Claremont Lincoln University
Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Report
Rev. October 1, 2026

Claremont Lincoln University (also referred to as CLU) is providing the following information to all its employees and students as part of CLU's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have any questions about any of the information provided in this material, please contact the Senior Legal, Regulatory, and Compliance Officer.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

CLU's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees and students receive a copy of this report at their CLU email address. The Report may also be found on the institution's public website at https://www.claremontlincoln.edu/students/

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty, and staff are encouraged to report all criminal acts, suspicious activities, or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Students should contact the Associate Vice President of Student Services and employees should contact the Senior Legal, Regulatory, and Compliance Officer. Reports are kept in a secure location in the office of the Senior Legal, Regulatory, and Compliance Officer. Names of victims or witnesses are not disclosed in the crime report. It is the policy of CLU that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Claremont Lincoln University facilities to the Senior Legal, Regulatory, and Compliance Officer either in person or by calling 909-667-4470. If the Senior Legal, Regulatory, and Compliance Officer is not available, you may contact the Chief Operating Officer at 909-667-4494 and the local police department by dialing 9-1-1.

In the event of fire or medical emergencies, staff and employees should contact the Claremont Police Department by dialing 9-1-1 and then notify the Senior Legal, Regulatory, and Compliance Officer.

VICTIM NOTIFICATION

Claremont Lincoln University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by CLU against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Senior Legal, Regulatory, and Compliance Officer. Reports are kept in a secure location in the Office of the VPA. The statistics included in the annual crime report are prepared by compiling crime statistics and data from designated campus officials, local police departments, and other relevant information by the Senior Legal, Regulatory, and Compliance Officer.

SECURITY AND ACCESS TO CAMPUS FACILITIES

As a distance education institute providing instruction in an entirely online format, Claremont Lincoln University only maintains administrative offices. It is the policy of CLU that access to the administrative offices be limited to employees, authorized personnel, visitors, and students. All individuals accessing the CLU administrative offices are subject to University policies and conduct codes. All students and visitors must check-in with the Director of Executive Offices. CLU reserves the right to restrict access to their administrative offices.

CAMPUS LAW ENFORCEMENT

Claremont Lincoln University does not employ campus security. Law enforcement is provided by the Claremont Police Department. Campus staff with security responsibilities are on the campus during regular business hours. They do not have the authority to arrest, but they do have the authority to evict unauthorized persons from the administrative offices or events hosted by the University. Should anything illegal occur at the CLU administrative office or any other site controlled by CLU, they will promptly contact the local police department. Campus security authorities at CLU include officers of the institution who have significant responsibility for student and campus activities. The president or a designee may identify other officials as it is deemed necessary. Claremont Lincoln University campus security authorities are:

TITLE	PHONE NUMBER
President	(909) 667-4410
Chief Operating Officer/Chief Finance Officer	(909) 667-4494
Executive Vice President/Chief Academic Officer	(909) 667-4480
Vice President of Quality and Effectiveness	(909) 667-4493

All members of the campus community are encouraged to report crimes or criminal

activities to any of the campus security authorities listed above. This list is subject to modification and is not intended to be all inclusive due to changes in responsibilities within the institution.

In accordance with Clery Act regulations, campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

If a student is a victim of a crime and does not want to pursue action with CLU or the criminal justice system, the student may consider making a confidential report. With the student’s permission, the Senior Legal, Regulatory, and Compliance Officer can file a report on the details of the incident without revealing the student’s identity. The purpose of the confidential report is to comply with the student’s wish to keep the matter confidential while taking steps to ensure the safety of the student and others. Reports filed in this manner are counted and disclosed in the annual crime statistics for CLU. Reports are kept in a secure location of the Office of the Senior Legal, Regulatory, and Compliance Officer.

Claremont Lincoln University maintains a Daily Crime Log of all criminal incidents reported to the institution. The crime log includes the date and time the incident occurred, the nature of the offense, the location of the offense, the offense allegedly committed, and the disposition of the complaint if known. The crime log is available for inspection during business hours.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Claremont Lincoln University is located in Claremont, CA. CLU maintains close working relationships with the Claremont Police Department with periodic contact initiated by CLU to ensure the institution is aware of criminal offenses and arrests occurring near the campus so that they can be properly reported and, if necessary, provided for timely warning reports on crimes that represent a continuing threat. The institution does not have any agreements or memoranda of understanding with law enforcement. The data received from local law enforcement is maintained in the office of the Senior Legal, Regulatory, and Compliance Officer.

TIMELY WARNINGS

Timely warnings are provided to give students, faculty, and staff notification of crimes that have occurred in the institution’s geographic area and have been reported to campus security authorities or local police agencies that are considered to represent a serious or continuing threat. Timely warnings are not limited to violent crimes or crimes against persons but may be threats to persons or property.

The decision to issue a timely warning is based on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law

enforcement efforts. Timely warnings should allow members of the campus community to protect themselves and their property. Timely warnings are not necessarily issued to all members of the campus community as students and faculty generally reside out of the local area and are not required to come to the administrative offices.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY

Because Claremont Lincoln University does not maintain a physical campus, information about campus security is provided via the crime statistics which are published online and sent via email on an annual basis.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Members of the CLU community are encouraged to review the Student Catalog which provides information on policies related to harassment, drug use, and the student code of conduct.

OFF-CAMPUS STUDENT ORGANIZATIONS

Claremont Lincoln University does not presently have any off-campus student organizations

DRUG AND ALCOHOL POLICIES

Claremont Lincoln University is a drug-free organization. The University believes that illegal drug use by any student or employee, whether or not on the campus, is inappropriate and incompatible with the mission and values of its community members. Pursuant to federal law, each student and employee is hereby notified that the unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance is prohibited on Claremont Lincoln University premises. Violation of this prohibition may result in the referral of the violator to an appropriate treatment center for drug counseling, rehabilitation, or other assistance, or reporting of the violation to law enforcement authorities for such action as they deem appropriate. Federal law requires Claremont Lincoln University to provide each student and employee a copy of this statement and that each student and employee agrees to (a) abide by the terms of the statement, and (b) notify the University of any criminal drug statute conviction no later than five days after such conviction.

Health Risks Associated with Alcohol-Drug Abuse: Certain health risks are known to be associated with the use of alcohol or controlled substances: (a) There is potential for abuse and (b) abuse of alcohol or controlled substances may lead to physical and/or psychological dependency. For more information concerning the health risks associated with particular drugs or groups of drugs, please refer to Drugs of Abuse, published by the U.S. Department of justice Drug Enforcement Administration.

WEAPONS POLICY

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Claremont Lincoln University owned or controlled property and at University-sponsored events.

PROGRAMS AND PROCEDURES REGARDING SEXUAL VIOLENCE

Dating Violence, Domestic Violence, Sexual Assault and Stalking are prohibited by the institution and are incompatible with the institution's goal of providing a healthy educational environment for students, faculty, staff, and guests. Sexual offenses involve the physical contact of a sexual nature which is against one's will or without one's consent. Consent requires a voluntary, positive agreement between the participants to engage in specific sexual activity. Sexual activity that is nonconsensual would include, but is not limited to:

- nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means;
- nonconsensual sexual contact (any touching of intimate body parts with any body part or object without consent);
- sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or other drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or
perpetrators.

- Domestic Violence - (i) A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) 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 in which the crime of violence occurred.
- Dating Violence-Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.
- Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. A. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including

instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. B. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. C. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

- Stalking (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition— (A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. (B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Upon request Claremont Lincoln University can provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks. Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence may also be severe.

Warning signs of dating and domestic violence include:

- Being afraid of your partner
- Constantly watching what you say to avoid a "blow up"
- Feelings of low self-wroth and helplessness about your relationship
- Feeling isolated from family or friends because of your relationship
- Hiding bruises or other injuries from family or friends
- Being monitored by your partner at home, work or school
- Being forced to do things you don't want to do.

If you are being abused or suspect that someone you know is being abused, speak up or intervene:

- Get help by contacting the Associate Vice President of Student Services or other CLU officials
- Learn how to look for "red flags" in relationships so you can learn to avoid some of those characteristics in other partners
- Consider making a report with local police
- Consider getting a protective or no contact order from a local judge or magisterial justice
- Trust your instincts

Students and employees may report that they have been a victim of domestic violence, dating violence, sexual assault, or stalking. Students should report this to the Associate Vice President of Student Services, and employees should report this to the Senior Legal, Regulatory, and Compliance Officer. It is the victim's option to notify the appropriate law enforcement authorities. At the victim's request, the Office of Student Services, the Senior Legal, Regulatory, and Compliance Officer, or other CLU officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack. It is important that evidence be preserved as proof of a criminal offense and for assistance in obtaining a protection order.
- Go to a hospital emergency room for medical care. A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute. Even if you do not for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.
- Call someone to be with you – you should not be alone
- Preserve evidence by saving text messages, instant messages, social networking pages, or other communications and by keeping pictures, logs, or copies of other documents that may be useful to hearing boards, investigators, or police.

It is also recommended that victims call the Rape Crisis Hotline at 800-656-HOPE. It is open 24 hours per day and their counselors can help answer medical or emotional questions at any hour and in complete confidence. Reporting the rape to police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Claremont Lincoln University will assist the victim in notifying law enforcement authorities and/or in identifying off-campus counseling and mental health services.

If the victim does not want to pursue action, he/she may still want to consider making a confidential report. With the victim's permission, a report can be filed on the details of the incident without revealing his/her identity. The purpose of the confidential report is to comply with the victim's wish to keep the matter confidential while taking steps to ensure the safety of the victim and others.

Any member of the University community may file a complaint against any student, staff, or faculty member:

- The complaint shall be prepared in writing or in an incident report and directed to the Title IX Coordinator or their delegate.
- The written complaint or incident report should include the nature of the offense, date, approximate time, and location of the incident. The name of the victim, offender, and any witnesses may be included.

After any campus sexual assaults are reported, the victims of such crimes have the right to request that CLU personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants. These measures may include:

- Providing an escort at any events sponsored by CLU
- Ensuring that the alleged victim and alleged perpetrator do not attend the same classes
- Providing referral to counseling services or providers
- Providing academic support services
- Arranging for the victim to retake a course or withdraw from a class without penalty

In addition, CLU will take the necessary measures, within reason, to comply with any protection or no contact orders issued by a criminal, civil, or tribal court authority of which CLU becomes aware.

PROCEDURES TAKEN BY CLAREMONT LINCOLN UNIVERSITY ONCE SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING HAS BEEN REPORTED; DISCIPLINARY ACTION AND SANCTIONS

Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report the incident to law enforcement, Claremont Lincoln University will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, hereby referred to as the “Complainant”, the alleged perpetrator, hereby referred to as the “Respondent”, and other potential witness as appropriate and reviewing other evidence if available.

Pending a final determination, the Title IX Coordinator or designee will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and academic modifications. The Title IX Coordinator or designee may limit a student or organization’s access to certain CLU facilities or activities pending resolution of the matter. The Title IX Coordinator may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the Title IX Coordinator determines, at his/her sole discretion, that it is necessary in order to protect the safety and well-being of members of the CLU community.

On-campus disciplinary procedures against students will be in accordance CLU’s published Student Code of Conduct, which are prompt, fair, and impartial from the initial investigation to the final result. The Title IX Coordinator will receive annual training related to domestic violence, dating violence, sexual assault, and stalking as well as conducting investigations and hearing processes that protects the safety of victims and promotes accountability. The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/she will be advised in writing of the investigation process and opportunity to provide any relevant evidence. The investigation will generally be conducted by the Dean of Student Services for the

campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Human Resources will also participate in the investigation.

The investigator will separately interview Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview but said attorney may not advocate during the interview. The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases. The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. The Title IX Coordinator will determine whether it is more likely than not that a violation occurred. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred.

If the Respondent is an employee, the investigator will present all evidence to the Vice President of Administration. The VPA will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The VPA in conjunction with the COO and University President will weigh the evidence presented to determine whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. If CLU determines that sexual violence may have occurred, the institution will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation. For this purpose, the outcome of a disciplinary proceeding means only CLU's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination may include but are not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

Both the Complainant and Respondent will be notified simultaneously in writing of the outcome of the investigation and of the sanctions imposed, if any. If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the University President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

- New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
- The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the

non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the University President is allowed to make all logical inferences in benefit of the non-appealing party.

- Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The University President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The University President will endeavor to make a determination of the appeal within 15 days of receipt. The President's decision is final.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders is available online from the Department of Justice's Dru Sjodin National Sex Offender Public Website (NSOPW): https://www.nsopw.gov/

CRIME STATISTICS

Statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Claremont Lincoln University prepares the crime statistic policy annually by gathering all reported data and preparing a report for its employees and students. Moreover, local and state police agencies are contacted to maintain a working relationship and formulate statistics for the annual crime statistics report. The chart includes statistics available to CLU concerning the occurrences on CLU's administrative offices and on public property which were reported to the local police agencies or the institution.

REPORTING AREA

Claremont Lincoln University reports statistics from all property owned or controlled by the University. Information relative to areas adjacent or contiguous with the university facilities has been provided by the local police department.

For purposes of the Clery Act, Claremont Lincoln University is defined as:

Administrative Offices: 150 West First Street
Claremont, CA 91711

EMERGENCY NOTIFICATION

In the event of a local emergency that may affect members of the Claremont Lincoln University community, information will be disseminated via email.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

Process used to confirm that there is a significant emergency or dangerous situation:
In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the University President or any other member of the campus security team. The President or campus security member will then review the situation, and if appropriate confer with local law enforcement or other first responders, to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification:
In the event of a confirmed emergency situation, the University President or campus security member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification (i.e., how much information is appropriate to disseminate at different points in time), which will then be passed on to the staff members for immediate dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members. The only reason that CLU would not immediately notify the campus community is if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

Procedure used to notify the campus:
Upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, CLU will immediately notify the campus community, unless issuing a notification will compromise efforts to contain the emergency.

CLU will utilize its senior staff and campus security members to inform all students and employees on campus of the need to immediately evacuate the premises to a safe location.

The emergency response and evacuation procedures are publicized on an annual basis to campus staff, visitors, and students through internal postings.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings. Practice

drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the Dean of Student Services/Registrar.

SAFETY TIPS
Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

At Home

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes. NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use chain bolt when checking ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Keep in touch with your neighbors. Watch each other's apartments and let each other know of anything suspicious.
- Don't give out personal information, such as your address. Report threatening or harassing calls to the police or phone company.

When Walking

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

While Traveling

- Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys.
- Keep valuables out of sight in the trunk. Park in areas that will be well-lit when you return. Check the back seat and the area around the car before getting in.
- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.
- On public transportation, wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train.

Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local policy immediately. Learning to defend yourself is a good idea. However, don't overestimate your abilities. It may take lots of practice before you can use the techniques effectively.

EMERGENCY ACTION PLAN PURPOSE

The purpose of this Emergency Action Plan is to establish procedures for safely and effectively managing an emergency event for the Claremont Lincoln University. All employees are expected to follow the procedures outlined in this plan to ensure that employees and consumers are protected from any further harm during an emergency situation.

Authority

CLU complies with California Code of Regulations, Title 8, Sections 3220, 3203, 6184, NFPA 1 Uniform Fire Code, section 10.9.

Scope

This Emergency Action Plan covers those designated actions managers and employees must take to ensure employee and consumer safety from fire and other emergencies. This plan includes: emergency evacuation procedures and emergency escape routes depending on your location in the office; procedures for all employees, and those who have additional responsibilities in the event of an emergency; procedures to account for employees after emergency evacuation has been completed; rescue and medical duties and expectations; the preferred means of reporting fires and other emergencies; and individuals who can be contacted for further information about the plan.

Persons responsible for emergency planning and information are:

COO/CFO: 909-667-4494
Senior Legal, Regulatory, and Compliance Officer: 909-667-4470

Responsibilities of the Emergency Response Team

The goal of the Emergency Response Team is to assist in the orderly evacuation of employees, guests and students from a building or area during an emergency or assist with shelter in place procedures if warranted. The duties of the Response Team are as follows:

- Be familiar with the content of this plan.
- Alert staff of emergency situations.
- Ensure that staff, guests, and students are appropriately evacuating the facility or area based on the escape route assignments posted throughout the premises.
- Assist in the evacuation of guests, students and staff with disabilities that preclude them from using elevators during emergency situations, or alerting security, fire, and police personnel of the last known location of the individuals.
- Perform medical duties as necessary to employees, guests, and students during emergency situations.

- Extinguish small fires with the use of a fire extinguisher.
- If instructed, take the **Emergency Evacuation Binder** located at the front desk to the designated meeting location and account for all employees, guests, and students.

Training
Emergency Response Team members will be trained and made aware of their duties so that they can assist in the safe and orderly emergency evacuation of employees. They shall be made aware of their responsibilities under this plan:

- Upon initial assignment;
- Whenever the employee's responsibility under the plan changes; and
- Whenever the plan is changed.

Responsibilities of the Employees
The success of this Emergency Action Plan in times of emergencies hinges on employees knowing the procedures outlined in this plan and acting upon them in an appropriate manner.

Before an emergency, employees shall:
- Become familiar with the contents of this plan to include who to report emergencies to, the assigned evacuation routes for the facility, and the designated meeting locations.
- Actively participate in emergency drills and treat them as if they are real.
- Utilize an In/Out Board mechanism in good faith to assist the Emergency Response Team in knowing if you are in attendance in the event of an emergency.

During an emergency, employees shall:
- Assist an Emergency Response Team member if asked.
- Listen and wait for directions on how and when to evacuate the facility from emergency response team members, security, police, or fire personnel.
- Report any emergencies such as a bomb threat or threats of violence to your supervisor first and immediately.
- Follow the assigned escape route procedures to avoid crowding at the exits.
- Report immediately to your designated meeting location upon evacuating the facility. Do not take any side trips.
- Never go back into the facility to retrieve personal belongings. Returning to the office may ONLY take place when given the all-clear to do so.

Reporting Emergencies
Report fire or other emergencies immediately, first to your supervisor, then to the responsible person(s) listed above. When warranted, call 911. Be prepared to provide the responder with the nature and location of the emergency. Our address is:

Claremont Lincoln University

150 W. First Street
Claremont CA 91711
Major Cross Street is Harvard Street
909-667-4400

Employee Alarm System
The employee alarm system utilized in this facility is a 30-watt bullhorn megaphone with a siren that can be heard up to 800 feet away. This will be used to provide warnings so that employees, guests, and students can escape safely from the premises or the immediate work area. Emergency preparedness ***drills*** utilizing the megaphone will be clearly distinguished from actual emergencies.

Evacuation Routes and Maps
The evacuation routes and assembly area maps are posted conspicuously throughout the premises. Employees are to become familiar with all evacuation routes and the post-evacuation assembly point in order to ensure their own safety as well as that of guests and students who may be on the premises.

Location of First Aid Kits
As noted on the evacuation maps, the First Aid Kits are located in the kitchen on the second floor.

Designated Post-Evacuation Meeting Location
Once employees have evacuated the facility, they **must** meet **behind the building by the train depot** to check in with a member of the Emergency Response Team will be accounting for individuals. Look for the individuals wearing the neon orange vests and holding the neon red flags.
Employees who do not show up to the designated meeting location will be presumed to still be in the building and fire and police personnel shall be notified of their absence immediately.

Fire Emergency Procedures
- Remove anyone in immediate danger.
- Once an employee is alerted to the fire danger, he/she will go to the nearest member of the Emergency Response Team to initiate the employee alarm system, exit the building according to the emergency action plan, and proceed directly to the designated assembly point.
- Confine the fire to the room/area by closing the door to the area where the fire is located and by ensuring all doors leading to the main hallways are closed.
- Attempt to extinguish the fire only if you are capable of using the portable fire extinguishers, the fire is in its beginning stage, and it can be extinguished safely.
- Disabled and non-ambulatory (unable to walk personnel) should request

assistance from those nearest to them. Advise the Fire Department or other official Emergency Responders of any individuals who are trapped or who may require assistance to evacuate.

Earthquake Emergency Procedures

- If you are indoors, stay there. Take shelter under a desk, table, or in a doorway. If you cannot get under something sturdy or stand in a doorway, get on your hands and knees and cover your head and back of neck with your hands and arms.
- Stay away from windows, outside walls, light fixtures, filing cabinets and bookshelves. Do not attempt to use the elevators.
- If you are outdoors, go to an open area away from trees, buildings, walls, roadways, and power lines.
- If the building is evacuated, do not return until authorized.
- Beware of potential dangers after an earthquake such as escaping gas, unstable building structures, electrical hazards, etc. Also beware of aftershocks.

Evacuation of the Disabled

- Persons (employees, students, and guests) with a disability (including a short-term disability) limiting them from using the stairs will congregate entrance/exit corridor outside the front office area by the elevator where they will be assisted by either an official Emergency Responder (fire, EMT, or law enforcement personnel).
- In the event an emergency renders the elevator unsafe or dangerous, an official Emergency Responder will assist or carry the disabled person down one or more floors for pick-up and relocation.
- If assistance is not immediately available, disabled persons should remain in the entrance/exit corridor outside the front office until assistance from an official Emergency Responder becomes available.

Serious Injury

- Check the scene and the victim to determine the danger potential and the extent of the injury. Do not move a seriously injured victim unless there is an immediate danger such as fire, flood, or poisonous gas. If you must move the victim, do it as quickly and carefully as possible. If there is no immediate danger, do not move the victim and advise the bystanders the victim is not to be moved.
- Call 911 (9-911 from a landline) immediately if the victim is unconscious. Additionally, you should call for an ambulance if the victim has trouble breathing or is breathing in a strange way; has pressure or pain in the chest or abdomen; is bleeding severely; has slurred speech; appears to have been poisoned; has injuries to the head, neck, or back; or has possible broken bones.
- Keep the victim calm and as comfortable as possible. Administer CPR or First Aid if you have been trained in those areas (A list of these employees is included at the end of this document). A First Aid kit should be used and precautions should be taken to minimize exposure to blood, blood-borne pathogens, and other bodily fluids. Remain with the victim until emergency services personnel and Security arrive.

Disgruntled Visitor

- In the event someone encounters a disgruntled or belligerent visitor in the office, effort should be made to keep the visitor as calm as possible and seek assistance in a manner that does not cause further agitation.
- If you are unable to call for assistance outside the disgruntled visitor's presence, tell the visitor that you need to call someone to help him/her, and use the code words **"GUEST SERVICES"** when placing that call for help. You would call your supervisor or someone you know will answer and say, "Hi, this is [your name] and I need assistance with **GUEST SERVICES** in [your location]."
- This keeps the visitor from becoming even more defensive and angry while alerting others that there is a problem that needs immediate attention.
- Whoever receives a call from someone in the office for **GUEST SERVICES** shall NOT respond alone. At least two people (if possible) need to immediately proceed with caution to the location of the caller requesting assistance.

Hazardous Materials

- A hazardous material is a substance that presents a physical or health hazard. A health hazard refers to a substance for which there is significant evidence that health effects may occur for exposed employees.
- A Material Safety Data Sheet (MSDS) is required for all hazardous substances in use within the department. Employees will be provided with training on the safe use of all chemicals they will be exposed to in the event that this situation ever arises.
- In the event of a hazardous material emergency:
- Evacuate the area, securing access to the area when possible.
- Immediately call 911 (9-911 from a landline) and inform the operator of the emergency. Provide as much information as possible to the operator and refer to the MSDS.
- The list of chemicals regularly used in this facility will be located in the office of the Director of Administrative Services/VPA along with an MSDS binder once the need arises to develop one.

Bomb Threats

- If you receive a bomb threat or discover a possible bomb or suspicious object(s), immediately notify your supervisor and call 911 (9-911 from a landline). In the event of a bomb threat by telephone:
- Get someone's attention if possible and convey the nature of the call. Have them make the above notifications.
- Get as much information as possible from the caller. Ask the following questions:
- Where is the bomb?
- When is it going to explode?
- What does it look like?
- What kind of bomb is it?
- What is the caller's name or organization?
- Record the following information:
- Date and time of call
- Exact words of caller

- Age, sex, adult, or child
- Any speech pattern or accent
- Background noises
- For bomb threats by mail or for suspicious objects discovered:
- Do not handle the letter, envelope, or package any further.
- Immediately notify local law enforcement by calling 911 (9-911 from a landline).
- Notify your immediate supervisor.
- Evacuate the immediate area if instructed to do so.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. As a 100% online graduate school, Claremont Lincoln University does not risk the same level of exposure to potential crime as residential or "bricks and mortar" schools where students attend classes onsite. CLU does invite its students and faculty to attend in-person events twice a year including an annual commencement ceremony and, therefore, is obliged and committed to tracking data and publishing reports documenting any reportable crimes that take place during these events or any other time throughout the year involving CLU students, faculty and staff.

Definitions of Reportable Crimes

Criminal Homicide These offenses are separated into two categories: Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence.

Manslaughter by Negligence The killing of another person through gross negligence.

Murder and Non-Negligent Manslaughter The willful (non-negligent) killing of one human being by another.

Sex Offenses Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** -The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

Robbery The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Arson Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Liquor Law Violations The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons: Carrying, Possessing, Etc. The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Referred for campus disciplinary action (Liquor Laws, Drugs and Weapons Violations) | The referral of any person to any campus official who initiates a disciplinary action of which a record is kept, and which may result in the imposition of a sanction.

Hate Crime

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes, Hate Crimes include any of the categories listed above and includes the four additional categories below:

- **Larceny-Theft (Except Motor Vehicle Theft)** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

- **Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property** – To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

- **Gende**r – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals.

- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

- **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

- **Ethnicity/National Origin** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

- **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Dating Violence – Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence – Defined as a felony or misdemeanor crime 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 in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred.

Stalking – Defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) Fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress.

2021, 2022 AND 2023 CRIME STATISTICS

Criminal Offense	Year	On-Campus	Off-Campus	Public Property*	TOTAL
Murder/Non-Negligent Manslaughter	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Sex Offenses – Forcible (Rape)	2023	0	0	0	0
	2024	0	0	0	0

	2025	0	0	0	0
Sex Offenses – Forcible (Fondling)	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Sex Offenses – Non-Forcible (Incest)	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Sex Offenses – Non-Forcible (Statutory Rape)	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Robbery	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Aggravated Assault	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Burglary	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Arson	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Hate Crimes	**Year**	**On-Campus**	**Off-Campus**	**Public Property***	**TOTAL**
Larceny - Theft	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Simple Assault	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Intimidation	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Destruction/Damage/ Vandalism of Property	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Arrests	**Year**	**On-Campus**	**Off-Campus**	**Public Property***	**TOTAL**
Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Drug Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Illegal Weapons Possessions	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Student Conduct Referrals for Discipline	**Year**	**On-Campus**	**Off-Campus**	**Public Property***	**TOTAL**
Liquor Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Drug Law Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Illegal Weapons Possessions	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

Violence Against Women Act (VAWA) Crimes	**Year**	**On-Campus**	**Off-Campus**	**Public Property***	**TOTAL**
Stalking	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Domestic Violence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Dating Violence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

* *Statistics were requested from the Claremont Police Department but were not available in a usable format for Clery reporting.*

On-Campus refers to CLU Administrative Offices located at 150 W. First Street, Claremont, CA.

Off-Campus buildings or properties where CLU student/staff events occurred Events include:

Hotel June West LA
8639 Lincoln Blvd
Los Angeles, CA 90045

Sheraton Denver Hotel
1550 Court Place,
Denver Colorado 80202

Summit Chicago
205 N. Michigan Avenue, 10th Floor
Chicago, IL 60601