



Revised 09/01/2011

# Unitek College

## Annual Campus Security Report

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2011- Santa Clara Satellite Location of Fremont

3003 Bunker Hill Lane, Suite 200  
Santa Clara, CA 95054

Phone: 888-735-4355  
Website: [www.unitekcollege.edu](http://www.unitekcollege.edu)



## CAMPUS CRIME & SECURITY POLICIES & PROCEDURES

The following Policies have been developed and adopted by Unitek College in order to comply with all aspects of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as “The Clery Act”). The Clery Act requires all colleges that participate in federal financial aid programs to keep and disclose information about certain crimes on and near their respective campuses. Compliance is monitored by the United States Department of Education.

### Development, Disclosure and Implementation of Security Policies

Office Responsible:	Program Development
Area Information is located:	Security Binder at Front Desk
Date Document was last updated:	March 8, 2011
Date Policy and Procedure was last updated:	March 8, 2011

### Campus Safety Team – Roles & Responsibilities

Unitek College’s Safety Team is responsible for preparing for and responding to reports of criminal actions and other emergencies occurring on campus. This team consists of the following staff:

- Facilities Manager
- Security Officers
- Director of Special Projects
- Campus Director
- Human Resources Manager
- Executive Vice President

If a situation arises that, in the judgment of a member of our Safety Team constitutes the occurrence of a Clery Act crime, a campus-wide “timely warning” will be issued to the entire campus community. The warning will be issued by a member of the Campus Safety Team (through the college’s speakerphone announcement system and staff e-mail system).

The Safety Team may, depending on the nature of the crime, post a notice regarding the crime in visible areas of the campus such as lounge areas, hallways, and doors. All crime victims and witnesses, or anyone with information warranting a timely warning are strongly encouraged to immediately report the crime to the campus Safety Team and the local police department (the phone number for which is displayed in the Emergency Contact sheet posted in each classroom and in lounge areas).

The Safety Team prepares a report annually to comply with the Clery Act. This report is prepared using data collected by the Fremont Police department as well as internally by Unitek College’s Safety Team. Each year an e-mail notification is made to all enrolled students and employees providing information on how to access this report on the web. Hard copies of the report may also be printed by the Safety Team upon request.

Students, employees, and campus visitors may report criminal offenses to anyone at Unitek College, but are specifically encouraged to members of the Safety Team. Unitek College does not have a procedure or system in place allowing the reporting of crimes on a voluntary, confidential basis.

#### **Facilities:**

Public access to the main entrances of campus buildings is unrestricted during business hours. Within the campus certain areas are always only accessible by electronic badge or keys, and these areas include: employee and executive offices,



storage rooms, and rooms controlled by staff from the Information Systems, Facilities, or Maintenance departments. After business hours Unitek College employees front-desk security personnel who monitor the coming & going of any staff, students, or visitors.

Unitek College has no recognized student organizations with off-campus locations.

All of Unitek College's staff charged with Campus Security duties are non-commissioned, with no authority to arrest other than a Citizen's Arrest. Unitek College's Director of Special Projects maintains direct communication with local police & fire authorities.

Unitek College encourages accurate and prompt reporting of all crimes to campus security staff as well as to the appropriate local public safety agencies.

Information about general or specific security procedures and practices is disseminated to the students and employees via:

- Student and employee handbooks
- Bulletin boards
- New Hire Orientation meetings
- Classroom announcements
- Campus web pages

Programs designed to inform students and employees about the prevention of crimes include, but are not limited to:

- Educational seminars delivered by Unitek College staff or by local public safety professionals on topics such as identity theft, personal property theft, violent crimes, and personal safety.
- Training videos on the above-mentioned topics

### **Drug/Alcohol Policy**

Unitek College prohibits the possession, use and sale of alcoholic beverages by students on campus. Unitek College also prohibits the possession of alcohol (or containers meant to hold alcohol) by students or staff under 21. The possession, use, and sale of illegal drugs are regulated at Unitek College's campus in accordance with: (1) the Drug-free Schools Act, (2) the Drug-free Workplace Act, (3) applicable provisions of California state law, and (4) applicable provisions of U.S. federal law. Unitek College does not host any drug or alcohol abuse education programs.

### **Sex Offense Policy**

Unitek College does not host educational programs specific to sexual offenses.

A victim of sexual assault or sexual offense should give first priority to personal safety by immediately seeking assistance at the nearest hospital (Kaiser Fremont, Washington) and/or by calling 911. If personal safety is not an immediate concern, the victim should notify the nearest Unitek College staff member, who will in turn notify Unitek College's Safety Team. A member of the Safety Team will respond by involving local law enforcement and/or healthcare professionals as required, and will take steps to preserve any evidence of a criminal offense.

All students may contact local law enforcement, local health professionals, or Unitek College staff at any time for purposes of reporting sexual offenses. Unitek College employees are required to assist students in notifying appropriate authorities if such a request is made by a student.

Upon notification of a sexual offense, Unitek College's staff will make available to the alleged victim a list of off-campus counseling, mental health, and other services for victims of sex offenses.



For any student who has reported being the victim of a sex offense, Unitek College will take care to address and implement any reasonable and appropriate changes to the student's academic situation that are requested by the student.

For any on-campus disciplinary proceedings in cases of sex offense allegation, the accuser and the accused are entitled to the same opportunities to have an advisor and witnesses present during the proceeding, and both the accuser and the accused are to be informed of the outcome of any campus disciplinary proceeding brought alleging a sex offense.

Following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses, Unitek College may impose one or more of the following sanctions:

- Restitution: Compensation to the injured party, payment for damages and/or other costs.
- Disciplinary Probation: Written notification from Unitek College confirming that the activity in question is unacceptable and that if continued or other inappropriate behavior follows, more severe action may be taken.
- Delay in Awarding Degrees: The University reserves the right to delay the awarding of any degree in instances where a complaint remains pending against a student.
- Suspension: Requires that the student not be present on any property owned or leased by Unitek for a specified period of time. A student's graduation date will be adjusted upon readmission according to the length of the suspension.
- Dismissal: In addition to the requirements of suspension, requires that the student's academic relationship with Unitek be ended immediately.

Students may access and search a registry of sex offenders in California here: [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

### **Campus Security Authorities**

Office Responsible:	Security Officer (Front Desk Receptionist)
Area Information is located:	Security Log Binder at Front Desk
Date Document was last updated:	3/8/2011
Date Policy and Procedure was last updated:	3/8/2011

Specific positions recognized by Unitek as Campus Security Authorities include CEO, CFO, Campus Director, HR Manager, Director of Special Projects, IT Manager, and Operations Manager. This list of campus security authorities is subject to modification and is not intended to be all inclusive, due to changes that may occur in staff responsibilities within the school.

Unitek will annually notify in writing all appropriate staff that they are campus security authorities and explain what is required of them, including definitions of *Clery Act* crimes, relevant geographic locations, an explanation of the types of arrests and referrals for Disciplinary Action that apply to the *Clery Act*, and templates of the incident report forms.

Also to be emphasized is the importance of the campus security authority's role in providing crime reports on an immediate basis to the individual(s) responsible for issuing timely warnings. Training will be provided as needed for what to do when a crime is reported to them. The Director of Special Projects is responsible for overseeing campus security authorities. The Program Development Coordinator is responsible for collecting and reviewing crime reports for inclusion in the annual security report and the Web-based report to ED.



## Obtaining Statistics from Local Police Agencies

Unitek annually compiles statistics for specific crimes (see below) on or adjacent to school property as required by the Clery Act based on copies of releasable crime reports purchased from the Alameda County Superior Court - Fremont Hall of Justice, District Attorney's office. Unitek obtains this information in hard-copy paper format by completing the "Application for Release of Information" request form or by visiting the Records Unit Monday through Friday, 8:00 a.m. to 5:00 p.m. The main point of contact at the Records Unit is Agnes Livingston, though anyone in that department can provide a crime report. A copy of all "Application for Release of Information" forms completed and submitted by Unitek is kept in a binder by the Safety Team, along with the crime reports received. The person responsible for obtaining these statistics is Unitek's Director of Special Projects. Below are the crimes for which Unitek compiles statistics annually:

**Criminal Homicide:**

Murder  
Negligent & Non-Negligent Manslaughter

**Sex Offenses:**

Forcible  
Non-forcible  
Robbery  
Aggravated Assault  
Burglary  
Arson  
Motor Vehicle theft

**Arrests for:**

Liquor law violations  
Drug-related violations  
Weapons possession

**Disciplinary Referrals for:**

Liquor law violations  
Drug-related violations  
Weapons possession

**Hate crimes:**

Simple Assault  
Intimidation  
Destruction/Damage/Vandalism of Property  
Pocket-Picking  
Purse Snatching  
Shoplifting  
Theft from Building  
Theft from a Coin Operated Machine or Device  
Theft from Motor Vehicle  
Theft of Motor Vehicle Parts or Accessories  
Other Larceny / Theft

Crimes motivated by a type of bias or prejudice will be recorded as Hate Crimes according to the type of bias involved: Race, Gender, Religion, Sexual Orientation, Ethnicity, or Disability. Crimes that are not among the crime categories above but result in bodily injury and are motivated by one of the six categories of bias mentioned above shall also be reported.

### Timely Warnings

Office Responsible:	Registrar
Area Information is located:	Student Information System
Date Document was last updated:	3/8/11
Date Policy and Procedure was last updated:	3/8/11

In order to keep the campus informed about safety and security issues, Unitek will alert the entire campus community in a timely manner to aid in the prevention of specific crimes. Timely warnings may be issued for threats to property or to personal safety, and will typically be issued by the registrar via campus-wide email system and/or phone announcement system. Timely warnings may also be issued on bulletin boards and handouts/flyers.



### **Submitting Crime Statistics to the U.S. Department of Education**

Office Responsible:	Financial Aid Director
Area Information is located:	Security Binder at Front Desk
Date Document was last updated:	3/8/11
Date Policy and Procedure was last updated:	3/8/11

Unitek annually submits its Campus Security Report upon receipt of the letter and certificate requesting it. Unitek also annually submits the crime statistics portion of the annual security report via the ED Web site (<http://surveys.ope.ed.gov/security>). The letter requesting the Campus Security Report must be sent to Unitek College's Financial Aid Director at 4670 Auto Mall Parkway, Fremont, CA 94538.

### **The Annual Security Report**

Office Responsible:	Program Development
Area Information is located:	Posted to Student & Employee Portal & school website
Date Document was last updated:	10/2010
Date Policy and Procedure was last updated:	10/2010

Unitek publishes and distributes the Campus Security Report annually before October 1 to all enrolled students and all employees, and also provides notice, as appropriate, to all prospective students and employees.

### **Emergency Response/Evacuation**

Office Responsible:	Human Resources
Area Information is located:	Emergency exit plans in hallways and near exits
Date Document was last updated:	2010
Date Policy and Procedure was last updated:	2010

In case of a significant emergency or dangerous situation, students and staff will be immediately notified through some or all of the following methods: fire alarms, campus emails, on-campus speakerphone alert, and the school website. All members of the campus community are urged to call 9-1-1 in case of any significant emergency or dangerous situation on campus. In addition, when possible, information about the emergency should be forwarded to the Reception Desk, the Operations Department, the MIS Department, or a member of Unitek's Emergency Response Team (ERT) which consists of the Director of Special Projects (Eli), the Director of Public Safety (Josh), and the Operations Manager.

Upon receiving information regarding a significant emergency or dangerous situation, the ERT (or staff assigned by the ERT) will, without delay and taking into account the safety of the campus community, assess the situation and determine who to notify (the entire campus community or a subset, local public police and fire authorities, local law enforcement, other public safety personnel), determine the content of the notification(s), and initiate the notification process. The ERT



will delay or stop the issuing of a notification only in cases where issuing a notification would, in the judgment of the ERT, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency evacuation procedures and exit routes are posted throughout the campus buildings. Unitek's Emergency Response and Evacuation Plan is made available to all members of the campus community via Unitek's website as well as within the annual Campus Security Report. The ERT tests and confirms emergency response and evacuation procedures on at least an annual basis, and maintains records of these tests which are stored by The Human Resources Department.

#### Fire/Bomb Threats:

- When the alarm sounds, DO NOT PANIC. Leave by the nearest exit or stairway.
- DO NOT USE ELEVATORS.
- All persons will evacuate to at least 150 feet from the buildings.
- Special precautions must be taken to ensure that persons who have impaired hearing are notified and persons with disabilities are assisted as appropriate.

#### Earthquakes:

- Special precautions must be taken to ensure that persons who have impaired hearing are notified and persons with disabilities are assisted as appropriate.
- If indoors, stay indoors. Take precautions:
- Get under a table or desk
- Stand in an interior doorway
- Kneel down in a corner of the room
- Hold your hands or books over your head
- Stay away from windows
- Wait until the earthquake is over
- *DO NOT USE ELEVATORS*
- If outside, move away from buildings and overhead utility wires. Once in the open, stay there until the earthquake is over. *DO NOT GO BACK INSIDE*

#### Assisting People with Disabilities during Emergencies:

Always *ask* someone with a disability how you can help *before* attempting to provide assistance. Ask how he or she can best be assisted and whether they are any special considerations or items that need to come with that person.

#### Blindness or Visual Impairment:

- Give verbal instructions to advise about the safest route or direction using compass directions, estimated distances, and directional terms (such as left, right, up, down)
- *DO NOT* grasp a visually impaired person's arm - ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd
- Give other verbal instructions or information as necessary

#### Deafness or Hearing Loss:

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand
- Offer visual instructions to advise of the safest route or direction by pointing toward exits or evacuation maps

#### Mobility Impaired:

- It may be necessary to help clear the exit route of debris (if possible) so that the mobility impaired person can move to a safer area
- If people with mobility impairments cannot exit, they should move to a safer area, e.g.,



- Most enclosed stairwells
- An office with a door shut which is a good distance from the hazard (and away from falling debris in the case of earthquake)
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using a carry technique or, if available, an evacuation chair
- Notify police or fire personnel immediately about any people remaining in the building and their locations
- Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators

#### Emergency Evacuation of People with Mobility Disabilities or Injured People:

Evacuating a disabled or injured person yourself is the LAST resort. Consider your options and risks of injuring yourself and others in an evacuation attempt. DO NOT make an emergency situation worse.

Evacuation is difficult and uncomfortable for both the rescuers and people being assisted. Some people may have conditions that can be aggravated or triggered if they are moved incorrectly. Remember that environmental conditions (smoke, debris, loss of electricity) will complicate evacuation efforts. The following guidelines are general and may not apply in every circumstance:

- Two or more trained volunteers, if available, should conduct the evacuation.
- DO NOT evacuate disabled people in their wheelchairs - evacuate the person NOT the wheelchair. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- Always ASK people with a disability how you can help BEFORE attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved and if there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and where they are going.
- Proper lifting techniques (e.g., bending at the knees, keeping the back straight, holding the person close before lifting, and using leg muscles to lift) should be used to avoid injury to rescuers' backs.

Because Unitek has no on-campus housing, no emergency or evacuation procedures exist for such facilities and Unitek has no missing student notification policy.



## **EMERGENCY ACTION PLAN**

**Unitek College, Inc.  
3003 Bunker Hill Lane  
Suite 200  
Santa Clara, CA 95054**

Date of current revision: September 2011

Next review Date: March 2012

## The Emergency Management Team

<b>Title</b>	<b>Phone</b>	<b>Contact</b>
Human Resources	(510) 249-1060 x238	Gemma Cruz

Post Leaders: Shideh Shadram, Instructors on campus

### Other Important Contacts

**In-house medical contact (CPR, First Aid):** Samantha Manlosa- (510) 249-1060 ext 309 or any instructor on campus

**Police Department (Santa Clara):** Emergency – 911 or Non Emergency – (408) 615-4700

**Fire Department (Fremont):** Emergency – 911 or Non Emergency - (408) 378-4010

**Health Department:** Emergency – 911 or Non Emergency - (408) 972-5040

**Poison Control Center:** Emergency – 911 or (800) 876-4766

**US Hazardous Material Department:** Emergency-911 or (415) 744-2074

**Santa Clara Urgent Care Center (Santa Clara):** (408) 985-2401

**Santa Clara Valley Medical Center (Santa Clara):** (408) 885-5000

### Chain of Command

In the event of an emergency, Shideh Shadram (Front Desk Receptionist) will be the Emergency Plan Coordinator. In the event this person is unavailable, the Instructors on campus will take command.

## Emergency First Aid Kit

We keep our first aid kit at the reception desk. The receptionist is responsible for first aid kit evaluation and restocking.

The following employees have been trained in first aid administration: Shideh Shadram

The first aid kit is an integral part of our emergency action plan. Below is a first aid inventory list:

- 5 Pairs Rubber Gloves
- 1 Box Band Aids Assorted sizes
- 38 Alcohol Swabs
- 1 Emergency Blanket
- 2 Boxes Triangular Bandages
- 1 Cold Pack- Single Use
- 2 Eye Pads
- 1 Box- Gauze Compress
- 1 Box Sterile Pads
- 2 Small Rolls of Gauze Tape
- 2 Non Stick Pads
- 1 Roll Gauze
- 3 Packages Burn Cream
- 2 Packages Triple Antibiotic Cream
- 1 Package Cool Gel
- 7 Iodine Wipes
- 5 Insect Sting Relief Wipes
- 10 Pack Cotton Tip Applicators
- 1 Bottle of Eye Wash-1fl oz
- 4 Wooden Sticks
- 3 Packages of Non-Asprin
- 2 Packages of Antacid Tablets
- 3 Plastic Tweezers
- 3 Scissors
- 1 Bag- Non-Sterile Triangular Bandage
- 3 Gauze Sponges 4X4
- 4 Gauze Sponges 2X2

## **Emergency Supplies**

The stocking of emergency supplies is an integral part of our emergency planning responsibilities. We also realize that the rotation of many of these supplies is critical. Therefore, we will review our emergency stock of supplies every six months.

## **Insurance**

We understand that proper insurance coverage is vital to our organization's survival in the event of an emergency. To ensure that we are properly insured we conduct an annual review of our policies. This annual review was last conducted in June of 2010. Our next annual review will occur in June of 2011.

## **Operation of Critical Plant Operations**

Property Management is to remain to turn off critical plant operations and is responsible for utility shut off before they evacuate.

## **The Evacuation Plan**

In the event of an emergency, it may be necessary to evacuate the building. If this happens, the evacuation command will be communicated via telephone intercom by Shideh Shadram.

In the event of an evacuation, employees and visitors are instructed to gather in their pre-assigned staging areas. A site plan which identifies the various staging areas is included in this plan. Administration exits through the front lobby doors; the post leader is Shideh Shadram.

In the event of the assigned Command Post Leader's unavailability, on campus Instructors and Department Managers are responsible for accounting for all of the students and employees. The instructors will take roll call of all of their classroom students. Department Managers will take roll call of all of their designated employees. Instructors will report to the designated post leader everyone who is present and those that are missing.

## **Alarm Systems**

Alarms are an important part of our emergency action plan. We have identified the following alarms in our buildings:

- For Fire – Bay Alarm Company

Regular inspections of these alarms are performed by the Property Management.

## **Data Security**

Data Security and integrity is vital to the survivability of our organization. Our organizations' contact person for data security is Kurt Tavares.

### **Natural Events**

As part of our organization's emergency action plan, we have developed certain procedures for a number of different natural and weather-related events. These procedures are noted below.

### **Severe Weather**

We have determined that severe winter weather could affect our organization; therefore, we have elected to include the procedures below.

During inclement winter weather, we keep a rotating schedule for maintenance employees to be on call after hours in the event of an emergency. This schedule and the direction of work is the responsibility of the Property Management.

Included in this schedule is:

- Snow removal and salting of walkways.
- Check roof drains, gutters, catch basins, and other areas that can freeze or get clogged and impede the flow of melted snow.
- General safety maintenance.

Winterizing of HVAC, fire sprinkler, and irrigation systems will occur during the fall. The person responsible for scheduling and directing this task is the Facility Manager.

In the event of inclement weather that forces shut down of the building, the following person/s will remain on site: NONE.

The decision to have certain employees remain on-site is the responsibility of Navraj Bawa, Executive Vice President.

## **Earthquakes**

We have trained employees to take refuge beneath a desk or table, if that is not possible, employees should move toward an inside wall away from items that could fall and injure them such as bookcases, vending machines, lighting, and other fixtures.

If employees are outdoors, they should move away from buildings, radio towers, light poles and overhead utility lines. In a high-rise building, do not use elevators.

In the event of an earthquake that causes structural damages, partial structural collapse, or total collapse, care must be taken to ensure that employees, contractors, and other visitors to the site are safe.

If an earthquake occurs that causes structural damage or collapse to a portion of the building, the facility manager must perform a building assessment. If the facility manager does not have the expertise to perform this assessment or if the scope of the assessment exceeds the expertise of the facility manager, we will use an architectural (or engineering) firm to complete this assessment.

If the earthquake causes damage to the building, care should be taken to ensure the safe operation of utilities. If utility lines have been compromised, they must be turned off. Property Management will ensure that all utilities are turned off.

When entering a building that has experienced any level of collapse or structural damage, personal protective equipment (PPE) must be issued to employees and worn by employees and contractors at all times.

## **Fire**

Fire could occur in any building or location; therefore, fire protection is an important part of our emergency action plan. In case of fire please proceed to the nearest exit. If the nearest exit is blocked or inaccessible find an employee to assist you.

Everyone is to report to their assigned posts outside the building and wait for further instructions. Housekeeping procedures are important to ensure that work areas are kept free from accumulations of flammable and combustible materials. This is done every night.

## **Floods**

We have determined that floods can occur in our area and could negatively affect our organization. We cannot always control floodwaters, but we can keep adequate flood insurance coverage. The employee responsible / knowledgeable for insurance coverage is Shideh Shadram.

We also believe that a proactive approach to floods is important; therefore, we have developed the following procedures:

- Disconnect appliances and equipment as water rises
- Keep a supply of sand, sandbags, lumber etc.
- Move valuables to higher ground
- Use water pumps to displace water
- Dehumidify the building after water has receded

In the event of a flood that causes structural damage, care must be taken to ensure that employees, contractors, and other visitors to the site are safe.

If a flood occurs that cause structural or cosmetic damage to a portion of the building, the facility manager must perform a building assessment. If the facility manager does not have the expertise to perform this assessment or if the scope of the assessment exceeds the expertise of the facility manager, we will use an architectural (or engineering) firm to complete this assessment.

If the flood causes damage to the building, care should be taken to ensure the safe operation of utilities. If utility lines have been compromised, they must be turned off. The Property Management will ensure that all utilities have been turned off.

## **Loss of Utility**

An extended loss of utility could adversely affect our organization. Loss of utility might include electricity, water, or sewer. We have determined that loss of electricity could have the greatest impact on our business. This loss is especially critical following another emergency event because it would slow our ability to respond and recover.

We have identified the following critical areas of our business that would be most affected by loss of utility: Production and Training areas.

## **Chemical Spills and Contamination**

In the event of chemical spill, employees must take certain precautions such as building evacuation or instructions to shelter in place.

If a decision is made instructing employees to shelter in-place, employees must not

attempt to leave the building. It has been determined that the chemical has been released and exposure is likely to occur if you leave the protective confines of the building. Additionally, the following steps should be taken:

- Close and lock all doors and windows
- Seal all openings around doors with wet towels.
- Close all fireplace chimney dampers.
- Turn off all HVAC equipment and close or seal all fresh air intakes.
- Seal off, using plastic visqueen and duct tape, all other openings such as vents and exhaust fans.
- Remain Calm

To reduce the possibility of an internal chemical spill or contamination, the following steps must be observed:

- Ensure that all containers storing chemicals are properly labeled. Verify that all chemicals are stored in their proper containers.
- Ensure that chemicals with the potential of a negative reaction to another chemical are stored in separate areas.
- Verify that all chemicals have a Material Safety Data Sheet (MSDS) available. Keep the MSDS logbook in a central location available to all employees.
- Train employees to properly handle and store chemicals. Furthermore, train employees to recognize and how to properly handle chemical spills.

In the event of a chemical spill, our procedures to communicate the spill to employees, management, and, if necessary, the proper local agencies are by calling 911.

General Emergency—This classification is the most serious and comes when the facilities safety systems have been lost.

If we receive an alert, remember the following:

- A siren or tone alert does not necessarily mean we should evacuate. Listen to the television or radio for further instructions.
- Do not call 911. If this is a true alert, a special rumor control phone number will be provided.
- If we are instructed to shelter in place, be sure to close all doors, windows, chimney dampers, and turn off all HVAC equipment.

If we receive a warning and you are instructed to go inside, it is advisable to shower and change clothes. After removing your clothes and shoes, place them in a plastic bag and seal the bag.

## **Civil Disturbance and Demonstrations**

We have determined that, although unlikely, it would be prudent to include the possibility of civil disturbance in our emergency action plan. Events that may trigger civil disturbance and, therefore, should be carefully watched when occurring in the general proximity of our properties might include

- Labor disputes
- Layoffs and downsizing
- Environmentally sensitive meetings or conferences
- Sporting events
- Political rallies
- Economic conferences
- Judicial decisions
- Music concerts
- Religious gatherings
- Biased racial or cultural events

In the event of civil disturbance, we may elect to take the following actions:

- Hiring temporary guard service
- Installing storm shutters
- Locking gates in the parking lot
- Lowering of security grating
- Removal of vehicles from the premises
- Removal of trash containers or other items that could be thrown or set afire
- Reserve the right to have persons removed from the premises and take any legal action necessary.

**IN THE EVENT OF ANY EMERGENCY – ALWAYS REMAIN CALM**



## Unitek College

4670 Auto Mall Parkway  
Fremont, California 94538  
Phone | 888-735-4355  
[www.unitekcollege.edu](http://www.unitekcollege.edu)

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# Emergency Contact Numbers

**Eli Soto:** 510-552-8845

*Director of Strategic Projects*

**Kurt Tavares:** 510-579-7792

*MIS Manager*

**Navraj Bawa:** 510-367-1510

*Executive Vice President*

**Paul Afshar:** 510-209-2008

*Chief Executive Officer* 510-468-5555



Betsy Ross Dr

Bunker Hill Ln

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**Crime Statistics for Santa Clara Campus 2010**

<b>Category</b>	<b>Year- 2010</b>	
	<b>On Campus</b>	<b>Public Property</b>
Murder / Non-Negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offenses, Forcible	0	0
Sex Offenses, Non-Forcible	0	0
Robbery	0	0
Aggravated Assault	0	1
Burglary	0	4
Motor Vehicle Theft	0	2
Larceny-Theft	0	0
Simple Assault	0	0
Arson	0	0
Intimidation	0	0
Vandalism	0	0
	0	0
<b>Arrests</b>		
Weapons: Carrying, Possessing, Etc.	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0
	0	0
<b>Disciplinary Referrals</b>		
Weapons: Carrying, Possessing, Etc.	0	0
Drug Abuse Violations	0	0
Liquor Law Violations	0	0
	0	0
<b>Hate Crimes</b>		
Murder / Non-Negligent Manslaughter	0	0
Negligent Manslaughter	0	0
Sex Offenses, Forcible	0	0
Sex Offenses, Non-Forcible	0	0
Robbery	0	0
Aggravated Assault	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Larceny-Theft	0	0
Simple Assault	0	0
Arson	0	0
Intimidation	0	0
Vandalism	0	0