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Annual Security Report Policy Statements

In Case of Emergency

Students, faculty and administrators are expected to familiarize themselves with the CSTCM Emergency Action Plan from which this quick reference is drawn; detailed emergency action plans for each of the scenarios below in the Emergency Action Plan. In all serious cases, get to safety, call 9-1-1 as appropriate and contact the Emergency Official, Assistant Emergency Official, or other school official immediately.

- **Aircraft Crash:**
  - If building is involved, evacuate to a safe area up-wind and up-hill.

- **Allergic Reaction:**
  - Monitor victim - Be prepared to perform CPR - Notify Emergency Official, Assistant Emergency Official, or other school authority.

- **Biological Threat/Bio-terrorism:**
  - Monitor emergency radio or TV broadcast or check the internet.

- **Bomb Threat:**
  - Remain calm - Keep caller on the phone - Use bomb threat form - Notify Emergency Official, Assistant Emergency Official, or other school authority - Follow standard evacuation procedures, if necessary.

- **Chemical/Hazardous/Biological Spill:**
  - Evacuate area or building if necessary - Notify Emergency Official, Assistant Emergency Official, or other school authority.

- **Chemical Threat:**
  - Monitor emergency radio or TV broadcast or check the internet.

- **Civil Disturbance:**
  - Remain calm - Notify Emergency Official, Assistant Emergency Official, or other school authority.

- **Crime in Progress:**
  - Remain calm - Call 9-1-1 - Notify Emergency Official, Assistant Emergency Official, or other school authority.

- **Death:**
  - Remain calm - Call 9-1-1 - Notify Emergency Official, Assistant Emergency Official, or other school authority.

- **Earthquake:**
  - Get under a sturdy desk or table and hold-on - Follow standard evacuation procedures, if necessary.

- **Explosion:**
  - Notify Emergency Official, Assistant Emergency Official, or other school authority - Follow standard evacuation procedures, if necessary.

- **Fire:**
  - **During office, class, or clinic hours** - Notify Emergency Official, Assistant Emergency Official, or other school authority - Call 9-1-1 - Determine quickest route to exit building to a safe/assemble area – Emergency Official or other designated person check building to be sure it is evacuated and attempt to account for all persons who may have been in building.
  - **Non-business Hours** - Notify Emergency Official, Assistant Emergency Official, or other school authority - Call 9-1-1 - Emergency Official or other designated person check building to be sure it is evacuated and attempt to account for all persons who may have been in building.
• **Flood, Inclement Weather Emergency:**
  - Notify Emergency Official, Assistant Emergency Official, or other school authority - Monitor emergency radio or TV broadcast or internet - If during school hours, decision about closing school must be made.

• **Gas Leak:**

• **Hostile Intruder/Trespasser:**
  - Notify Emergency Official, Assistant Emergency Official, or other school authority as to location of intruder.

• **Kidnapping:**
  - Notify Emergency Official, Assistant Emergency Official, or other school authority as to location of intruder – Call 9-1-1.

• **Media Relations:**
  - Refer all media requests to Emergency Official, Assistant Emergency Official, or other school authority – Do not offer any information.

• **Medical/First Aid/Illness/Injury:**
  - Assess extent of injury or illness and render first aid as appropriate – Do not move person unless further harm is possible – Request assistance from emergency first aid-trained person in building – Notify Emergency Official, Assistant Emergency Official, or other school authority – Call 9-1-1 if necessary.

• **Pandemic Influenza:**
  - Notify Emergency Official, Assistant Emergency Official, or other school authority – Monitor emergency radio or TV broadcast or check the internet.

• **Poisoning:**
  - Notify Emergency Official, Assistant Emergency Official, Clinic Supervisor, or other school authority – Call Poison Control at 1-800-222-1222 or 1-800-332-3073 or 303-739-1123 – Administer first aid as applicable.

• **Power Failure/Utilities Problem:**
  - Notify Emergency Official, Assistant Emergency Official, or other school authority – If during school hours, assess estimated duration of power outage and classes/clinics may or may not be canceled - Xcel Energy 1-800-895-1999

• **Psychological Crisis/Threat:**
  - Notify Emergency Official, Assistant Emergency Official, or other school authority – In extreme cases dial 9-1-1

• **Radiation Threat:**
  - Monitor emergency radio or TV broadcast or check the internet

• **Sexual Assault:**
  - Dial 9-1-1 – Notify Emergency Official, Assistant Emergency Official, or other school authority

• **Shooting by Gun/Weapons:**
  - If there is a sniper/gunman outside: close all window blinds; turn off all lights; get all persons on the floor out of the line of fire; administer first aid to anyone who is shot; do not excessively disturb crime scene – Call 9-1-1 - Notify Emergency Official, Assistant Emergency Official, or other school authority -
  - If there is a gunman inside: Lock, office, classroom, clinic doors; get all persons away from the door; call
9-1-1 – Notify Emergency Official, Assistant Emergency Official, or other school authority – Administer first aid to anyone who is shot – Do not excessively disturb crime scene.

- **Suicide Threat:**
  - Notify Emergency Official, Assistant Emergency Official, other school authority

- **Tornado:**
  - During office, class, or clinic hours – Go to basement – Get under a sturdy desk or table and hold-on - Monitor emergency radio or TV broadcast or check the internet
  - Non-business hours – After all clear, Emergency Official or other designated person account for all persons who may have been in building

- **Vandalism:**
  - Notify Emergency Official, Assistant Emergency Official, other school authority

- **Violent or Disruptive Behavior:**
  - Avoid risks – Leave the area - Notify Emergency Official, Assistant Emergency Official, or other school authority - For a crime in progress call 9-1-1

### Reporting Emergencies Emergency Numbers

**9-1-1**

To save a life - To report a fire - To stop a crime

Stay calm - Call immediately from a safe location

Give exact location and type of emergency

Don’t hang up until call taker says to do so, even if you called 9-1-1 by mistake

Don’t call 9-1-1 to get weather emergency information

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<th>Phone Number</th>
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<td>Emergency Official, William Wallin</td>
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<td>720-232-8012</td>
<td>Assistant Emergency Official, Parago Jones</td>
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<td>303-932-9301</td>
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<td>1-800-895-1999</td>
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<td>1-800-895-2999</td>
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<td>Water-Denver Water</td>
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<td>1-800-954-1211</td>
<td>Telephone Repair-Eschelon Telecommunications</td>
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<td>ACT Communications-Chip Titchenal</td>
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<td>1-800-222-1222</td>
<td>Poison Control-Call if poisoning is suspected</td>
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<td>Denver Public Health</td>
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<td>303-692-3300</td>
<td>Colorado Department of Public Health &amp; Environment-Hazardous Materials</td>
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<td>303-860-1200</td>
<td>Colorado/Denver Suicide Crisis Hotline</td>
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<td>1-800-SUICIDE (1-800-784-2433)</td>
<td>U.S. National Suicide Hotline</td>
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<td>720-852-6600</td>
<td>Colorado Division of Emergency Management</td>
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<td>1-800-525-0321</td>
<td>Federal Emergency Management Agency (FEMA)</td>
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<td>1-800-424-8802</td>
<td>National Response Center-24 Hours - Dangerous Chemical Spills</td>
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Federal Drug Free Schools and Communities Act

We are committed to providing an environment in which learning and scholarship can flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed, seriously affects CSTCM’s environment, as well as the individual potential of our students and staff. The Federal Drug Free Schools and Communities Act Amendments of 1989 require that, "as a condition of receiving funds or any 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 or alcohol by students and employees." The information that follows outlines the standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees at CSTCM or as part of CSTCM activities, and describes the applicable legal sanctions, associated health risks and support programs and services available to employees and students. In addition to legal issues, one must consider the health risks associated with alcohol and drugs.

Substance Abuse Policy

1. Rule Against the Presence of Controlled Substances or Alcohol In the School

The unauthorized manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is not permitted on school premises, in school vehicles or while engaged in school activities.

2. Prohibition Against Working or Reporting to Class "Under the Influence"

No student shall report to class, or be present on school premises, in school vehicles, or be engaged in school activities while "under the influence" of controlled substances or alcohol.

3. Students Must Report the Medically Prescribed Use of Controlled Substances Which Significantly Affect Safety or Performance

Using or being under the influence of any medically prescribed drug prohibited by this policy while on school premises, in school vehicles, or while engaged in school activities is not permitted to the extent such use or influence may affect the safety of the student, fellow students, employees, or members of the public, the student's class performance, or the safe or efficient operation of the school and its equipment.

Any student using a medically prescribed drug prohibited by this policy has an obligation to inquire and determine whether the drug may significantly affect his or her ability to safely and efficiently perform his or her studies. Any student using a prescription drug prohibited by this policy is required to obtain a written statement of any study/work restrictions from the prescribing physician, dentist or other licensed practitioner. Any such information must be reported to the Academic Dean of Students prior to commencing classes while using or while under the influence of such a drug. Students taking a prohibited prescription drug must have the drug in its original container which identifies the drug, dosage, date of prescription, and authorizing physician. A student may continue to attend class, even though under the influence of such a drug, if the school has determined that with reasonable accommodation, the student does not pose a threat to his or her own safety or the safety of others, or that the student's class performance will not be significantly affected by the use of such a drug. Otherwise, the student may be required to take a leave of absence or comply with other appropriate action as determined by CSTCM.

4. Compliance As a Condition of Entry to Classes

All students are hereby advised that full compliance with the foregoing policies shall be a condition of school attendance and continued studies at CSTCM.

5. Sanctions for Violation of Substance Abuse Study Policy

Any student who violates the substance abuse policy described shall be subject to discipline up to and including immediate dismissal from classes.
Alcohol Misuse includes, but is not limited to:

- Possession, use, manufacture, or distribution of alcohol except as expressly permitted by law or CSTCM Policy. Alcoholic beverages may not be used by, possessed by, or distributed to any person under 21 years of age.
- Intoxication to the point of endangering one’s own health or safety regardless of age.
- Any act which causes a person to consume alcohol without his/her effective consent.
- Any possession or use on CSTCM premises of paraphernalia used to facilitate the rapid consumption of alcohol. This includes but is not limited to beer bongs and funnels.
- Any violation of these Student Conduct Policies while intoxicated regardless of age.

Drug Misuse includes, but is not limited to:

- Possession, use, manufacture, or distribution of any Federally Illegal Drug, or any possession or use of any prescription drug or other controlled substance except under the direction of a licensed physician. The manufacture or distribution of any drug is also prohibited, including Cannabis plants. Marijuana, including Medical Marijuana, is prohibited on campus regardless of age.
- Being under the influence of any Federally Illegal Drug, prescription drug, or other controlled substance to the point of endangering one’s own health or safety regardless of age.
- Any possession or use on CSTCM campus of paraphernalia used to facilitate the use of any Federally Illegal Drug or other controlled substance in violation of this policy regardless of age. This includes but is not limited to marijuana pipes, bongs and scales or other measuring devices.
- Any act which causes a person to ingest any Federally Illegal Drug, prescription drug, or other controlled substance without their effective consent.
- Any violation of these Student Conduct Policies while under the influence of any Federally Illegal Drug, prescription drug, or other controlled substance in violation of this policy regardless of age.

*“Illicit Drugs” refers to “controlled substances” as defined in Schedules I through V, Section 22 of the Controlled Substances Act (21 U.S.C. Section 812) [http://www.deadiversion.usdoj.gov/21cfr/21usc/812.htm] and related regulations (21 C.F.R. 1308.11 through 1308.15) as amended, or in Title 12, Article 22, Part 3 of the Colorado Statutes, as amended

Sexual Assault

- When the school is notified that a sexual assault has occurred to an employee or student, the Emergency Official or Assistant Emergency Official and the school must protect the identity and right to privacy of the victim and the alleged perpetrator. News of the incident should be contained as much as possible. Appropriate response by school staff should be to minimize fear and quelling the spread of rumors. If any services are provided to the victim, it is usually best to use an outside source, such as a sexual assault crisis team or hospital emergency room.
- Rape Crisis Hotline – 303-322-7273.
- A sexual assault only becomes a crisis to be managed by the school staff when one or more of the following occurs:
  - An assault occurs on campus.
  - A member of the victim’s family requests school intervention.
  - A member of the victim’s friends requests school intervention.
  - Rumors and myths are widespread and damaging.
  - Students witness police action or emergency services response.

- When one or more of the above conditions exists, the following should be implemented:
  - Direct the person providing the information not to repeat it elsewhere in the school.
  - If the assault occurred on campus, notify the appropriate law enforcement office and/or local sexual assault crisis team.
  - If office staff members heard the report, tell them not to repeat or give out any information within or outside the school unless they are specifically told to do so.
Emergency Official or Assistant Emergency Official designate an appropriate Emergency Response Team member closest to the victim to talk to him/her about the types of support he or she and the closest friends need, and the person(s) the victim would like to provide that support.

- Provide space in the school for the victim and identified peers to receive support services. If applicable, provide necessary passes to release these students from class to receive services.

- Sexual Assault Response Checklist.
  - Sexual assault occurred on campus.
  - Victim’s family requests school intervention.
  - Victim’s friend’s requests school intervention.
  - Rumors and myths are widespread and damaging.
  - Students witness police/emergency services.
  - Information provider/recipients informed not to repeat information elsewhere.
  - Steps taken to protect victim’s identity and right to privacy.
  - Law enforcement and sexual assault crisis agency notified if appropriate.
  - Emergency Response Team member closest to the victim designated to talk to him/her about the types of support he or she desires.
  - Victim encouraged to seek additional support from other sources.
  - Provide space in the school for the victim and identified peers to receive support services.
  - School services coordinated when appropriate and legal with outside service providers.
  - Take action to quell rumors.
  - All records related to sexual assault incident and services provided are stored in confidential file.

- Call an emergency administration meeting to review the details of the situation and the actions that were taken, to be used for future situations.

**Anti-Discrimination & Violence Policy**

**Title IX, VAWA and Clery Act**

**A. Notice of Nondiscrimination**

As a recipient of federal funds, Colorado School of Traditional Chinese Medicine is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to CSTCM’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Colorado School of Traditional Chinese Medicine’s Title IX Coordinator is Parago Jones whose office is located at the office of the Academic Dean, 303-329-6355 Ext. 24, Dean@cstcm.edu.

**B. Policy**

Colorado School of Traditional Chinese Medicine is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013 (VAWA), also
known as the Campus Save Act.

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that CSTCM may provide.

C. Purpose

The purpose of this Policy is to establish that CSTCM prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

D. Applicability

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., vendors, contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

E. Definitions

In the State of Colorado, **Consent** is defined as:
Cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of this part 4. Submission under the influence of fear shall not constitute consent. Nothing in this definition shall be construed to affect the admissibility of evidence or the burden of proof in regard to the issue of consent under this part 4.  
(C.R.S. 18-3-401)

In the State of Colorado, **Domestic Violence** is defined as:
(1) “Domestic violence” means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. “Domestic violence” also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
(2) "Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.  
(C.R.S. 18-6-800.3 (2013))

In the State of Colorado, **Stalking** is defined as: (1) A person commits stalking if directly, or indirectly through another person, the person knowingly:

(a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or

(b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or

(c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.
Please note: The State of Colorado does not have a specific definition of **Dating Violence**. As such, the federal definition applies (see below).

The above definitions are included here so that individuals understand how such acts are defined in the State of Colorado. However, in compliance with VAWA, the Annual Security Report includes reports of incidents which meet the federal definitions of such crimes.

Source: **FBI's Uniform Crime Reporting Handbook - Revised 2004**

The federal definition of **Domestic Violence** is:
A felony or misdemeanor crime of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by 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.

The federal definition of **Stalking** is:
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others, or (B) suffer substantial emotional distress.

The federal definition of **Dating Violence** is:
Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

### F. No Guarantee of Confidentiality

Due to various federal and state laws, it is not always possible to guarantee confidentiality regarding incidents of sexual harassment, sexual assault, sexual misconduct, relationship violence (domestic violence and dating violence), and stalking in addition to retaliation, intimidation, and violation of the School or Court-Ordered directives related to these allegations (to be referred to as Prohibited Conduct in this section). Under those laws, the School’s decision to share information with others is subject to a balancing test that requires the School to consider a range of factors when a student’s request for confidentiality would preclude a meaningful investigation or potential discipline of the respondent.

These factors include, but are not limited to:

- Multiple reports of Prohibited Conduct relating to a single respondent;
- A report that Prohibited Conduct involved a weapon, physical restraints or battery;
- The age of the student; and
- The availability of other School means to obtain relevant evidence.

### G. Understanding Options Before Reporting: Confidential Resources

A Confidential Resource is an individual who by law is exempt from the obligation to report an allegation of Prohibited Conduct to the Title IX Coordinator or to law enforcement. Confidential Resources include the following individuals when acting in the capacity of providing medical care, advice, counseling or comfort:

**Adams County**: (303) 289-4441 ~ Alternatives to Family Violence  
**Arapahoe**: (303) 343-1851 ~ Gateway  
**Boulder**: (303) 444-2424 ~ Boulder County SafeHouse
Denver - The Blue Bench (24 hour rape crisis line): (303) 322-7273
Denver - Brandon Center: (303) 620-9190
Denver Center for Crime Victims: (303) 894-8000
Denver - SafeHouse: (318) 318-9989
Denver - Servicios de La Raza (Se habla Español): (303) 458-7088
Douglas County: (303) 688-8484 ~ Women’s Crisis Center
Jefferson County: (303) 420-6752 ~ Family Tree Women in Crisis
Longmont: (303) 772-4422 ~ "Women in Crisis"
National Hotline: 1-800-799-7233

Unless there is a belief that there is an imminent threat of harm to self or others, reporting a Title IX concert to one of these resources will not lead to a School or police investigation.

**CLERY ACT**

Pursuant to the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Colorado School of Traditional Chinese Medicine publishes an Annual Report which contains practical information about safety and security practices and statistics about crime on campus. Students may view this report at [http://www.cstcm.edu/campus-safety-title-ix-compliance](http://www.cstcm.edu/campus-safety-title-ix-compliance) or a physical copy can be requested in Room 302 of the School.

**CAMPUS SAFETY SEMINAR**

CSTCM periodically holds Campus Safety Seminars that address crime prevention and general safety precautions. Prior subjects have included bystander intervention, recognizing signs of abusive behavior, avoiding attacks and the correct procedure for reporting incidents to 9-1-1. When a seminar is upcoming, you will be notified by e-mail and a flyer will be posted on the bulletin board.