

# UNIVERSITY SERVICES

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## Campus Safety

### Safety Policy Statement

Accident prevention is of primary importance in all phases of operation and administration. It is the intention of the school's administration to provide safe and healthy conditions and to establish and insist upon safe practices at all times by employees and students. The prevention of accidents is an objective affecting all levels of the organization and its activities. It is the duty of each employee and student to accept and follow established safety regulations and procedures.

### Injury Reporting

Employees and students are expected to assist the administration in accident prevention activities. Unsafe conditions must be reported. Students and employees who need help should be assisted. Everyone is responsible for the housekeeping that reduces the potential for injury. Any injury that occurs on the school premises, even a slight cut or strain, must be reported to the administration as soon as possible. In no circumstances, except an emergency, should an employee or student leave the premises without reporting an injury that occurred.

### Incident Reporting

The Santa Ana Police Department has the primary jurisdiction and responsibility to investigate crimes and provide police services at the law school campus. It is important that all crimes occurring on campus be reported immediately to the police department to ensure that appropriate action can be taken. The law school endorses a reporting policy that strongly encourages victims to report all incidents regardless of their nature. Crimes occurring on the law school campus can be reported in person or by dialing 9-911 from any telephone on campus. All the telephones located on campus are tied into the 911 emergency system.

Non-emergency calls for assistance can be reported by dialing campus services at extension 7169. Upon reporting a crime occurrence, traffic accident, injury accident or other incident, the proper response will be quickly determined and the appropriate action initiated. Calls for fire and medical emergencies should be directed to the police department dispatcher by dialing 9-911 from any on-campus phone. If there is a fire and a telephone is unavailable, activate one of the fire alarms located throughout the campus. Members of the law school community are encouraged to report immediately any suspicious activity to the operator. Crimes can be averted by the prompt reporting of suspicious activity. The reporting of physical hazards is encouraged in order that they may be corrected to avoid personal injury.

When students become aware of the presence of individuals on campus who are not there on campus business before 5:00 p.m., they should contact the Registrar immediately. After 5:00 p.m. on weekdays, and on Saturdays, the student should contact campus services at 714-796-7130 to report the presence of such individuals.