calling (619) 531-2325.

### **Substance Abuse Policy**

Thomas Jefferson School of Law is committed to maintaining the best possible educational and work environment. In order for the School to maintain its high quality education, research and community service, it is essential that each member of the law school community be able to perform to the best of his or her ability. Alcohol and drug abuse in the academic community is detrimental to the maintenance of an effective academic program. Such abuse is also detrimental to the health and safety of our students, faculty, staff and visitors to our campus.

The School is committed to preventing any illegal activity from occurring on its premises. Additionally, the School is a recipient of federal funds and subject to the Drug-free Schools and Communities Act Amendments of 1989 (Public Law 101-26), which requires the School to certify to the Department of Education that it has adopted and implemented a program to prevent the abuse of alcohol and the illicit use of drugs by students and employees.

The abuse of alcohol and drugs is not consistent with the educational aims and goals of the School, and in addition, offers substantial health risks, leading at times to long-term physical and psychological damage, birth defects, and reduction of the ability to perform tasks requiring coordination and concentration. Substance abuse may also lead to criminal sanctions including driver's license revocation, fines, forfeiture of property, imprisonment and suspension from eligibility for federal benefits, including student loans. Law students may be denied admission to practice because of a history of drug or alcohol abuse, or conviction of a crime. For specific information, see Article 2, Offenses Involving Alcohol and Drugs in the California Vehicle Code, the California Uniform Controlled Substance Act, and the Controlled Substances Act and the Anti-Drug Abuse Amendments of 1988 in Title 21 of the United States Code.

It is the policy of the School to maintain a drug-free workplace and educational environment. The use of alcohol on campus is prohibited unless an exception has been granted for a school-sponsored event. The unlawful manufacture, distribution, dispensation, possession, sale, offer to sell, purchase and/or use of controlled substances on campus or at School sponsored functions is prohibited. In addition, the use of controlled substances or the abuse of alcohol off-campus is

prohibited if such use and/or abuse adversely affect the user's ability to perform safely and efficiently while on campus. No member of the law school community is permitted to be on campus while under the influence of alcohol or any controlled substance, nor abuse alcohol at any law school sponsored function. Law school sponsored functions include all student organization activities.

### **Sanctions**

Infractions of this policy will be regarded as a basis for disciplinary action, up to and including exclusion from the School, whether the offender is a student or an employee. However, the School recognizes that alcoholism and other substance dependencies are highly complex illnesses, which under many circumstances can be successfully treated. If said infraction of the policy is the result of a substance dependency, the School may require the offender to seek treatment and rehabilitation as a condition of retention in the law school community. The School's emphasis is on rehabilitation, if possible, as a preferable alternative to exclusion.

### **Inspections**

The School retains the right to search and inspect all School-maintained property and premises, including common areas used by students, to detect the presence of drugs, controlled substances or alcohol. School-maintained property includes, but is not limited to offices, machinery, equipment, and furniture. Additionally, if there is any reasonable cause or suspicion to believe that a member of the School community has illegal or prohibited substances in his/her possession, they may be asked to empty the contents of clothing, pockets, purses, desks, or other containers. As a term and condition of continued enrollment, every student is expected and required to fully cooperate with any search being conducted to detect the presence of drugs or alcohol on campus. Refusal to allow such a search or to relinquish suspected material will be taken into account in making any disciplinary decision.

### **Rehabilitation**

The School encourages persons who recognize that they have a substance or chemical dependency problem to seek appropriate professional help. While the School does not maintain a program for the treatment and rehabilitation of persons suffering from substance dependence, it can and may refer persons suffering from substance dependency to local programs for treatment and rehabilitation. Some programs are free and some charge for their services. Employees of the School may be able to obtain treatment under their medical insurance. The School will attempt to reasonably accommodate members of the School community who seek treatment and rehabilitation. In some instances, the School may require a person to seek treatment and rehabilitation as a condition of retention or re-admittance to the School community.

## Fire Safety

### **Fire Drills**

Thomas Jefferson School of Law conducts an annual campus fire drill. The purpose of the drill is to instill in the minds of the occupants the correct procedures necessary to ensure the safety of life and the joint testing of the building emergency equipment and staff duties.

A typical drill starts with the reporting of a “FIRE”. Observers (Staff or Faculty) will be stationed at strategic locations throughout the drill to observe the actions of personnel when the alarm sounds.

Observations are made for:

1. Hearing the alarm & Public Announcement System
2. Blocked Fire Extinguishers
3. Blocked Exits & Hallways
4. Debris in Stairwell
5. Doors propped open
6. Office doors not closed or marked
7. Duties not understood or carried out
8. Procedures for the “Physically Impaired”
9. Response and Participation of all occupants

Timing of when the alarm is first heard to last occupant evacuated from the floor should be made to assist in evaluating problem areas in regard to movement of people.

Each floor has been assigned a Response Team which includes the following positions and responsibilities. At a minimum, each floor will be assigned a Floor Warden and Group Leader.

*Floor Warden:* Responsible for overseeing occupant instruction, supervising and ensuring safe and complete evacuation during a fire, other emergency or fire drill; also coordinates the Response Team and reports to the Facilities Department. Floor Wardens are also responsible for searching the floor area for occupants unaware of the emergency such as restrooms, supply storage rooms or employees in need of assistance.

*Group Leader:* Responsible to direct all occupants to a safe stairwell and lead occupants to the designated Safe Refuge Area. Group Leaders are also responsible to direct occupants and visitors away from elevators and to the emergency exits.

*Stairwell/Elevator Monitor:* Responsible for making sure occupants do not enter elevator lobbies or use elevators for evacuation. Also responsible for checking safety of respective emergency exits by feeling the emergency exit door to ensure door is not hot and for leading floor occupants to Safe Refuge Areas.

*Assistance Monitors:* Two (2) employees responsible to assist person(s) with physical impairments in times of emergency.

## **Fire Procedures**

1. Safety of life is the first priority. Remove anyone in the area from immediate danger. Confine the fire by closing as many doors as possible as you leave the area.
2. Notification: Call the fire department at **9-1-1**. If you encounter problems with the 911 system, dial **619-533-4300**.

**Do not hang up until the emergency operator hangs up.**

3. When it is safe to do so, notify Security at **619-961-4399**.
4. Fighting the fire is an option only if you are trained, you have someone with you, it is safe to do so, and if it does not interfere with the performance of your emergency duties.
5. Direct all occupants to safe stairwell to begin evacuation procedures:
  - a. Move quickly, but **DO NOT RUN**.
  - b. **DO NOT USE ELEVATORS**.
  - c. Exit to the safest designated stairwell and **DO NOT** carry food and/or beverages into the stairwell as they may spill and cause a slip and fall hazard.
  - d. Remove unsafe footwear (e.g., high heels) to prevent injuries (carry them with you).
  - e. Use handrails.
  - f. Allow room for others to enter into an orderly flow of traffic without holding up others.
  - g. Gain assistance for those who are slower moving.



- h. Treat any injuries incurred in the stairwell at the nearest landing when required and safe.
- i. Dispel any false information or rumors (to prevent panic).

6. Evacuate adjoining areas and begin any assigned duties.

**If Trapped In an Office or Other Area:**

- Wedge material along the bottom of the door to keep smoke out.
- Close as many doors as possible between you and the fire.
- Call the fire department and notify them of your situation.
- Break windows only as a last resort. Smoke may enter the room and it will be impossible to stop it.
- If unable to perform your assigned duties, notify other staff members.