2026 Annual Security Report

The safety of our students, faculty, and staff, and the security of our premises is the highest priority at the Annenberg School of Nursing (ASN). Protection of people and property as well as sensitive information is a necessity and is vital to the success of our school. This report describes the programs, policies and procedures that help to ensure the safety and security of our campus. It describes the methods for reporting crimes and other safety issues and concerns, and describes how safety data will be reported to students and staff. It identifies policies and procedures for emergency management and evacuation. The report includes description of ASN drug/alcohol use and abuse policies and prevention strategies. It includes policies for preventing, reporting and treating domestic violence, dating violence, sexual assault and stalking, as well as disciplinary consequences for violation of these policies. The report describes our plans to increase safety/security awareness, and to implement appropriate preventive measures.

CAMPUS DESCRIPTION

The School is located in a two story building at 18855 Victory Blvd., Reseda, California, 91335 (on the southwest corner of Victory Blvd & Wilbur Ave) at Eisenberg Village which is part of Los Angeles Jewish Health(LAJH), the parent corporation of ASN. The ASN Building contains two classrooms, one laboratory, a student lounge, a library/resource center, and administrative offices. The exterior doors of the building remain locked at all times with a keypad entry code required. Entry on campus is only accessible through the Guard Gate on Victory Boulevard. There are seven (7) sets of exit doors. Evacuation maps are posted on the wall in the hallways. There are no residence facilities or supervised student living at Annenberg School of Nursing. All students live off campus. The Annenberg School of Nursing does not have a campus police force or department. The school utilizes the security patrol agency contracted with the LAJH to monitor. Agency personnel report to the LAJH Director of Security.

REPORT

1) Geographical Area:

The geographical area for statistical reporting required by the Clery Act is defined as:

a) The ASN School Building as described above.
b) Public sidewalks bordering the Campus Building on Victory Boulevard & Wilbur Avenue.
c) Fountain View at Eisenberg Village of Los Angeles Jewish Health on Northwest Wilbur Avenue and Victory Boulevard; sidewalks on Wilbur Avenue border this campus.
d) Wilbur Avenue, where it borders the ASN School Building west of Victory Boulevard.
e) The public sidewalks on Wilbur Avenue that border the street as defined in d) above.

2) Crime statistics – *Statistics provided on this ASR are for 19300 Sherman Way, Reseda CA 91335 (2023 & 2024) and 18855 Victory Boulevard, Reseda CA 91335 (2025)*

This report contains Part 1 crime statistics for the Calendar Years 2023, 2024 & 2025. Part 1 crimes are defined by the FBI as: Homicide, Rape and other forcible and non-forcible sexual offenses, Robbery, Burglary, Aggravated Assault, Arson, Motor Vehicle Theft, and Hate Crimes. Publishing this

information is done to comply with the Clery Act, as amended, and to help students and staff to be aware of their environment and cope with any threats, should they arise.

Crimes Reported:

Murder	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses	0	0	0
Robberies	0	0	0
**Aggravated Assaults*	1	0	0
Burglaries	0	0	0
Motor Vehicle Thefts	0	0	0
Arson	0	0	0
Hate Crime: Intimidation	0	0	0
Hate Crime: Property Damage	0	0	0
Hate Crime: Simple Assault	0	0	0
Hate Crime: Larceny/Theft	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests for:			
Liquor Law violations	0	0	0
Drug Law violations	0	0	0
**Weapons possession*	1	0	0

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*2023 crimes reported for 19300 Sherman Way
2024 Zero crimes reported for 19300 Sherman Way
2025 Zero crimes reported for 18855 Victory Boulevard

3) Policies and Procedures for reporting and responding to crimes.

A) Reporting: Annual: ASN will prepare and distribute to all ASN Vocational Nursing students and ASN faculty and staff an Annual Security Report each year, no later than October 1. The report will be sent via email to all students and staff members, a hard copy is available upon request. The report will also be posted on the ASN website: www.asn.edu/about. This report contains Part 1 crime statistics for the defined geographic area, from reports to Campus Security Authorities, and from LAPD Compstat statistics for the Clery geographic area and to the extent that they can be obtained, from local law enforcement. This report will be prepared under the direction of the ASN Executive Director, with input from the LAJH Safety Officer, ASN Financial Aid Coordinator, Administrative Assistant and faculty. The report will note any significant changes in policy, procedures, locations and key individuals since the last report, and will adhere to the requirements detailed in the most recent edition of the Title IV Federal Student Aid Handbook, and the Clery Handbook.

B) Reporting of Individual Criminal Acts to Campus Security Authority: Students or staff who are the victim of any type of criminal act should report the occurrence immediately to the Executive Director of the Annenberg School of Nursing 818.757.4431 who is the designated Campus Security Authority. In the absence of the Executive Director, a report should be made by the student to their Instructor, or the Administrative Assistant 818.757.4431. Staff should submit reports to the Administrative Assistant in the absence of the Executive Director, or to Human Resources 818.774.3388.

Anyone who is the victim of a crime can also report directly to the Los Angeles Police Department by calling 9-1-1 for emergency assistance, or 818.374.7611 to speak to an officer and report a crime. A student or staff member who experiences a sexual assault and wants or needs immediate medical treatment, can go to the nearest hospital(s):

Dignity Health - Northridge Hospital Medical Center
18300 Roscoe Boulevard
Northridge CA 91325

Providence Cedars-Sinai Tarzana Medical Center
18321 Clark St, Tarzana, CA 91356

ASN will make every effort to provide transportation to the student and accompany the student to the hospital, if requested.

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C) Emergency Notifications/Timely Warnings to Campus Community:
Emergency Notifications will be issued to students and staff in the event of significant emergencies or dangerous situations. These include but are not limited to:
1) Natural disasters affecting the campus community, including earthquakes, wildfires, floods, and windstorms.
2) Serious building/equipment malfunctions that render the environment unsafe, such as a gas leak.
3) Bomb threats/suspicious items.
4) Outbreaks of violence, such as a shooting, hostage situation, mob action affecting access to the campus, or threats of violence.

Notifications of the listed events will be sent via telephone, texting, and email to each student and each staff member. ASN Administrative Assistant will maintain lists of all contact information and distribute copies to the ASN Executive Director, Instructor and Financial Aid Coordinator to be used in the event of an emergency.

The ASN Executive Director is the person in charge of Emergency Notification and will confirm that a significant emergency or threat exists, and activate the Emergency Preparedness Plan, including the plan for emergency notifications. In the absence of the Executive Director, the following persons, in order, are designated to assume this responsibility: Administrative Assistant, Financial Aid Coordinator, and Instructor. The ASN Executive Director (or designee if she is not available) will assign a person to make the emergency notifications, once the emergency is confirmed.

The Executive Director (or designee) will, without delay and taking into account the safety of the community, determine the content of the notice, including description of the emergency and what action

should be taken by students and staff (e.g. evacuate the building, do not enter the building, do not attend class/come to work today, report to work to assist, report your status, etc.). The emergency notification *must* take place unless in the determination of the Executive Director or emergency responders the notification will compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency.

The Emergency Notification procedures will be tested at least once per calendar year in a planned, announced exercise that will also test the Emergency Preparedness Plan, including evacuation. The actual notification process (telephone, email, texting) will be tested to ensure that the notice is transmitted and received by students and staff. A written description of the exercise, including evaluation of its components, will be maintained in ASN administrative files.

4) Access to campus facilities:

ASN students and employees are required to wear and display their personal identification badge while on campus and never allow others to use their badge. A lost badge must be reported immediately to Human Resources and a replacement will be issued. The ASN facilities are protected by locked doors and fences. *Students and staff must not share the entry code with any unauthorized persons.* ASN classroom, library, computer lab and skills lab are open from 8:00 AM to 4:00 PM Monday through Friday when school is in session. The Administrative Assistant or Instructors will unlock these areas in the morning. The last staff member to leave each evening will close and lock the school before departing. At all other times, these facilities are locked. Staff members are issued keys to their individual office. Lost keys must be immediately reported to the Executive Director.

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5) Law Enforcement:

The ASN campus is served by the City of Los Angeles Police Department, Valley Division, and West Valley Bureau (LAPD West Valley).

For life threatening emergencies or crime in progress call 9-1-1. The direct phone number to speak to an officer or report a crime is **818.374.7611**. The West Valley Station is located at 19020 Vanowen Street, Reseda, CA 91335. Any student or staff member who is a victim of a criminal act on the ASN campus is asked to immediately report the occurrence to the school's Executive Director at 818.757.4431 and to the LAPD at the number listed above. ASN encourages students and staff to report crimes they may witness. Students receive this information during an Orientation Week presentation by the LAJH Safety Officer and ASN Executive Director. Staff are informed during New Employee Orientation and annual updates. ASN does not have an on- campus police force with the authority to detain or arrest individuals.

6) Security and Safety Procedures:

Students are informed about security procedures during Orientation Week. Students are required to take and pass the 6-hour Fire Safety training course. They are required to take and pass the 6-hour Management of Assaultive Behavior Class. Students are instructed that they must exercise reasonable care to safeguard their personal items, including phones and computers that they bring to campus. These personal items should never be left unattended, or in plain view in their vehicle. Students are informed that all items brought onto school property are subject to inspection. Examples of these items include but are not limited to packages, brief cases, backpacks, purses, wallets, handbags, lunch boxes, and vehicles. Students are required to register their vehicles with the school and obtain a parking permit, which must be displayed in the vehicle while are on campus. Staff is instructed during New Employee Orientation in Emergency

and Evacuation Procedures, Life Safety, and campus security procedures. Fire and disaster drills are held annually.

Students and staff are informed that it is the responsibility of each person to adhere to all safety and security practices to ensure the safety and well-being of all persons in the ASN community. The ASN staff and faculty complete online safety training each year to refresh their knowledge of emergency, security, and safety procedures.

7) Crime Prevention:

A) Violence Free Campus: ASN is firmly committed to preventing school and workplace violence and to maintaining a safe environment for all. Students are instructed during orientation in the following efforts to ensure a violence-free environment:

1) It is expected that all students and staff are treated with courtesy and respect at all times.

2) Students are expected to refrain from fighting, horseplay, name-calling, throwing things and other conduct that may be dangerous or threatening to others.

3) Firearms, weapons of any kind, explosives, and any other dangerous or hazardous devices or substances are strictly prohibited on campus.

4) Prohibition against sexual harassment, sexual assault, stalking, domestic violence, and dating violence. (See Section #13 for detailed information).

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B) Protection of property: As noted in Section 7, students are instructed during orientation to maintain the security of their personal property while on campus. Staff are instructed during orientation to secure personal items in their office or desk while at work. Students and staff are instructed to park in designated areas that are patrolled by a parking lot security guard, and should display their parking permit. Students and staff are advised to keep all valuables out of sight if kept in their vehicle.

8) Monitoring of Students' Off- Campus criminal activity: ASN has no residence facilities or off- Campus instruction buildings or organizations requiring security monitoring.

9) Alcohol: The possession, use, and sale of alcoholic beverages on the school campus is strictly prohibited. Violation of this policy will subject students/staff to disciplinary action, up to and including immediate expulsion from school, termination of employment, and referral for prosecution. Training is conducted during Orientation Week for students and New Employee orientation for staff. Details of this policy are in the ASN Catalog.

10) Illegal Drug Use Prohibition:

A) The possession, use, and sale of illegal and non-prescribed controlled substances on campus and on clinical sites is strictly prohibited. Students must acknowledge and comply with this policy as a condition of admission to ASN. Violation of this policy will subject students/staff to disciplinary action, up to and including immediate expulsion from school, termination of employment, and referral for prosecution. If a student is convicted of a drug-related offense after admission, she/he must notify the Executive Director within five (5) days of the conviction. At that time, appropriate action, including possible disciplinary action and/or required participation in a substance abuse assistance or rehabilitation program may be required as a condition of continuing in the program. Training is conducted during

Orientation Week for students and New Employee orientation for staff. Details of this policy are contained in the ASN Catalog

B) Drug & Alcohol Testing: ASN is committed to providing a safe, efficient and productive environment for all students and staff. In keeping with this commitment, students/staff may be asked to provide body substance samples (e.g. blood, urine) to determine the illegal use of drugs and/or alcohol, or impairment that interferes with school or work performance. ASN will attempt to protect the confidentiality of all drug/alcohol test results. Tests for drug or alcohol use may be conducted in any of the following situations:

1. **Admission Requirement**: As a pre-qualification for admission to the program, students are **required** to undergo a general medical examination that includes providing a body substance sample for drug testing. Potential students who test positive will be denied admission to the program unless a legitimate medical reason is provided in writing. Staff is required to undergo this testing prior to being hired. Persons with positive test results will be ineligible for hire unless a legitimate medical reason is provided in writing.

2. **Post-Accident**: Any student who is involved in a serious incident or accident while in class, on the campus premises or on a clinical site may be asked to provide a sample if there is a reasonable suspicion of drug/alcohol use. The same applies to staff involved in incidents or accidents during their hours of work at ASN.

3. **Fitness**: If a student is observed to have significant and observable changes in behavior, performance, appearance, speech, etc. resulting in impairment, a fitness evaluation may be performed that includes the use of a body substance sample. Staff that are observed to be impaired are subject to the same evaluation requirements, through their supervisor and the Human Resources Department.

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11) Substance Abuse Education/Treatment Programs:

Students are informed of options in the local community for substance abuse counseling and treatment at Tarzana Treatment Center, 1.800.996.1051, or www.tarzanatc.org available 24/7 for crisis intervention, assessment and treatment.

Staff may access help for substance abuse issues through the confidential Employee Assistance Program administered by Holman Family Counseling, Inc. Holman services may be reached by phone at 1.800.321.2843, or online at www.holmangroup.com.

Additional Resources: We are the boots on the ground, the local experts who make finding help easier. There are more than 200 211 agencies across the United States, each with a team of compassionate, highly trained community specialists who are available to help you access the best local resources and services to address any need.

The 211 network in the United States responds to more than 16 million requests for help every year. Most calls, web chats, and text messages are from people looking for help meeting basic needs like housing, food, transportation, and health care. https://211.org/

Students and staff are instructed annually in the health risks of substance abuse, the sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol, and prevention of drug and alcohol abuse through healthy activities, stress reduction, and appropriate

medication management. As part of the Term 3 curriculum, students receive detailed instruction in effects of drugs and alcohol, types of drugs of abuse, treatment for substance abuse issues, and medications used to treat alcohol and drug detoxification.

12) Policies regarding Prevention, Reporting and Treatment of Domestic Violence, Dating Violence, Sexual Assault, and Stalking: ASN acknowledges the importance of preventing domestic violence and sex offenses on campus, reporting them when they occur, and assisting victims of sexual assault and other sex offenses. In addition, ASN has strict policies, as detailed in the student catalog, regarding awareness and prevention of sexual harassment, and disciplinary actions for incidents of sexual harassment. Los Angeles Jewish Health provides training for all supervisors and managers in recognizing and responding to domestic violence in the workplace.

a) **Prevention**: ASN provides education to students during orientation of the types of domestic violence and sexual offenses that can occur, including what constitutes stalking, rape and acquaintance rape, and other forcible and non-forcible sex offenses.

Definitions:

Domestic Violence means a "felony or misdemeanor crime of violence committed by:

-a current or former spouse or intimate partner of the victim
-a person with whom the victim shares a child in common
-a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
-a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA)
-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."

Dating Violence means "violence committed by a person***:***

-who is or has been in a social relationship of a romantic or intimate nature with the victim, and
-where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship."

'Stalking' means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

-fear for his/ her/their safety or the safety of others; or

-suffer substantial emotional distress."

b) **Reporting**: If a student is a victim of domestic violence, dating violence, stalking or a sexual offense on campus, the student should immediately report the offense to the ASN Executive Director or their/their designee. The student will be encouraged to report the offense to local law enforcement, and will be assisted with the reporting process, if desired. A student who is a victim of a sexual offense on campus has the option to notify local law enforcement directly, by calling 911 or the local Los Angeles police department station at 818.374.7611.

c) **Treatment:** The school will offer to assist the student in obtaining examination and treatment, if needed, at the local hospital. The student may also seek treatment from her/his personal physician.

d) **Counseling and treatment resources**: Students receive information during orientation about counseling and treatment resources available in the local community. If a sexual offense occurs on campus and the student needs/requests medical assistance, she/he/they may go to: Northridge Medical Center Emergency Room for immediate medical/psychiatric care (located at 18300 Roscoe Blvd, Northridge, California, 91325; phone: 818.885.8500).

e) **Accommodation**: If a student alleges that she/he has been a victim of a sexual offense on campus or in school-related activities such as clinical placement, the student may request an alteration in academic schedule/requirements as part of the recovery process. The student is entitled to accommodation whether or not the incident was reported to local law enforcement. ASN Executive Director will consider the request and facilitate changes that can reasonably be accommodated as part of the student's required academic program. Options for accommodation may include but are not limited to changes in classroom seat assignments, changes in clinical rotation shifts and locations, and adjustments in schedule.

f) **Consequences:** Disciplinary action, up to and including termination from ASN, may be taken against a perpetrator of an alleged sexual offense occurring on campus. Students alleging that they have been the recipient of sexual violence or stalking should follow the ASN grievance procedure (in the catalog) to request a disciplinary hearing. (An exception to the grievance procedure applies: the accuser does NOT need to personally confront or discuss the charges with the accused prior to the hearing.) During any disciplinary proceeding for an alleged sex offense, the accused and the accuser are entitled to the same opportunities to have others present in the proceeding, and to have witnesses speak on their behalf. The standard of proof in the disciplinary proceeding is preponderance of evidence. The victim and the perpetrator will be individually informed in writing of the outcome of any disciplinary action taken by ASN. This information will specify the final determination with respect to the alleged sex offense and any sanctions that are imposed on the accused.

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13) Information regarding Registered Sex Offenders:

The California Department of Justice maintains a website that provides information on registered sex offenders: meganslaw.ca.gov. Students and staff may access the website to find listings of registered sex offenders indexed by zip code, name of offender, or last known address of offender. The website lists the name and criminal code section of crimes for which the offender has been convicted. The website provides detailed instructions for users to access the information, and requires that users sign a statement that they will refrain from using the information for illegal or harassment purposes. It also has a detailed list of Frequently Asked Questions and Answers, and safety/prevention materials for parents, teens, and general public. The website provides data for the entire state of California. ASN students and staff can look up data for the school's locale – zip code 91335 – or for their home area using their own zip code. Maps on the website can be used to show the exact addresses identified by the data.

14) Emergency Response and Evacuation Procedures: The procedures for responding to emergencies of all types are contained in the Emergency Preparedness Plan (EPP). The EPP is reviewed with all students during orientation and all staff during new employee orientation and annually thereafter. The red **Emergency Preparedness Manuals**, with detailed incident management instructions, are located at the Front Desk.

An annual drill is conducted involving all staff and students, and an evaluation of the drill is used to make any necessary changes and improvements to the plan.

15) Missing Student Notification Procedures: ASN does not have residence facilities or supervised housing of students, and is not required to track or report student non-attendance to law enforcement. All ASN students are adults, and provide emergency contact information to the school. Students are responsible for contacting the school when they know they will not be present for class or clinical assignments. Staff is responsible for contacting their supervisor when they will not be present on scheduled work days/times.

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