Campus Safety and Facilities

Building Services and Hours

- Noorda-COM Building: 2162 South 180 East, Provo, Utah
- Building 3: Lab space.
- Building 1: Suite 100 – lecture hall and study pods.
- Buildings are accessible via keycard 24 hours per day seven (7) days per week.

Mailing address: 2162 South 180 East, Provo, Utah 84606

Identification/Building Access Cards

For safety, Noorda-COM utilizes a card access system on all building entrances. Access cards are issued by the Security Department to first-year students free of charge during orientation week. Access cards also serve as student identification badges and, in accordance with the Dress Code, are required to be prominently displayed by students at all times above the waist, preferably in the upper torso region, and visible from the front. ID badges/access cards must be presented when requested by any member of Noorda-COM administration, staff, or faculty.

Students are prohibited from transferring access cards to other individuals, allowing others to use their access cards, or granting access to non-Noorda-COM personnel. Students are expected to keep their ID badges/access cards during their entire educational career at the College but must return it to the Security Department upon termination of student status. Lost, stolen or misplaced badges must be reported promptly to the Security Department at 385-375-8724 for deactivation. Students must pay a $10 replacement fee for all lost, stolen, or misplaced ID badges/access cards.

Facility Maintenance/Safety Reporting and/or Requests

For any work requests that need to come into our facilities department (burnt out lamp, outlet not working, plumbing issue, etc) please email facilities@noordacom.org for any non-emergency issues. If there is something that requires immediate attention, please call 801-230-8272.

Email addresses

- security@noordacom.org
- info@noordacom.org
- Facilities@noordacom.org

Inclement Weather

In any weather-related event that affects the closure of the school or presents any potential safety risks, students, facility and staff will be notified through the DialMyCalls app. The message will contain the type of event present, and what instructions to follow based on the circumstances. Updates will continue to be sent via the app until the event has passed and it is safe to return to the campus for normal operations.

Weather-related events will be taken on a case-by-case basis and determinations made depending on the severity of the situation. This includes snowstorms, windstorms, and/or other major weather warnings.

Students on clerkships do not follow the same attendance requirement as OMS-I and II medical students. Students on clinical clerkships are to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, then the student is excused until the site re-opens. If the student is at a hospital or site where they are not closing, the student is to report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to get to their destination.

Motor Vehicles and Parking

Parking passes (hang tag) will be issued to the student during orientation and must be displayed in their vehicle at all times. There is a $10 replacement fee. Please contact Facilities at facilities@noordacom.org if you need a replacement tag. There will be one tag issued per student. The hang tag must be displayed in any vehicle driven to the campus. Multiple tags will not be issued for multiple vehicles. Please adhere to the designated parking spaces located throughout the lot.

To ensure the safety of our visitors and proper use of our parking, please adhere to the following guidelines:

- Phone the Facilities Office if you observe any hazards in the parking areas.
- Remember to always lock your vehicle and remove any valuables including cellular phones. CBRE, Timpanogos Tech Center, and Noorda-COM are not responsible for any damage to or theft from your vehicle.

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- Remember to always lock your vehicle and remove any valuables including cellular phones. CBRE, Timpanogos Tech Center, and Noorda-COM are not responsible for any damage to or theft from your vehicle.
Please be considerate and ask your guests to be considerate of short-term parking restrictions.
Please observe all directional, speed limit and stop signs throughout the parking area.
Do not park illegally or in fire lanes. Cars parked in these areas are subject to citation and/or towing.
Overnight parking is not normally permitted. Please notify the Facilities Office if it is necessary to park your car overnight.
Trailers are not permitted in the parking areas.
Handicapped spaces are reserved for disabled persons only. Cars illegally parked in these areas are subject to citation and/or towing.
All vehicles must be parked in designated permit parking areas and in parking stalls and may occupy only one space.
Handicap Parking Spaces – Parking stalls reserved for handicapped individuals are clearly marked. As a reminder, do not park in these spaces unless you have a valid handicapped license or tag displayed.

Smoking and Tobacco Use
Noorda-COM is a tobacco free campus, this includes the use of e-cigarettes.

Animals on Campus

Service Animals
Under ADA, Title I, only those students who meet the definition of “reasonable accommodations” due to a disability are eligible to have a service animal. As with all requests for a reasonable accommodation, an interactive process would be undertaken to determine which accommodations, if any, would be appropriate and not cause undue hardship. Therefore, a student with a disability does not have an automatic right to have a service animal.

A service animal is defined as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The worker tasks performed by a service animal must be directly related to the individual’s disability.” (Society for Human Resource Management (SHRM) https://www.shrm.org/).

ADA requires that the Service Animals:
- Be under the control of the handler. This can occur using a harness, leash, or other tether. However, in cases where either the handler is unable to hold a tether because of a disability or its use would interfere with the service animal’s safe, effective performance of work or tasks, the service animal must be under the handler’s control by some other means, such as voice control.
- Must be housebroken.
- Be vaccinated in accordance with state and local laws.

Emotional Support Animals
In reference to requests for an emotional support animal, students should refer to the previous policy regarding service animals. Unless the animal meets the definition of a “service animal” as described by the ADA in Title I, they are not permitted.

Emergency Text Messaging System
Noorda-COM has a mass notification system, DialMyCalls, that will provide an easy and effective way to send text and email messages to notify the College community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Your name, phone number and email address will be uploaded into the DialMy Calls software when you enroll with the Registrar’s Office. This will be passed along to the Operations department who will enter your information into the system and send you a test page and email. Noorda-COM will conduct annual test pages to ensure proper functionality of the system. If you have any updates or changes to your information, please inform the Registrar’s Office immediately.

Security and Safety On-Campus
Noorda-COM is committed to creating a safe and secure environment for all members of the College community (administrators, faculty, credentialed instructional staff, staff, students, visitors and all other persons that participate in the College’s educational programs and activities) including those at off-site clinical educational experiences.
In compliance with accreditation requirements and federal and Utah State law, the College has developed a campus safety plan curriculum; provides requirements for what a campus safety plan and curriculum addresses; and outlines reporting, and other requirements related to campus safety.

Teaching in times of extended emergency requires careful preparation and flexibility. The following steps will help instructors continue teaching even in the event of an emergency.

**Security Escorts**
The Security Department provides an on-campus escort service for faculty, staff, and students all year round. Patrol officers will escort requests to buildings and/or vehicles parked in and around Noorda-COM lots. If at clinical site, faculty security of office manager should be contacted for an appropriate escort to buildings and/or vehicles.

Those interested in an on-campus escort or having challenges off site with identifying an escort, should contact the Timpanogos Tech Center Security at 385-471-2990 or Campus Security Office at 801-367-2379

**Security**
Noorda-COM has instituted certain security measures for student safety, including the utilization of a card access system for all building entrances. Students are encouraged to remain alert and cautious when on campus, to keep personal items out of sight and to keep their vehicles locked.

Security personnel are carefully screened before being assigned to the Campus and supervised to ensure quality assurance.

Campus security is available. Security officers patrol campus to prevent and deter crime. They are available to help in emergencies and to render assistance in motorist assists and escorts. The department also enforces parking regulations and serves as the repository for lost and found items.

Security Officers may detain, but not arrest, individuals who engage in illegal and criminal actions until Provo City Police Officers and/or Local Law Enforcement agencies arrive. Criminal violators that are apprehended are turned over to the Provo Police Department and/or Local Law Enforcement.

The Landlord, and Noorda-COM Operations meets regularly with local police and community organizations to help ensure the safest environment for the campus community.

In the case of an emergency situation outside normal business hours that requires students to evacuate a location, relocate for a period of time, or any other emergency, a student should contact the CBRE Campus Security office at 385-285-6258 or Security at 801-367-2379.

**Reporting Clerkship Problems**
At times, safety and security concerns/issues may arise during a clerkship. General concerns should be addressed directly to the preceptor, core site coordinator, DME/DIO or Assistant Dean for Clinical Education, when appropriate. The utmost degree of professionalism is encouraged when discussing these concerns. If an effective resolution cannot be reached, or if the student is not comfortable addressing the issue themselves, the student should contact their Noorda-COM Clinical Clerkship Coordinator.

Immediate concerns (harassment, student and patient safety, etc.) should be reported directly to the Department of Clinical Education.

**In Case of Emergency at a Clerkship Site**
Students should follow emergency procedures and protocols at their specific clinical site at all times. In the event that a clerkship schedule is interrupted due to hazardous weather conditions or another emergency situation, the Department of Clinical Education should be notified as soon as possible.

In the case of inclement weather, students on clerkships do not follow the same attendance requirement as year 1 and 2 medical students. Students on clinical clerkships are to follow the schedule of the site where they are rotating. If the site is closing due to inclement weather, then the student is excused until the site re-opens. If the student is at a hospital or site where they are not closing, the student is to report and remain on-service until the end of their shift. Students should use caution and allow themselves plenty of time to get to their destination.
Law Enforcement Relationships
While there are no written agreements with local law enforcement agencies as it relates to the investigation of alleged criminal activity, it is enforcement agencies, local police agencies, and emergency management organizations when applicable. In the event that a serious crime or death was to occur, Security is mandated to notify the proper law enforcement agencies. The county in which the crime took place would then either assume responsibility or delegate its authority to another agency to investigate the criminal matter or prescribe action to be taken.

In addition, CBRE and Noorda-COM work closely with the Provo City Police Department. All individuals, whether they belong to the College community or not, are subject to all federal, state, and local laws while on the Timpanogos Tech and Noorda-COM Campus and may be subject to criminal charges when applicable, even for first offenses.

Safety and Security Committee
To further enhance security at the new Noorda-COM campus, a Safety and Security Committee has been established. The Committee is comprised of members of the faculty, student body, and administrative staff. The mission of the Committee shall be to develop, recommend, review, and monitor security measures at Noorda-COM, including but not limited to:

- Development and maintenance of a Security Plan for Noorda-COM that includes physical and electronic security measures
- Development and maintenance of an Emergency Response Plan
- Development and maintenance of policies for an Emergency Communications Plan
- Coordination with community Emergency Response organizations and plans

Reporting Criminal Activity and Other Campus Emergencies
All members of the Noorda-COM community and guests are encouraged to report any criminal activity, suspicion of criminal activity, accidents, and other emergencies to the Timpanogos Tech Security Department, Noorda-COM Security, and the local Police Department as soon as possible, when the victim of a crime elects to report or is unable to make such a report. Reports should be made promptly and accurately. While the institution does not have a policy on victims or witnesses being able to report a crime in a voluntary confidential manner, whenever possible, the identity of the complainant will be kept confidential, if requested.

Pastoral and or professional counselors are not able offer a voluntary confidential reporting option of a crime to students that they meet with one on one.

Anyone may report any of the above-named instances, in person, to any Security Officer, the Security Supervisor, and/or the Administration Office.

Fire exits and fire extinguishers are located throughout all buildings. If evacuation of a building becomes necessary, please use the stairways. Elevators should not be used under any circumstances. Tampering with fire alarms or fire prevention equipment is forbidden and may result in dismissal.

Automated External Defibrillators (AED) are strategically placed on campus. The Security Department is charged with maintenance and care of the defibrillators.

Emergency Plan
Procedures for emergencies are detailed on the College’s external website.

Noorda-COM has partnered with DialMyCalls to provide an emergency alert system capable of delivering messages to College emails, personal emails and/or cell phones. In the event of an emergency on or near campus that may endanger the College population, Noorda-COM Administration will send communication through one or more of the mechanisms identified above.

All emergencies on the Timpanogos Tech Campus should be reported immediately by dialing 385-471-2990 during normal business hours (Monday – Friday, 8:00 am – 5:00 pm) or 385-285-6258 outside of these hours for Security. All emergencies on the academic campus should be reported immediately by dialing 801-367-2379. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. If needed, a follow-up call will be made to emergency responders via 911 to assure the response and give directions needed.

Emergency Communications
The Security campus dispatcher may be reached from any phone, on or off campus by dialing 385-471-2990 or 801-367-2379. Students are asked to preprogram or “speed dial” this number into cell phones for quick dialing.
**Timely Warnings/Crime Alerts**
Timely Warnings are issued whenever there is an ongoing threat of crime or danger to the Noorda-COM College community and around campus. If circumstances warrant, Timely Warnings/Crime Alerts are prepared and sent throughout the College via DialMyCalls mass texting notifications, campus wide emails, and posted notices in campus buildings.

**Annual Security Report**
In compliance with regulations of the Department of Education’s Clery Act, Noorda-COM’s Administration Department publishes an Annual Security Report and distributes the document to all students, faculty and staff. The Campus Security Act requires all colleges and universities to:

- Publish an annual report by Oct. 1 that contains three years of campus crime statistics and certain campus security/policy statements
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms
- The statistics must be gathered from campus security, local law enforcement and other College officials who have “significant responsibility for students and campus activities”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of College security and is reported to College security.”

Noorda-COM Administration Department maintains a daily crime log that records, by the date the incident that was reported, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the department’s patrol jurisdiction.

The daily crime log is available for public inspection at the Director of Operations’ Office. The crime log includes the nature of the crime, the date, the time and the general location in which each crime was reported to the department, as well as the disposition of the complaint (if known). The department is obliged to post new incidents into the daily crime log within two business days of receiving the report unless in doing so it will hinder an open investigation in which case that incident will get posted once the investigation has been deemed closed.

**Emergency Disaster Plan**
Noorda-COM has partnered with DialMyCalls to provide an emergency alert system capable of delivering messages to College emails, personal emails and/or cell phones. In the event of an emergency on or near campus that may endanger the College population, the Security Department will send communications through one or more of these mechanisms.

All emergencies on the Noorda-COM campus should be reported immediately by dialing 911 and then dialing 385-471-2990 for a security officer. Upon notification of an emergency, the security officer on duty will respond to the scene to confirm that emergency or disaster conditions exist. A follow-up call will be made to emergency responders via 911 to assure the response and give directions needed. The security officer, as soon as practical, will contact the Facilities Manager or the Chief Financial Officer.

In the event of an emergency that constitutes an immediate ongoing or continuing threat to the College community, the Operations’ Department, in conjunction with the College Security Committee, will issue campus safety alert messages via the College’s mass notification system, mass e-mail, bulletin boards, and on its main webpage (www.noordacom.org) advising of the situation and what actions should be taken. Noorda-COM will follow its emergency notification procedures.

Depending upon the circumstances of these events and its relativity to a crime and/or threat, the College will then issue a timely warning notice, in a manner which withholds as confidential the names and other identifying information of any victims.

Members of the College community who are aware of a crime and/or a potential threat to the College itself or other members of the College community should report the incident immediately to the Facilities Office or any other College official, so that a Campus Safety Alert can be issued if warranted.

**Emergency Confirmation**
Noorda-COM’s Crisis Response Team in conjunction with its Senior Leadership and other appropriate personnel and officials, will confirm significant emergencies and dangerous situations that may impact the campus community. These situations include immediate threats to the health and safety of the students or employees.
Emergency Communications

Noorda-COM has a mass notification system, DialMyCalls, that will provide an easy and effective way to send text and email messages to notify the College community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The Emergency Response plan helps the Crisis Management Team and Noorda-COM’s Senior Leadership determine the recipients of any and all emergency notifications. The content of an emergency notification is dependent on the circumstances of the specific event. The institution has developed a series of templates that can be adapted for any emergency situation. The Crisis Management Team will determine the content of the emergency notification and when the notification will be initiated. The individuals that make up this team include the following:

- President
- Dean
- Chief Financial Officer
- Associate Dean for Student Affairs
- Vice President of Institutional Advancement
- Director for Facility Operations / Security Supervisor

The Crisis Management Team will direct the Communication Team to disseminate information per the Emergency Response plan. Once the nature and severity of an incident is determined, the College’s Director of Facilities is notified and authorized to begin the notification process. The type of message and content of notification is based upon emergency templates which are part of the College’s Emergency Response Plan.

The institution will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Crisis Management Team, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency, the Noorda-COM community relies on several vehicles for disseminating information. Noorda-COM Alerts provides voice, email, and text messaging capabilities to notify students and employees of critical incidents. The system uses a variety of telecommunications partners to ensure connectivity to cell phones, landlines, email accounts, and TTY/TDD devices.

Authorized staff within the institution or at an off-site location can initiate critical incident communications. Noorda-COM tests the system annually to ensure timely notification of critical events. Noorda-COM Alerts provide real-time updates; instructions on where to go, what to do (or not to do), who to contact and other essential information such as which evacuation routes are available, the nearest emergency shelter, its available bed space, or hours of operation.

Mass e-mail: Messages are sent to all Noorda-COM email accounts and provide students, faculty, and staff with information and updates regarding potential threats to the safety and security of the campus community. Noorda-COM’s Office of MIT Media and Information Technology manages the data and updates for the mass notifications.

Web Page: The College community will be directed to check Noorda-COM’s main website (www.noordacom.org) for notification and updates regarding emergency situations.

Local media: Noorda-COM’s Communications Office provides essential information to the media when the College closes because of inclement weather or other emergencies.

In the event of an emergency, Noorda-COM will work with local media outlets, as well as including information on its social media pages such as Facebook, Twitter, etc. to inform the larger community of the situation.

All students must provide their cellular phone number to the Office of the Registrar. This can be done via Sonis. These phone numbers must be kept current at all times for emergency contact.

Disruption of Essential Functions

The disruption of the essential functions due to an outbreak of a significant illness within the Noorda-COM community, the local, regional or national community, or in the event of a natural disaster impacting the campus, the following precautions and actions will be initiated. Our intent is to minimize risk to employees, students, and visitors. As such, we continue to maintain procedures, staffing, equipment, and training to assure preparedness to respond to an emergency at any of our facilities.
Students should follow emergency procedures and protocols at the specific clinical site at all times. In the event that a clerkship schedule is interrupted due to hazardous weather conditions or another emergency situation, a student should notify their assigned Noorda-COM Clerkship Coordinator as soon as possible.

**Security Considerations in the Maintenance of Campus Facilities**

Noorda-COM is committed to campus safety and security. Exterior lighting and landscape control are a critical part of that commitment. All members of the College community are encouraged to report any lighting concerns. Security Officers, during patrols, focus on such items and report their findings to the Security Supervisor who in turn generates a work order, which is acted upon by a member of the Facilities Staff.

Facilities Staff is available to respond to calls for service regarding unsafe facility conditions. These conditions may include but are not limited to unsafe steps, handrails, trip hazards, defective locks or unsecured equipment.

**Fire Safety Systems**

The facilities are equipped with smoke detectors, duct detectors, fire smoke dampers, and a fire sprinkler system, all of which are connected to the fire alarm panels. Noorda-COM personnel will follow the rules and regulations specified in the site Fire Plan at all times.

Fire extinguishers are located in the following locations:

- **Building One**
  - First Floor – Hallway outside Student Lounge
  - First Floor – Inside Skills Lab
  - First Floor – Outside Classroom One

- **Building Four**
  - First Floor – Near all exits
  - Second Floor – Near all stairway exits

Noorda-COM conducts annual fire drills, campus evacuations, as well as testing of the emergency notification system. Noorda-COM documents each test with a description and notes the date, time, and whether the test was announced or unannounced. Prior to these tests, new students and employees are provided with information on evacuation procedures. In addition, community members are periodically provided with Shelter in Place training and protocols.

**Automated External Defibrillator (AED) Locations**

- **Building One**
  - Hallway Near Student Lounge

- **Building Four**
  - First Floor – Outside elevator
  - Second Floor – Facilities office

- **Campus**
  - Facilities office

**Crime Prevention Education & Awareness**

Noorda College of Osteopathic Medicine provides regular ongoing education and notifications to the campus community beginning with the moment a new student or employee begins her/his career at Noorda-COM. Strategies include in-person communication, email communication, posted materials throughout the facility and emergency notification cards with general safety information are provided to everyone the day they receive their new student or employee identification badge.

Noorda-COM has posted its Emergency Response and Evacuation Plan on Noorda-COM’s website and on Canvas. The Noorda-COM Safety and Security Committee reviews, updates, and communicates changes in the plan to the general campus community. In addition, safety practices and other security procedures are located on Noorda-COM’s webpage, in the Annual Security Report, and in Noorda-COM’s Administrative and Faculty Handbooks.

Noorda-COM provides various programs each semester in order to better educate students and employees on the topics including, but not limited to, personal safety and the prevention of crimes. Noorda-COM’s Safety and Security Committee posts updates on steps individuals can take in order to create a safer community. These updates are designed to encourage students and employees to be responsible for their own security and the security of others.

Noorda-COM provides educational programs focused on safety, alcohol and drug use/abuse, security awareness, crime prevention, and issues around sexual assault, domestic violence, dating violence, and stalking. Noorda-COM is committed
to increasing awareness of and preventing violence. All incoming students and new employees are provided with programming strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. Strategies include providing students and employees a clear statement that prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and policies and procedures for responding to these incidents. Specifically, new students will complete a required online program through eNCOMpass that covers these important topics. Ongoing prevention and awareness campaigns are also offered throughout the year as noted above.

Noorda-COM has partnered with Safe Colleges to provide and track student, faculty, and staff safety and security trainings.

The College also offers information and resources relating to preventing sexual violence and sexual harassment through the Title IX Coordinator’s office and the Student Health Center.

**Campus Crime Report**

**Introduction**

The Annual Campus Safety and Security Report is designed to provide students and employees with information concerning personal safety, campus security, and the institutional policies of conduct and behavior. Adherence to these established policies and ethical behavior helps Noorda College of Osteopathic Medicine (Noorda-COM) foster and maintain a safe environment, free from exploitation, intimidation and any misconduct, and that which supports its educational mission and maximum development and goal achievement for all employees.

This report is prepared in compliance with the federal safety regulations, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act), and the Noorda-COM campus safety and security policies. This report also includes the required changes in disclosure pursuant to The Violence Against Women Reauthorization Act of 2013 (VAWA) addressing the crimes of dating violence, domestic violence, and stalking.

This report is prepared on an annual basis by the Director of Facilities / Operations with input from the Noorda-COM Safety and Security Committee. The crime statistics disclosed in this report are based upon incidents reported to the local enforcement agencies that have jurisdiction over the school’s Clery geography and from the landlord’s Campus Security Officer.

The link to this report - [https://www.noordacom.org/cleryreport/](https://www.noordacom.org/cleryreport/) is sent via email to all current students, faculty and staff, to keep them fully informed of crimes that may pose a serious or continuing threat to the campus community; and to provide updated and specific guidelines relating to personal and campus safety.

Any inquiries regarding this report or any request for a paper copy should be sent to the Director of Facilities / Operations via email at security@noordacom.org.

**Code Of Conduct and Behavior Standards**

Noorda-COM strictly adheres to established policies of conduct and ethical behavior expected of students, faculty, staff and administration. These policies were developed to maintain an atmosphere conducive to effective education of students and to attain utmost professional growth of staff.

The details of policies of conduct and behavior and the Noorda-COM Professional Code of Conduct are in:

1. The Student Catalog – specific for students, available through the Noorda-COM website.
2. The Employee Handbook – specific for employees, available via email to all employees as well as a hard copy located in the HR Department.

The above specific links are sent to students upon admission, and to the staff upon hiring. All students and employees should have signed a document indicating that:

a. They have read and understand all the information contained in their Handbook;

b. That they agree and abide by the rules and regulations contained therein, which are not limited to the Noorda-COM Code of Professional Conduct.

c. That they are aware of the consequences of violations of specific policies and standards.

Noorda-COM recognizes that its campus is a community of scholars, consisting of professional students, program directors, faculty, research mentors, practicum mentors, proctors, staff and administrators, who are already committed to the highest codes of behavior and ethics. Therefore, it is anticipated that few issues, if at all, will arise.
Noorda-COM reserves the right to dismiss a student, or suspend or terminate an employment, for any violation of the Noorda-COM code of conduct and behavior standards.

**Noorda College Of Osteopathic Medicine Campus**

Provo is consistently ranked among the best places in the country to live, work, and play. Provo and Utah Valley are noted for entrepreneurship and quality education.

Located in Provo, Utah, Noorda College of Osteopathic Medicine (Noorda-COM) offers an innovative and unique medical education approach. Noorda-COM provides 21st-century medical students a curricular model blending active, small group learning with advanced laboratory experiences and research opportunities while also emphasizing school and life balance with a commitment to health and wellness. Noorda-COM focuses on preparing future residency-ready physicians committed to providing patient-centered healthcare. The Commission on Osteopathic College Accreditation granted Noorda-COM Pre-Accreditation status in December 2020.

Noorda-COM campus is located at 2162 South 180 East, Provo, Utah. Noorda-COM does not provide on-campus housing. Students enrolled in the residential programs reside in local housing owned and operated outside of the College’s purview.

**Campus Security and Access**

Noorda-COM Campus Facilities / Operations Director issues ID badges to students and employees. ID badges are electronically read allowing access to the buildings and some internal spaces.

During business hours, Noorda-COM is open to students and employees who are required to use their ID badge to access spaces beyond the reception area. Physical keys are issued to authorized personnel for internal offices.

During non-business hours or extended periods of closing, employees and students may access the campus with ID badges; however, student access is limited to study areas and certain classrooms.

Individuals without an ID badge are not authorized to enter the College. During normal working hours, contractors, guests, and visitors must check in with the receptionists to obtain a temporary ID or visitor sticker. In some cases, visitors must be accompanied by authorized individuals.

Contact numbers are prominently posted on the entry doors to the lobby for emergencies occurring during non-business hours.

**Campus Safety, Continuity and Risk Management**

Campus safety of students and employees, risk management, including continuity of operations are major priorities of Noorda-COM. Policies and procedures relating to risk management, general safety, contingency plan, how to respond, who to contact and other vital information in case of emergencies or situations are detailed in the Risk Management Handbook.

All employees have access to the Risk Management Section of the Employee Handbook which is sent electronically to each employee upon hire, as well as through a hard copy located in the HR department.

All students may access the Student Risk Management Section of the student Catalog.

As members of the Noorda-COM community, students and employees are expected to adhere to all related policies and procedures and to take appropriate safety measures to prevent unnecessary incidents.

**Law Enforcement and Security**

Noorda-COM does not have a police department inside the campus and relies upon the Provo City Police Department for law enforcement and security related issues.

The phone numbers for the security officer is listed on the back of all student ID cards.

To promote and maintain campus safety and security, the college has designated the Director of Facilities / Operations as the college’s point of contact to serve as the primary emergency response person and information contact for the campus.

**Emergency Response Notification**

Noorda-COM utilizes an Emergency Notification System, DialMyCalls. This Emergency Notification System (ENS) is a multimodal mass notification system that allows a member of the Crisis Response Team to send time sensitive
notifications and messages to the mobile phones, home phones, and email of all employees and students.

The Crisis Response Team consists of the following, and must be notified in the event of an emergency situations:

- President – 808-489-0088
- Chief Financial Officer – 385-378-5401
- Associate Dean for Student Affairs – 385-378-5171
- Vice-President for Institutional Advancement – 702-239-9955
- Director of Facilities / Operations - 801-230-8272

Emergencies include bomb threats, threats of violence - including shooting, hostage situations, medical emergencies, fire, earthquake, inclement weather, and chemical, biological, and radioactive spills.

**Emergency Evacuation**

Once confirmed by a member of the Emergency Notification Team that an event warrants evacuation of the campus, the Director of Facilities / Operations will be notified and assume their responsibilities without delay. Should an incident or threat extend beyond the campus, the Provo Police Department will be notified, and determine if the adjacent community should be evacuated.

**Timely Warning Notice**

If a situation arises, either on or off campus, that in the judgment of a member of the Crisis Response Team it constitutes an ongoing or continuing threat, the Emergency Notification System (ENS) will be activated.

Depending on the circumstances of the situation, a member of the Crisis Response Team may request that a notice be posted on the College website at [www.noordacom.org](http://www.noordacom.org) providing the college community with more immediate information. In addition, bulletins or notices may be posted in common areas on campus.

Anyone with information warranting a timely warning should report the circumstances to a member of the Crisis Response Team.

In addition to the Emergency Notification System, Noorda-COM may issue a timely warning to inform the campus community of potential threats against which they can take preventive measures. The situations where a timely warning may be issued include any and all Clery Act crimes, within the geographic area of Noorda-COM, that are reported to members of the Crisis Response Team, to onsite security around the Timpanogos Tech Campus, or the Human Resources Department.

If a timely warning is released, it will include the individual or office issuing the warning, context as to why it is important to the campus community, and may be posted or released through numerous avenues, including but not limited to short classroom interruptions by campus officials, website updates, Canvas updates, and distribution of written notices.

**Policy Statements**

Noorda-COM operates based on established policies of conduct and ethical behavior of students, faculty, and administration. Adherence to these established policies help Noorda-COM ensure orderly operations, provide the best possible educational and work environment, and protect the interest and safety of everyone in the campus community.

The following policy statements are intended to inform the campus community about Noorda-COM’s specific policies, procedures, programs, and resources as well as information about channels for victims of crimes to seek recourse.

**Alcohol Policy**

In accordance with Utah State statutes, possession, sale and/or consumption of alcoholic beverages on campus is prohibited regardless of age. Any person associated with or visiting the Noorda-COM campus and/or its premises is prohibited from distributing or consuming alcoholic beverages while on campus property.

Therefore, alcoholic beverages are not permitted anywhere on the campus, including the grounds and parking lots. Alcohol use is not permitted by students or faculty while attending class related activities associated with Noorda-COM (i.e. clinical settings, research data collection, etc.).

A student or an employee in violation of this policy is subject to disciplinary action, which may include suspension, expulsion, or termination of employment.

Noorda-COM encourages anyone who may have alcohol concerns to consider contacting the following help services available nationwide:
Alcoholic Anonymous – 801-375-8620 (Provo) or visit www.utahvalleyaa.org
Al-Anon – 888-425-2666, or visit http://www.al-anon.alateen.org

Smoking Policy
Noorda-COM is committed to the promotion of healthy behaviors. Therefore, tobacco and nicotine use in any form, including e-cigarettes is not permitted at any of the Noorda-COM buildings. For information relating to smoking and its effects, or if anyone needs help on how to quit smoking, call or visit the website of: The Foundation for a Smoke Free America – 310-577-9828 or http://www.antismoking.org/quitting.html

Drug Abuse and Awareness Policy
The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving financial assistance to implement, and enforce, drug abuse prevention policies and programs.

Noorda-COM prohibits the unlawful manufacture, distribution, dispensation, sale, possession, or use of illicit drugs by students on its property, and at any school activities. Any violation of this policy will result in appropriate disciplinary actions, up to and including student expulsion, or employment termination. Where it is apparent that a violation of the law has occurred, law enforcement authorities will be notified.

In certain cases, students may be referred to counseling sources and/or substance abuse help centers. If such referral is made, continued enrollment will be subject to successful completion of any prescribed counseling or treatment program. Students who believe they have a substance abuse problem and are seeking treatment may contact the Associate Dean of Student Affairs for referral assistance. All such matters will be handled confidentially.

Noorda-COM encourages anyone who needs help on drug abuse issues to contact or visit the websites of the following help services:
- Drug Addiction Crisis and Referral Hotline – 1-888-268-9124 or https://www.drug-rehabs.com/addiction
- Cocaine Anonymous – 310-559-5833 or http://www.ca.org/
- Narcotics Anonymous – 818-700.0700 or http://www.na.org/

Violations of Noorda-COM alcohol, tobacco, and drug-free environment policy are subject to disciplinary action as defined under the Conduct and Behavior section of the Student Handbook, and under the Rules of Conduct section of the Employee Handbook.

Sexual Assault and Title IX Policy
Noorda-COM Code of Conduct for students, and Rules of Conduct for employees require all students and employees to respect the personal rights of others and to obey the law. Any violation of another individual's rights to be free from forcible and non-forcible sex offenses constitutes a serious violation of the established code of conduct which may result in termination of employment, suspension, or dismissal from Noorda-COM.

Noorda-COM prohibits the crimes of sexual assault, sexual harassment, dating violence, domestic violence, and stalking as defined by the Clery Act, state law, federal Title IX policy, and Noorda-COM Policy. Noorda-COM also strives to prevent other non-contact sex-related offenses including exhibitionism, voyeurism, stalking and obscenities, or harassment via phone calls, text-messages, e-mails, etc. These crimes should be reported to the Title IX Coordinator (see below) and/or the Provo Police Department.

For information or for reporting of sexual harassment in the workplace or in academics, contact either one of the following:
- Title IX Coordinator – 801-376-6004 or by email at tahill@noordacom.org
- Associate Dean for Student Affairs – 385-378-5171
- Director of Facilities / Operations – 801-230-8272
- Director of Human Resources – 208-339-1861
- Campus Security Officer – 385-285-6258

For more information on sexual assault, refer to the following:
- The Center for Women & Children in Crisis – offers 24-hour crisis counseling and support to victims of rape and sexual assault. The 24-hour hotline is 801-377-5500.
- Crisis Line of Utah County – helps callers in crisis and provides emergency referrals. The 24-hour phone number is 1-801-226-4433.
- Advocacy Center for Crime Victims and Children – http://advocacycntr.org/ this will link to various resources
Non-Discrimination Title IX, And Civil Rights Policy
In the conduct of its affairs, Noorda-COM does not discriminate against any person on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability, marital status or any other characteristics protected by applicable law.

Complete details of definitions, jurisdiction, and the grievance process for discrimination, harassment, or assault concerns can be found in the Noorda-COM Employee Handbook.

Discrimination, harassment, and sexual misconduct is unwelcome at Noorda-COM, and any incident relating to these behaviors should be reported to appropriate parties so that it can be investigated, remedied and addressed to both stop the offense and limit or eliminate further harm to Noorda-COM students, staff and visitors.

Registered Sex Offender Information
In accordance with the Federal Campus Sex Crimes Prevention Act (CSCPA) and the Utah Sex Offender Registration Act, notice must be given of registered sex offenders to institutions of higher education if the offender is employed, carries on avocation, or is a student at the institution. This information is available at the Provo City Police Department.

Information regarding registered sex offenders residing within a specific Utah geographic location can be accessed via the Utah Department of Corrections website: http://corrections.utah.gov/.

Gun Policy
Lawful possession of any firearm is restricted to the employee’s locked vehicle in the parking lot. Law enforcement officers are not subject to the restriction of firearms in the campus. Possession, use, or sale of weapons, firearms, or explosives on work premises, while operating Noorda-COM machinery, equipment, or vehicles for work-related purposes, or while engaged in Noorda-COM business or within its premises is prohibited. This policy applies to all students and employees including but not limited to those who have a valid permit to carry a firearm. Individuals who are aware of violations or threats or violations of this policy are required to report such violations or threats of violations to the following:

- Director of Facilities / Operations – 801-230-8272
- Director of Human Resources – 208-339-1861

COVID-19 Return to Work Policy
The COVID-19 Return to Campus Plan was developed by Noorda-COM in response to the COVID-19 pandemic and to create guidance for when and how students and employees will return to the campus. Regular updates are sent to students, faculty and staff for the latest information. For more detailed information, or topics not covered in this summary, see the full Return to Campus Plan located here October COVID-19 Update – Noorda College (Noorda-COM.org). This document, and the guidance provided therein, was developed under the following guiding principles:

1. Ensuring the health, safety, and welfare of students and employees.
   - Slowing the spread of COVID-19.
   - Protecting the health of individuals at risk for severe COVID-19 illness.
   - Preferring working from home for high-risk individuals.
   - Considering working on campus for employees who encounter difficulties working from home.
2. Providing high-quality education, regardless of the pandemic.
3. Implementing continuous monitoring, evaluation, and communication.
4. Returning to campus is both time- and situation-dependent.
   - Refer to the Dependencies section in the full Return to Campus Plan for details of the dependencies included for consideration in decision making. Noorda-COM plan aligns with local, state, and national directives. This plan also follows the guidance and best practices published by the Center for Disease Control (CDC), state, and local health departments.

Noorda-COM administration will communicate updates and additional information to students and employees, as necessary, in response to changing circumstances.
Crime Statistics
In compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Noorda-COM compiled and reports the following crime statistics within a 200’ diameter of the Campus where Noorda-COM is currently holding classes. The statistics were grouped together into criminal offenses, hate crimes, VAWA offenses, arrests and referrals for disciplinary action.

The data includes all reports of offenses provided by the Provo City Police Department, Timpanogos Tech Center Property Manager, and the Noorda-COM Director of Facilities / Operations. The statistics may or may not accurately reflect the actual crime and may be indicative of the efficiency of the Provo Police in following up on the reports. In very limited circumstances, the crime reports that were “unfounded” may have been removed from the report and subsequently withheld from the crime statistics. This, however, may have been done only by commissioned law enforcement personnel for reporting purposes.

Crime Definitions
The above statistics were compiled in accordance with the definition used by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program. These definitions are provided below.

Criminal Offenses

Criminal Homicide
These offenses are separated into two categories:

a. Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. Murder also includes any death caused by injuries received in a fight, argument, quarrel, assault, or the commission of a crime.

b. Manslaughter by Negligence is defined as the killing of another person through gross negligence. In other words, this offense is something that a reasonable and prudent person would not do.

Sexual Assault (Sex Offenses) – Forcible.
Defined as: any sexual act directed against another person, forcibly and/or against that persons’ will, or not forcibly or against the person’s will where the victim is incapable of giving consent, including:

• Any sexual act directed against another person,
• without the consent of the Complainant,
• including instances in which the Complainant is incapable of giving consent.

Non-Forcible Sex Offense
Defined as: a sexual contact, sexual intercourse, or the unlawful behavior or conduct intended to result in sexual gratification without force or threat of force and where the victim is incapable of giving consent, to include:

• Incest:
  o Non-forcible sexual intercourse,
  o between persons who are related to each other,
  o within the degrees wherein marriage is prohibited by Utah law.

• Statutory Rape:
  o Non-forcible sexual intercourse,
  o with a person who is under the statutory age of consent (18 in Utah).

Dating Violence
Defined as:

• violence,
• based on sex,
• committed by a person,
• who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
  o The existence of such a relationship shall be determined based on the Complainant’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. For the purposes of this definition—
    o Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    o Dating violence does not include acts covered under the definition of domestic violence.

Please Note: This definition set is not taken from SRS/NIBRS verbatim. ATIXA and Noorda-COM has substituted Complainant for “victim,” has removed references to his/her throughout, has defined “private body parts,” has removed the confusing and unnecessary term “unlawfully,” and has inserted language clarifying that the College interprets “against the person’s will” to mean “non-consensually.” These are liberties ATIXA and Noorda-COM believe are important to take with respect to the federal definitions.
**Domestic Violence**

Domestic Violence, defined as:
- violence,
- based on sex,
- committed by a current or former spouse or intimate partner of the Complainant,
- by a person with whom the Complainant shares a child in common, or
- by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the State of Utah or
- by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the State of Utah.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have or have had an intimate relationship.

**Stalking**

Stalking, defined as:
- engaging in a course of conduct,
- based on sex,
- directed at a specific person, that
  - would cause a reasonable person to fear for the person's safety, or
  - the safety of others; or
  - Suffer substantial emotional distress. For the purposes of this definition—
- Course of conduct means two or more acts, including, but not limited to,
  - Acts in which the Respondent 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**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.

Included in this classification are the manufacture, sale, transporting, furnishing, possession, etc. of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of these offenses.

**Drug Law Violations.**

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

**Illegal Weapons Possession**

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. This classification encompasses weapons offenses that are regulatory in nature.

Included in this classification are the manufacture, sale, or possession of deadly weapons; carrying deadly weapons—concealed or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of these offenses.
Robbery
Robbery is 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. Robbery has the following essential elements:
   a. Committed in the presence of a victim (usually the owner or person having custody of the property).
   b. Victim is directly confronted by the perpetrator.
   c. Victim is threatened with force or put in fear that force will be used.
   d. Involves theft or larceny.

Theft or Larceny
Theft or larceny is defined as the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Aggravated Assault
Aggravated Assault is 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.

Included in this classification are assaults or attempts to kill or murder; poisoning (including the use of date rape drugs); assault with a dangerous or deadly weapons; maiming mayhem; assault with explosives; assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

Burglary
Burglary is the unlawful entry of a structure to commit a felony or a theft. The following offenses are classified as burglary:
   a. Offenses that are classified by local law enforcement agencies, as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit larceny; housebreaking; safecracking; and all attempts at these offenses.
   b. Forcible Entry. All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony.
   c. Unlawful Entry – No Force. The entry of a structure in this situation is used by an unlocked door or window. The element of trespass to the structure is essential in this category.
   d. Attempted Forcible Entry. A situation where a forcible entry into a locked structure is attempted but not completed.

Motor Vehicle Theft
Motor Vehicle Theft is the theft or attempted theft of a motor vehicle. This classification includes:
   a. Theft of any self-propelled vehicle that runs on land, surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all- terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.
   b. All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Joyriding is also included in this category.

Arson
Arson is 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.

Included in this classification are only fires determined to have been willfully or maliciously set; attempts to burn; any fire that investigation determines to meet the UCR definition of Arson regardless of the value of any property damage; incidents where an individual willfully or maliciously burns his or her own property.

Hate Crimes
Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. There are many possible categories of bias, however, the Clery Act requires specific disclosure of the following categories:
**Race**
A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguished them as a distinct division of humankind, e.g., Asians, Blacks or African Americans, whites.

**Religion**
A preformed negative opinions 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, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation**
A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

**Gender**
A preformed negative opinion or attitude toward a person or group of persons based on their actual perceived gender, e.g., 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. Gender non-conforming describes a person who does not conform to the gender-based expectation of society, e.g., woman dressed in traditionally male clothing or a man wearing a traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

**Ethnicity**
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. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

**National Origin**
A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in a certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

**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.

For Clery Act purposes, hate crimes also include the following offenses: murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

**Violence Against Women Act (VAWA) Offenses**
The Violence Against Women Reauthorization Act of 2013 required some amendments in the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, also known as the Clery Act, to address crimes of dating violence, domestic violence, sexual assault, and stalking. The amended regulations took effect on July 15, 2015.

Pursuant to the requirements of this Act, the following definitions are provided for information purposes and to serve as a reference if, and when there would be an investigation of alleged violation:

- Sexual Misconduct. As defined by the Clery Act, sexual misconduct encompasses a range of behavior used to obtain sexual gratification without the consent of another or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening, or intimidating the person against whom such conduct is directed. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving
consent is considered a criminal offense.

- Consent. There is no single legal definition of consent, as each state sets its own definition, either in law or through court cases. Generally, consent, in relation to sexual act maybe in the following ways:
  - Affirmative consent: The person express overt actions or words indicating agreement to sexual acts.
  - Freely given consent: The person uses his/her own free will, without being coerced, induced, forced or threatened.
  - Capacity to consent: The individual has the capacity or legal ability to consent. A person’s capacity or ability to legally consent to a sexual activity can be based on several factors such as: age, developmental disability, intoxication, physical disability, relationship with the victim or perpetrator, unconsciousness, vulnerable adults. The capacity to consent varies from state to state.

**Under Utah statutory law, sexual offenses "without consent" of the victim arise when:**

- The victim expresses lack of consent through words of conduct.
- The actor overcomes the victim through the actual application of physical force or violence.
- The actor is able to overcome the victim through concealment or by the element of surprise.
- The actor coerces the victim to submit by threatening to retaliate in the immediate future against the victim or any other person, and the victim perceived at the time that the actor has the ability to execute this threat.
- The actor coerces the victim to submit by threatening to retaliate in the future against the victim or any other person, the victim believes at the time that the actor has the ability to execute this threat (i.e. threats of physical force, kidnapping, or extortion).
- The actor knows the victim is unconscious, unaware that the act is occurring, or physically unable to resist.
- The actor knows that because of mental disease or defect, or for any other reason the victim is at the time of the act is incapable either or appraising the nature of the act or resisting it.
- The actor knows that the victim submits or participates because the victim erroneously believes that the actor is the victim’s spouse.
- The actor intentionally impaired the power of the victim to appraise or control his or her conduct by administering any substance without the victim’s knowledge.
- The victim is younger than 14 years of age.
- The victim is younger than 18 years of age at the time of the offense the actor was the victim’s parent, stepparent, adoptive parent, or legal guardian or occupied a position of special trust in relation to the victim.
- The victim is 14 years of age or older, but younger than 18 years of age, and the actor is more than three (3) years older than the victim and entices or coerces the victim to submit or participate, under circumstances not amounting to the force or threat required under Subsection (2) or (4), or
- The actor is a health professional or religious counselor, the act is committed under the guise of providing professional diagnosis, counseling, or treatment, and at the time of the act the victim reasonably believed that the act was for medically or professionally appropriate diagnosis, counseling, or treatment to the extent that resistance of the victim could not reasonably be expected to have been manifested (Utah Code Ann. ss. 79-5-406).

Frequently, victims and their attackers know each other. Individuals should be aware that acquaintance rape is a serious crime. Rape of any kind is a crime of violence and is never the victim’s fault. The lack of verbal or physical resistance because of force, or threat, or intimidation, does not represent consent.

For more information relating to the State of Utah’s definition of consent please browse through this link: [https://le.utah.gov/xcode/Title76/Chapter5/76-5-S406.html](https://le.utah.gov/xcode/Title76/Chapter5/76-5-S406.html)

**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. 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. For purposes of this definition:

- Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Note that for purposes of complying with the requirements of this section and ss 668.41, any incident meeting the above definition is considered a crime pursuant to the Clery Act Reporting.

**Domestic Violence**

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.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Note: For Purposes of complying with the requirements of this section and ss 668.41, any incident meeting the above definition is considered a crime pursuant to the Clery Act Reporting.

**Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

• Fear for the person’s safety or the safety of others; or
• Suffer substantial emotional distress.

For purposes of this definition:

• Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly or 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.
• Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
• Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Note: For purposes of complying with the requirements of this section and ss 668.41, any incident meeting the above definition is considered a crime pursuant to the Clery Act Reporting.

**Sexual Harassment**

Uninvited and unwelcomed verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate (such as an employee or student) that tends to create a hostile or offensive work environment.

**Other Sexual Offenses**

Other behaviors that are considered violations of the Noorda-COM code of conduct and of the law includes exhibitionism, voyeurism, making or sending obscene communications either by phone call, text messages, emails or through social media such as Facebook, Instagram, Twitter, Pinterest or blogs. While no physical attack may have been carried out, these incidents must be promptly reported to the local police or enforcement authorities.

• Exhibitionism. The act or practice of exposing one’s genitalia to another for the purpose of obtaining sexual gratification or stimulation or to shock or cause offense to another.
• Voyeurism. The act or practice of obtaining sexual gratification or stimulation by visual means. An example of this would be a window peeper.
• Obscene Communications. Harassment through obscene electronic communications (emails, phone calls, text messages, or through social media) which are generally intended to shock or intimidate the victim or to sexually gratify the perpetrator.

**Arrests And Disciplinary Referrals**

This classification includes the number of arrests and the number of persons referred for disciplinary action for violating the law on weapons (carrying, possessing, etc.); drug abuse violations; and liquor law violations.

**Arrests**

Arrest for Clery Act purposes is defined as persons processed by arrest, citations, or summons. Arrests are classified as follows:

• Those persons arrested and released without a formal charge being placed against them. Note that an arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for specific offense(s) and a record is made for the detention.
• Juveniles taken into custody or arrested but merely warned and released without being charged. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.
• Any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile court, or similar official for violation of the law.
• Only violations by young person’s where some police or official action is taken beyond a mere interview, warning, or admonishment.

Note: Noorda-COM campus community consists of adult professionals, therefore juvenile arrests do not apply.

**Referred for Disciplinary Action**
Referred for Disciplinary Action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

The referral may but does not have to originate with the police. The process involves the following three criteria:
- The official receiving the referral must initiate a disciplinary action,
- A record of the action must be established, and
- The action may, but does not have to, result in a sanction.

A disciplinary action can be initiated in an informal as well as formal manner. It can include an interview or an initial review of names submitted to an official. The same applies to sanctions. It can formal or informal, punitive, or educational.

**Unfounded Crimes**
For Clery Act purposes, a crime is classified as unfounded only after a full investigation by a sworn or commissioned law enforcement personnel. A crime is considered unfounded only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

If a crime is unfounded, it is excluded in the Clery Act statistics and is removed from any previously reported statistics for an crime category.

**Crime Prevention and Awareness Program**
Following the mandates of the Clery Act amendments put in place by Section 304(a)(5) of the reauthorization of the Violence Against Women Act of 2013, Noorda-COM has established an ongoing primary prevention and awareness program intended to prevent and address any form of misconduct, abuse or violence, including sexual assault and relationship violence; and/or to reduce the impact of these behaviors or crimes to the students and employees.

The above cited Clery Act amendments was effective July 1st, 2015. The final regulations also require including the definition of the following terminologies.

**Awareness Programs.**
Awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

**Primary Prevention Programs**
Primary prevention programs means programming initiatives, and strategies informed by research or assessed for value effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking, before they occur through the promotion of positive and healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Ongoing Prevention and Awareness Campaigns**
This refers to prevention programs that are sustained over time focused on increasing awareness and prevention on of issues relevant to sexual assault, dating violence, sexual assault and stalking. To have an impact, ongoing prevention programs must be frequent and consistent, and part of the student and staff experience within the campus community. The campaign may include information about what constitutes sexual assault, dating violence, domestic violence, stalking, understanding what constitute a consent and recognizing perpetrators misbehavior.

**Bystander Intervention**
As defined by VAWA, bystander intervention is the “safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or
stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.”

**Risk Reduction**

VAWA defines “risk reduction” as the “options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety, and to help individuals and communities address conditions that facilitate violence”. Risk reduction programs encompasses a variety of risk behaviors and must addresses such attitudes and behaviors to prevent perpetration. An example would be addressing student’s drinking and the role alcohol plays on sexual assault situations.

**Proceeding**

Proceeding is defined as all activities related to a non-criminal resolution of an institutional disciplinary complaint, including but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. Proceeding covers the institution’s procedures for campus disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking. The proceeding also described anticipated timelines, the decision-making process, and the detail on how an individual can file a complaint.

**Standard of Evidence**

Different legal proceedings have different standard of evidence. The most common standards are “preponderance of the evidence”, “clear and convincing evidence”, and “beyond a reasonable doubt”.

1. Preponderance of Evidence is the lowest standard of proof. This means that a student or an employee will be found in violation of the Noorda-COM standards of conduct if the evidence demonstrate that it is "more likely than not" that the alleged violation occurred. This can also mean that the accusing party must have at least 51% of the evidence on their side.
2. Clear and Convincing Evidence is the middle standard of proof. It requires that the accusing party must have significantly more than 50% of the evidence on their side.
3. Proof Beyond Reasonable Doubt is the highest standard of proof. This is usually the standard use in all criminal cases. This evidence is one of the strongest safeguards people have when accused of a crime.

*Note: For purposes of this requirement, Noorda-COM uses preponderance of the evidence as its standard evidence when investigating complaints, allegations, and infractions.*

**Result**

Result is defined as any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution and the explain how the evidence and information support the result and sanctions. Note that compliance of this provisions does not constitute a violation of section 444 of the General Education Act (20 U.S.C. 1232g), commonly known as the Family Education Rights and Privacy Acts of 1974 (FERPA).

In compliance with the above requirements, below are the college’s ongoing prevention and awareness program:

**Resources Training**

Students and employees are provided with a two-hour session once a year on “discrimination, bias, and cultural sensitivity”. Content training includes, sexual harassment, sexual misconduct, sexual assault, sexual exploitation, Utah State Code 76-5-406 (on sexual offenses against the victim without consent of the victim), the Jean Clery Act, alcohol and drugs, discrimination and retaliation, ADA, VAWA (including domestic violence, dating violence, stalking and psychological abuse), and available support services and resources in Utah.

Students through various committees are mandated to attend online prevention and awareness programs focusing on domestic violence, dating violence, stalking, and other related issues.

**Shared Responsibilities – Students and Employees**

As members of the Noorda-COM community, students and employees are expected to adhere to appropriate safety measures, by being aware of personal conduct that could impact their own safety and wellness. General safety rules and precautionary measures are provided in the College Catalog - October COVID-19 Update – Noorda College (Noorda-COM.org) and in the Employee Handbook – issued to each employee upon hire, as well as located in the Human Resources Department.
It is everyone’s responsibility to observe and practice general safety rules, and to promptly report suspicious behavior, or suspicious-looking individuals or any incident to a member of the Crisis Response Team or to an administrator.

**Institutional Equity**
Discrimination, harassment, and sexual misconduct is unwelcome at Noorda-COM, and everyone in the campus community is encouraged to report any incident or issue to appropriate parties so that it can be investigated, remedied, and addressed to stop the offense and/or limit or eliminate further harm.

Internal reports may be sent to the Director of Human Resources via email dlsorensen@noordacom.org by completing the reporting form located in the HR Department, or by calling the Noorda-COM Discrimination Reporting Hotline at 385-378-5502.

**Alcohol and Other Drug Prevention Education.**
Noorda-COM provides mandated, yearly Drug Free Schools and Communities Act-compliance training on alcohol and other drugs, including effect, addiction, impact in school and workplace environments, and prevention and intervention strategies, through the Office of Institutional Equity with The Department of Student Affairs.

**Confidential Reporting**
Noorda-COM respects the confidentiality of the victim of the alleged offender(s). Noorda-COM encourages everyone who is a witness or a victim to any non-emergency incident, or crime to report them to the Campus Security Officer, by calling 801-230-8272, or via email daevans@noordacom.org.

All reports will be acted upon promptly while every effort is made by Noorda-COM to preserve the privacy of reports. Reports may also be anonymous. Anonymous reports will be investigated to determine if remedies can be provided.

Witnesses or victims of a crime who do not want to pursue action within the College, or the criminal justice system may still want to consider making a confidential report. The purpose of confidential report is to document an incident while keeping the matter confidential but allowing Noorda-COM or the police to take steps to ensure the future safety of students and employees. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Note that all campus employees are considered mandatory reporters for sexual discrimination, harassment, and assault under campus Title IX and equity resolution policies. This means that all such violations of campus policy be reported to the Institutional Equity Officer. For more information, see the Nondiscrimination, Non-harassment, Conduct, and Equity Resolution Process Handbook.

**Bystander Intervention**
Noorda-COM recognized that its campus community consists of professional and responsible adults, who are confident to act when a need arises, or if they recognize situations that may be of potential harm.

Noorda-COM not only encourages but also empowers its campus community to act and report any incident or issue through confidential reporting, or through the proper Noorda-COM channels, or to call 911 or an enforcement authority for immediate assistance. Bystander intervention training is also provided through a mandated, yearly Title IX compliance and education program, including bystander basics, definitions of sexual harassment and violence, and skills training, through the a multi-disciplinary team of trained professionals.

**Reporting Crimes**
Noorda-COM is committed to an environment in which students, faculty, staff, and guests are free from all forms of harassment, exploitation, or any form of misconduct. However, campus safety is a shared responsibility. Therefore, everyone is encouraged to foster a safe learning and working environment by exercising common precautions and crime prevention measures to mitigate crime vulnerability, offensive conduct, and criminal activity on campus.

Each member of the campus community is strongly encouraged to promptly report any concern and all crimes that may occur on campus or on adjacent public properties. Therefore, whether you are a victim or a bystander, or have knowledge of any misconduct or crime, report them to the following security enforcers:

**Provo City Police Department**
The Provo City Police Department is the primary contact for reporting campus crimes. As reported, the police will gather evidence and investigate an alleged crime if the victim requests their services. Therefore, for reporting and evidence-gathering purposes, it is important that the police are contacted as soon as possible after an incident.
For emergencies, call 911.
For non-emergency situations, contact the Provo City Police Department at 801-852-6210.

The Utah State Division of Emergency Management may also be contacted at 801-538-3400.

**Campus Security Authorities**

Any criminal incident within the campus or on adjacent public properties may be reported to:
- The Timpanogos Tech Center – Security Officer at 385-285-6258
- Director of Facilities / Operations: Doug Evans at 801-230-8272 or report it via security@noordacom.org

*Note: A QR Code with links to contact numbers for emergency situations is printed on the back of student ID badges.*

**Procedures To Follow in Cases of Sexual Assault, Dating Violence, Domestic Violence and Stalking**

Noorda-COM is committed to creating and maintaining an environment in which students, faculty, and staff can work and study free from harassment and exploitation. Noorda-COM does not tolerate sexual assault or harassment of any kind. Such behavior is prohibited by state law and College policy. Noorda-COM will take whatever action necessary to prevent, rectify and, if necessary, discipline behavior that violates Noorda-COM policy and the law.

Noorda-COM recommends the following actions and procedures in cases of sexual assault, dating violence, domestic violence, and stalking:
- Ensure Safety. Your safety is important. Therefore, it is recommended that you go to a safe place, whether it be your home, a friend’s home, or with a family member.

If off campus, dial 911 or call the Provo City Police Department at 801-852-6210.

Prompt reporting facilitates the victim receiving immediate medical assistance, counseling and other support services. If the victim desires, Noorda-COM will provide assistance in notifying the appropriate law enforcement authorities.

You may contact the following:
- Associate Dean for Student Affairs 417-529-7159
- Title IX Coordinator 801-376-6004
- Director of Facilities / Operations 801-230-8272
- Director for Human Resources 208-339-1861
- Campus Safety Officer 385-285-6258

**Confidential Reports May Also Be Made to the Noorda-COM Discrimination Hotline, at 385-378-5502**

Sexual assault victims may also call the national Sexual Assault Hotline – 800-656-HOPE (4673), which will connect them to their local crisis center, who then can provide information on the nearest medical facility and in some instances, send an advocate to accompany victims through the evidence collection process. Details can be found through this link: https://www.rainn.org/about-national-sexual-assault-telephone-hotline

Sexual assault victims may also reach out to Utah Rape and Assault Crisis Line at 1-888-421-1100.

For victims of dating or domestic violence, you may call Utah Domestic Violence at 1-800-897-LINK (5465). These lines are open 24 hours a day, seven days a week.

**Seek Medical Attention**

Seek medical attention even if you think you were not hurt. If sexually assaulted, it is recommended that the victim seek forensic examination even if the victim has not yet decided to report the crime. This may be performed at a hospital or in a health care facility, by a sexual assault nurse examiner (SANE), or a sexual assault forensic examiner (SAFE), or another medical professional. The victim deserves and needs special attention to ensure that they are medically safe and protected, and to collect and preserve evidence so that if the victim chooses to report the crime to the law enforcement authorities, they have access to stored evidence.

**Preserve Evidence**

In the event of sexual assault, dating violence, domestic violence, or stalking, it is important to preserve and collect evidence for criminal prosecution and/or to obtain a protective order.
In a sexual assault, victims should make every effort to save anything that might contain perpetrator’s DNA, therefore, a victim is encourage not to bathe or shower, use the restroom, douche, brush teeth, wash hands, change clothes, comb hair, clean up the crime scene or move anything that the offender may have touched. These can help in collecting evidence that may be useful if the victim chooses to report the assault to law enforcement later.

While the victim has the right to accept or decline any or all part of the forensic examination, it is important to remember that critical evidence may be missed if not collected or analyzed. Knowing that the evidence has been preserved, it will be available to aid in criminal prosecution, if the victim will later pursue it.

Because forensic evidence can be lost as time progresses, the victim should also be informed at the time of exam as to the length of time the forensic evidence may be stored or retained as well as how it will be later disposed. Collected forensic evidence is labeled “Jane Doe Rape Kit” to protect the identity of the victim.

In cases of other sexual offenses, evidence preservation may come in the form of photograph of any injuries or property damage, preserving copies of communications such as text messages, emails, voicemail recordings, identifying potential witnesses, or document the chronology of incidents.

Evidence must be kept or stored in a safe place or by using a technology that is not readily accessible to or subject to destruction by the perpetrator.

**NOTE:** Pursuant to the Violence Against Women and Department of Justice Reauthorization Act of 2005, a state may not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.” Under this law, a state must ensure that victims have access to an exam free of charge or with a full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. Essentially, this law allows victims time to decide whether or not to pursue their case. A sexual assault is a traumatic event and some victims are unable to decide in the immediate aftermath.

The State of Utah through the Utah Office for Victims of Crime (UOVC) provides financial compensation for victims of crime, administers and monitors Victim of Crime Act Compensation and Assistance grants and Violence against Women grants, networks, victim services across the state, provides enhanced training and provides staff support to the Utah Council on Victims of Crime.

**Victims of Crime.**
Victims of crime may contact UOVC for financial assistance and/or other necessary assistance following this link https://crimevictim.utah.gov/ or by calling 801-238-2360 or 800-621-7444.

**Other Resources**
For more information or help regarding sexual assault, you may refer to the following:
- The Center for Women & Children in Crisis offers 24-hour crisis counseling and support to victims of rape and sexual assault. The 24-Hour Hotline is 801-377-5500.
- Crisis Line of Utah County helps callers in crisis and provides emergency referrals. The 24-hour phone number is 1-801-226-4433.
- United Way of Utah County offers a program entitled Abuse, Neglect and Sexual Assault Therapy. The contact number for this program is 801-373-0210.
- Advocacy Center for Crime Victims and Children- http://advocacyntr.org/ provides links to various resources throughout the nation.
- National Center for Victims of Crime serves individuals, families and communities harmed by crime and helps victims rebuild their lives. https://victimsofcrime.org

**Removal of Threat**
In cooperation with law enforcement, either the Director of Human Resources or Associate Dean of Student Affairs will take necessary steps to alleviate any continued danger or threat. If the accused is either another student or co-worker, proper disciplinary steps will be taken. If necessary, for protection purposes, accommodations can be made to place employees or students (the accused and the accuser) in separate work locations or classes to avoid further conflict or threat. Professional and clerical counseling can also be made available if so requested.
**Protective Orders due to Domestic Abuse, Dating Violence and Stalking**

If you are a victim of domestic abuse, dating violence or stalking, you may seek a protective order from the Utah State Court.

There is no fee for requesting a protective order. To get a protective or injunction order:
1. Go to the district court and request an application.
2. Fill out the necessary forms. Write the most recent incidents of violence and physical harm you suffered. Be specific, include details and dates.
3. Sign the forms in front of the court clerk.
4. A judge will review your application.
5. Service of process. The abuser must be served with a notice of hearing and with any protective order that a judge has granted you.
6. Court hearing. At the hearing, you have the chance to testify in court and present evidence and witnesses to prove the abuse and harassment you experience. The abuser is also allowed to present the evidence and testify in the hearing to defend himself/herself. You may want to get a lawyer to represent you at the hearing, especially if you think that the abuser will have one.

For more information regarding seeking a protective order in Utah, visit [https://legacy.utcourts.gov/abuse/protective_orders.html](https://legacy.utcourts.gov/abuse/protective_orders.html) or call the domestic violence hot line - toll free 800-897-5465.

**Reporting Misconduct, Equity Resolution Procedures and Sanctions**

Sexual misconduct, harassment and discrimination is unwelcome at Noorda-COM, and should be reported to the appropriate parties so that it can be investigated, remedied, and addressed to avert the offense and eliminate further harm to students, staff and visitors.

Any student or staff who feels that he/she/they has a sexual harassment complaint or matter to discuss has the option to either:
- Report the problem directly to the Institutional Equity Officer (the Noorda-COM Title IX Compliance Officer), the HR Director or the Dean.
- Confidential reporting, through a licensed professional counselor, on or off-campus, local or state assistance agencies, or through a clergy or chaplain.
- File a formal report.

Complaints, allegations, and infractions are resolved through the Equity Resolution Process (ERP). The ERP consists of members who are trained in the resolution process and can serve in any of the following roles (based on appointment):
- Provide sensitive intake for and initial advice pertaining to allegations.
- Serve in the mediation or restorative justice role in conflict mediation.
- Investigate allegations.
- Act as process advisors or advocates to those involved in the ERP.
- Recommend proactive policies and serve in an educative role for the campus community.

Following receipt of complaint or notice of report of misconduct, the following steps are carried out:

1. Preliminary Inquiry, to determine if there is reasonable cause to believe that there is a violation, to determine if the allegations are verifiable and if there is evidence of violence, threat, pattern, predation, and/or a weapon. The inquiry is typically one to three days in duration.
2. Interim Remedies, intended to address the short-term effects of harassment, discrimination, and/or retaliation.
3. Formal Investigation conducted when a reasonable cause exists. Noorda-COM uses preponderance of the evidence to determine whether a policy violation is more likely than not.
4. Resolution. A conflict resolution is typically used for less serious offenses and only when both parties agree to conflict resolution. Administrative resolution is used for more serious offenses.
5. Sanctions determined considering the nature, severity of, and circumstances surrounding the violation.

Noorda-COM affirms its commitment to promote fairness and equity, and that all complaints, allegations or infractions are resolved.

To serve as guidelines and reference, Noorda-COM has put together a **Nondiscrimination, Nonharassment, Conduct & Equity Resolution Process Handbook**. The handbook sets out in detail the reporting procedures, equity resolution process, remedial actions, investigation procedures, preponderance of evidence, resolutions, and sanctions. The handbook
also contains detailed information regarding proceedings for campus disciplinary action in cases of alleged dating violence, domestic violence, sexual assault and stalking, as well as the timelines and the decision-making process.

The Employee Handbook is updated every year and is located in the Noorda-COM Human Resources Department, as well as distributed to each employee upon hire. The campus community is notified once the handbook is posted and are encouraged to read the handbook for awareness and better understanding of nondiscrimination, harassment and equal opportunity and the corresponding federal policy and guidance as adopted and enacted by Noorda-COM.

Note: Noorda-COM compliance with the requirements for institutional procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking, does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

Information on Registering a Complaint with a State

Noorda-COM makes every effort to assist students in meeting their educational goals, and for staff to achieve their utmost professional goals. Noorda-COM offers internal dispute resolution options as set out in the Nondiscrimination, Nonharassment, Conduct & Equity Resolution Process Handbook, by thoroughly investigating the facts relating to any concern or grievance. However, should anyone from the campus community need additional assistance or resources, the following state agencies may be contacted:

- Utah Division of Consumer Protection 160 East 300 South Salt Lake City, UT 84111.
  https://consumerprotection.utah.gov/
- Nevada Commission on Postsecondary Education 1860 E Sahara Ave, Las Vegas, NV 89104.
  https://cpe.nv.gov/uploadedFiles/cpenevogov/content/Students/Complaint%20Form%20Initial%202021.pdf
- California Bureau of Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818. https://www.bppe.ca.gov/forms_pubs/complaint.pdf
- Idaho State Board of Education Attn: State Coordinator for Private Colleges and Proprietary Schools 650 West State Street P.O. Box 83720 Boise, ID 83720-0037.
- New Mexico Higher Education Department 2048 Galisteo Santa Fe, NM 87505. https://hed.nm.gov/students-parents/student-complaints

General Guidelines on Other Potential Crimes, Threats, Situations and Fire Safety

Fire

In case of fire, the priority is protecting the health and safety of students, employees, and any visitors. If an evacuation is necessary, all buildings are equipped with emergency lighting and lighted exit signs. Exit route and evacuation diagrams are posted in hallways and/or classrooms.

- Hallways must always remain clear and unobstructed.
- If an evacuation has been ordered, notify those in neighboring offices, conference rooms and classrooms.
- When exiting the building, make sure rooms are evacuated and assist persons with disabilities.
- After exiting the building, assemble near the entrance sign in front of Building “4” and assist in accounting for employees and students.
- Students and employees in Building “1” should assemble in the parking lot south of the building.
- and employees must await clearance by Noorda-COM Administration before reentering any building.

The fire extinguishers located on each floor of the College may be used on any fires. They are inspected regularly by the property manager and annually by the safety company, State Fire.

Fire burns because of three elements: ignition, fuel and oxygen. Take away any of these elements and the fire may be extinguished.

When fighting a fire, the basic techniques are:
1. Attempt to extinguish or control the fire by using the nearest fire extinguisher. The extinguishers are either hanging on wall hooks or stored in wall-mounted metal boxes with glass doors. The locations of the fire extinguishers are on maps posted around the building.
2. To use the extinguisher, hold it upright and do the following:
   - P – Pull the pin
   - A – Aim the nozzle at the base of the fire
   - S – Squeeze the trigger
   - S – Sweep from side to side at the base of the fire
3. If it is impossible to subdue the fire, doors should be closed to confine the fire to one area and the building should be evacuated.
4. If there is time, place wet linens or blankets at the base of the doors to help confine the smoke and fire.
5. If the smoke is too thick to see, crawl on hands and knees beneath the smoke to safety. Never open a door that feels hot to the touch.

**Random Shooting**
If gun shots are heard, individuals should go into the nearest office or room, lock or barricade the door, and hide. If possible, call “911” and notify either a faculty member, the Student Affairs personnel, or a receptionist.

**Violence, Threats, And Hostile Acts**
- In the event of a real or potential hostile act, threatening situation, or confrontation, call 911 and a member of the CrisisResponse Team immediately:
  - President – 808-489-0088
  - Chief Financial Officer – 385-378-5401
  - Associate Dean for Student Affairs – 385-378-5171
  - Vice-President for Institutional Advancement – 702-239-9955
  - Director of Facilities / Operations - 801-230-8272

**Phone And Bomb Threats**
When you received a call that may involve a bomb threat:
- Remain calm.
- Speak slowly to the caller.
- Prolong the conversation as long as possible by asking questions.
- Note the exact time.
- Be alert for background noises which might give a clue to the origin of the call.
- Note distinguishing voice characteristics, such as age and gender of the caller, accent, or tone of voice.
- Ask questions about the bomb, such as “where is it?”, “what does it look like?”, “when will it explode?”
- Note the exact time that the caller hung up and immediately notify either the receptionist or a member of the Emergency Notification Team.

**Suspicious Packages, Objects, Letters, Or Possible Biological Materials**
- Report any suspicious objects to either a receptionist or a member of the Emergency Notification Team
- Leave the package or object where it is, do not touch it
- Leave the room and prevent others from entering the area.

**On-Site Threats of Violence or Hostile Acts**
- Remain calm
- Speak slowly to the individual(s)
- When able, call 911 and a member of the Emergency Notification Team
- If unable to use the phone, contact a co-worker, and ask that individual to call 911 and a member of the Emergency Notification Team.

**Hostage Situations**
If a hostage situation occurs, move away from the scene quickly and warn others if possible. Call 911 and a member of the Crisis Response Team immediately. Afterwards, do not give any information to the public media. The President of Noorda-COM or a designee will handle public relations. A hostage should remember:
- Do not be a hero.
- Accept your situation, be prepared to wait and be patient.
• Follow the captor’s instructions.
• Do not speak unless spoken to and only if necessary. Try to be friendly, if possible, but not phony. Do not be argumentative; try to put forth a cooperative attitude.
• Do not make suggestions to the hostage taker.
• If there is a chance to escape, do so.
• Be observant and try to memorize the number of captors, their descriptions and conversations, weapons carried, etc. Try to be observant of the physical characteristics of the captors: size, distinguishing features, accents, etc.
• If permitted to speak on the phone, be prepared to answer only “yes” or “no” to questions asked by the police.
• If a rescue is taking place or shooting is heard, lie on the floor keep hands on head, and do not make any sudden movements.

Incident Reports
Any of the above crimes, threats, or situations, require that an Incident Report form be completed and submitted to the Safety and Security Committee. The following guidelines must be adhered to:

• Any incident involving a visitor, student, or employee must be documented on an Incident Report form within 24 hours and submitted to the Safety and Security Committee.
• Statements or conjectures regarding possible liability, fault or responsibility should not be made. All questions should be referred to the administration.

All incident reports are reviewed by the Safety and Security Committee on a quarterly basis to identify any contributing factors that may need to be resolved to prevent future incidents.

Summary
Noorda-COM strives to ensure the safety and well-being of its students, faculty, staff and visitors at all times. While the intent of this report is to notify students, staff and faculty and report any crimes or related incidents, it should be noted that the College has also in place two (2) risk management plans, one for students, and one for employees. The plans are designed to deal with incidents, crises, and emergencies. Both plans are on file and can be accessed on the Noorda-COM website or through the human resources department. This is also distributed to all new employees and students upon arrival.

It should also be noted that the campus community consists of professionals, many of which are licensed healthcare practitioners and trained in various aspects of healthcare, who have knowledge and skills in the event of a medical emergency. In addition, the majority of personnel are required to maintain training in CPR.

The Director of Human Resources monitors the emergency skill qualifications of all personnel and is responsible for providing and tracking necessary trainings.
Appendix A: Resource Phone Numbers

**Emergency**
- Police, Medical and Fire Emergencies 911
- Timpanogos Tech Center – Security Officer 385-285-6258
- Utah State Division of Emergency Management 801-538-3400

**Non-Emergency**
- Provo Police 801-852-6210
- Highway Patrol 801-234-8285

**Noorda-Com Internal Resources**
- Associate Dean for Student Affairs 385-378-5171
- Title IX Coordinator 801-376-6004
- Director of Facilities / Operations 801-230-8272
- Director of Human Resources 208-339-1861
- Campus Security Officer 385-375-8724
- Associate Dean for Academic Affairs

**External Help and Resources**
- Utah Valley Regional Medical Center 801-373-7850
- Intermountain Springville InstaCare 801-429-1200
- Blue Rock Medical Clinic 801-375-2177
- Riverwoods Urgent Care Center 801-229-2011
- Center for Women and Children in Crisis 801-377-5500
- Crisis Line of Utah County 801-226-4433
- Utah Domestic Violence Information line 800-897-5465
- Utah Rape and Assault Crisis Line 888-421-1100
- Utah Office for Victims of Crime (UOVC) 801 238-2360 or 800-621-7444
- United Way of Utah County 801-374-2588
- Poison Control Center 800-222-1222
- Red Cross 801-373-8580
- Road Conditions (Utah) 511
- Road Conditions (outside Utah) 866-511-8824
- Drug Addiction Crisis and Referral Hotline 844-289-0879
- Cocaine Anonymous 310-559-5833
- Narcotics Anonymous 818-700-0700
- Alcoholic Anonymous - Utah 801-375-8620
- Al-Anon 888-425-2666
- The Foundation for a Smoke Free America 310-577-9828