

POLICIES & PROCEDURES

Reporting a Crime or Other Emergencies

Security-Burbank

Woodbury University encourages the reporting of crime as soon as possible to campus security and/or the Los Angeles Police Department Foothill Division when the victim of crime elects to or is unable to make such a report. Accurate and prompt reporting can reduce crime on campus and aid in the dissemination of timely warnings to the campus community. Campus Security personnel can be reached 24 hours a day, seven days a week by calling (818) 252-5208 on the Burbank campus. Contact information for additional resources is outlined in the "Phone Numbers and Resources" section of this document.

See Something? Say Something!

You may be the first person to notice that someone on campus needs help. With that in mind, Woodbury University has several means by which any member of the campus community may report behavior that may impact the safety of any individual or our campus community as a whole.

- If you observe an imminent threat to anyone's personal safety, call 911 immediately, then notify campus security at (818) 252-5208 on the Burbank campus.
- For less immediate concerns (i.e., decline in academic performance, excessive absences from class, a marked change in personal dress or hygiene), any faculty, staff or student may submit an Early Alert to Student Affairs at <http://web3.woodbury.edu/osd/EarlyAlertReferralForm.html> or via StarFish at <http://my.woodbury.edu/starfish/SitePages/Home.aspx>.
- Students who wish to submit a concern anonymously may do so via the Anonymous Online Concern Form at <http://my.woodbury.edu/Students/Pages/home.aspx>.
- Students who wish for the details of any incident to be kept confidential may speak with on-campus mental health counselors in Counseling Services. Counselors are available to all students free of charge and may be reached at (818) 252-5237 or via email at counseling.services@woodbury.edu.
- Faculty and staff seeking confidential support may contact Woodbury's Employee Assistance Program at (800) 460-4374 or by visiting www.guidanceresources.com.
- Confidential Reporting is available 24 hours a day. Any victim of sexual abuse, domestic violence or stalking or witness may report incidents or crimes on a confidential basis by calling (818) 252-5105, 24 hours a day.

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Security

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First Issued:
Revised:
Department: Security-Burbank
Approved By: Administrative Services

Burbank Campus Security – 24 Hours	(818) 252-5208
John Lewis, Security Coordinator	(818) 252-5250
Facilities	(818) 252-5171
Student Affairs (Main Number)	(818) 252-5232
Health Services/First Aid	(818) 252-5238
Counseling Services	(818) 252-5237
Resident Advisor on Duty	(818) 303-6387
Associate Dean of Students	(818) 252-5252
Human Resources	(818) 252-5108
Woodbury University General Information	(818) 767-0888
Los Angeles Police Department-Foothill Division	(818) 756-8861
Confidential Reporting – 24 Hours	(818) 252-5105
Natalie Avalos, Vice President, Administrative Services & HR Title IX Coordinator	(818) 252-5107
Office of the President	(818) 252-5101