2021-2022
ANNUAL
CAMPUS CRIME
and SECURITY
REPORT

V.9.21.21
# CONTENTS

*(v.9.21.21)*

American Conservatory Theater  
415 Geary Street  
San Francisco, CA 94102

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security Policies and Procedures/Student Right to Know</td>
<td>2</td>
</tr>
<tr>
<td>Reporting On-Campus Crime Incidents</td>
<td>2</td>
</tr>
<tr>
<td>Campus Guards (Community Ambassadors)</td>
<td>2</td>
</tr>
<tr>
<td>Crime Awareness Training</td>
<td>3</td>
</tr>
<tr>
<td>Safety Tips for Central Market Facilities</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Response/Evacuation Procedures</td>
<td>4</td>
</tr>
<tr>
<td>Timely Warnings / Emergency Text Notification</td>
<td>4</td>
</tr>
<tr>
<td>Evacuation Routes / Emergency Exits</td>
<td>4</td>
</tr>
<tr>
<td>Safety Guidelines for Active Shooter Situations on Campus</td>
<td>5</td>
</tr>
<tr>
<td>Bomb Threats and Suspicious Packages</td>
<td>7</td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td>8</td>
</tr>
<tr>
<td>Insurance, Accident Reports and First Aid Supplies</td>
<td>8</td>
</tr>
<tr>
<td>COVID “Close Contact” Exposure/Quarantine Guidance</td>
<td>9</td>
</tr>
<tr>
<td>Missing Person</td>
<td>10</td>
</tr>
<tr>
<td>Anti-Hazing Policy</td>
<td>11</td>
</tr>
<tr>
<td>Commitment to Equity, Diversity, and Inclusion</td>
<td>11</td>
</tr>
<tr>
<td>Title IX Compliance</td>
<td>11</td>
</tr>
<tr>
<td>Sexual Assault Policy and Violence against Women Act (VAWA)</td>
<td>13</td>
</tr>
<tr>
<td>Consent</td>
<td>13</td>
</tr>
<tr>
<td>Bystander Intervention</td>
<td>14</td>
</tr>
<tr>
<td>Complaint Procedures</td>
<td>16-17</td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td>8</td>
</tr>
<tr>
<td>Insurance, Accident Reports and First Aid Supplies</td>
<td>8</td>
</tr>
<tr>
<td>COVID “Close Contact” Exposure/Quarantine Guidance</td>
<td>9</td>
</tr>
<tr>
<td>Missing Person</td>
<td>10</td>
</tr>
<tr>
<td>Anti-Hazing Policy</td>
<td>11</td>
</tr>
<tr>
<td>Commitment to Equity, Diversity, and Inclusion</td>
<td>11</td>
</tr>
<tr>
<td>Title IX Compliance</td>
<td>11</td>
</tr>
<tr>
<td>Sexual Assault Policy and Violence against Women Act (VAWA)</td>
<td>13</td>
</tr>
<tr>
<td>Consent</td>
<td>13</td>
</tr>
<tr>
<td>Bystander Intervention</td>
<td>14</td>
</tr>
<tr>
<td>Complaint Procedures</td>
<td>16-17</td>
</tr>
<tr>
<td>Not Alone and A.C.T.’s Sexual Assault/VAWA Presentation</td>
<td>17</td>
</tr>
<tr>
<td>Policy on Amorous or Sexual Relationships between Faculty, Staff and Students</td>
<td>18</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>18</td>
</tr>
<tr>
<td>Substance Abuse/Drug Free Policy</td>
<td>18</td>
</tr>
<tr>
<td>Alcohol and Drug-Free Schools Program</td>
<td>19</td>
</tr>
<tr>
<td>Drug Prevention</td>
<td>20</td>
</tr>
<tr>
<td>Information and Crisis Intervention</td>
<td>21</td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>22</td>
</tr>
<tr>
<td>Federal Sex Crime Prevention Act and Megan’s Law</td>
<td>22</td>
</tr>
<tr>
<td>General Grievance, Problem Resolution, and Red Flag Reporting</td>
<td>23</td>
</tr>
<tr>
<td>Campus Crime Statistics (2016-2020)</td>
<td>24-27</td>
</tr>
<tr>
<td>Appendix: Controlled Substance, Uses &amp; Effects</td>
<td>28----</td>
</tr>
<tr>
<td>Federal Trafficking Penalties</td>
<td></td>
</tr>
<tr>
<td>Bomb Threat Checklist</td>
<td></td>
</tr>
</tbody>
</table>

**Key A.C.T. Administrator Contact Information for Crime Reporting and Security Issues:**

- Eric Brizee, *Facilities & Operations Manager*: (415) 439-2370; ebrizee@act-sf.org  
- Charlotte Brockman, *Conservatory Manager*: (415) 439-2405; cbrockman@act-sf.org  
- Jack Sharrar, *Director of Academic Affairs*: (415) 439-2412; jsharrar@act-sf.org  
- Amanda Roccuzzo, *Interim Human Resources Director (Title IX Coordinator)*: (415) 439-2484; arocuzzo@act-sf.org  
- Louisa Liska, *General Manager*: (415) 439-2496; liska@act-sf.org
Key Senior A.C.T. Administrator Contact Information:

Pam MacKinnon, A.C.T. Artistic Director: 439-2365; pammackinnon@act-sf.org
Jennifer Bielstein, Executive Director: 439-2366; jbielstein@act-sf.org
Peter J. Kuo, Director of the Conservatory: 439-2368; pjkuo@act-sf.org

Emergency Contact Phone Numbers:

- Emergency: 911 (give your specific address and location)
- SF Police Non-Emergency: (415) 553-0123
- SF FBI Office: (415) 553-7400
- Poison Control Center: (415) 876-4766
- Power Outage Information: (415) 743-5002
- 311 Reporting homeless concerns, and other non-emergency needs
- Safety Awareness for Everyone (SAFE): (415) 553-1984
- SF Women Against Rape website: http://www.sfwar.org/ci.html 415-647-7273 (24 hrs.)

IN AN EMERGENCY, CALL 911
A.C.T. is committed to providing a safe, comfortable environment for its students, faculty, and staff. Recognizing its location in an urban area, A.C.T. has developed the following campus security procedures to help ensure all members of its community are aware of the potential for crime and prepared to report it effectively:

**Student Right to Know: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Compliance**

A.C.T. prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. Portions of the report are prepared in cooperation with police agencies surrounding our main campus and noncampus sites, A.C.T. facilities department, and the conservatory office. Local police agencies provide automated statistics for the property and a radius around the property noted. Copies of the report may also be obtained from the office of the director of academic affairs or the office of human resources at A.C.T at 415 Geary Street, San Francisco, CA 94102, or by calling 415-439-2412. The applicable text of this report is also included in the Employee Handbook and A.C.T.'s Injury and Illness Prevention Plan, which are distributed to each constituency and available upon request. Crime statistics for the past 90 days for all neighborhoods in San Francisco may be accessed by viewing the SFPD website at [www.sfgov.org/site/police](http://www.sfgov.org/site/police) and clicking on “Crime Maps.”

**Reporting On-campus Crime Incidents**

A.C.T. encourages timely reporting of on-campus crime incidents to the A.C.T. community to ensure that employees and students can exercise caution and avoid potential danger. Crime incidents should be reported to Louisa Liska, General Manager (1-415-439-2496); Eric Brizee, Facilities & Operations Manager (1-415-439-2370); Charlotte Brockman, Conservatory Manager (1-415-439-2405); Jack Sharrar, Director of Academic Affairs (1-415-439-2412), or any of the other designated Campus Security Authorities (CSAs): Megan Murray, Audience Services Manager (1-415) 439-2392; Jack Horton, Production Manager (1-415) 439-2481; Jessie Amoroso, Costume Director (1-415) 439-2373; Facilities: Jeffrey Warren, Assistant Facilities Manager (1-415) 439-2386; Leo Benavente, Facilities Crew Member (1-415) 439-2417.

**Campus Guards (Community Ambassadors)**

A.C.T. utilizes the service of URBAN ALCHEMY Community Ambassadors when security coverage is needed for classes, performances or events. Urban Alchemy Ambassadors are trained to provide community friendly protection at public entrances to A.C.T. facilities as needed.

A.C.T. ambassadors are charged with monitoring appropriate behavior by students, teachers, and staff in the course of their activities on A.C.T. premises, and with reporting to A.C.T. administration behavior that is in violation of the codes of conduct in A.C.T. handbooks. In the event of an urgent situation, A.C.T. ambassadors have the authority to act to protect other staff and students according to their best judgment at the time. This may include requesting ID, asking an individual to leave the premises, or other measures they may deem appropriate. Neither A.C.T. nor building ambassadors have the authority to make arrests; however, they may choose to contact the police if an incident occurs that presents a clear and present danger, or if a student, teacher, or staff person requests that they contact police. A.C.T. ambassador personnel have no special relationship with authorities other than acting in an intermediary capacity.
Crime Awareness Training

Students, faculty, and staff are encouraged to take responsibility for the security of their persons and property (and the persons and properties of others) at the time they commence their relationship with A.C.T. Please use common sense. Don’t leave personal items unattended. Be alert when entering and exiting the building at night. All students and employees are required to attend orientation meetings where the director of facilities discusses security measures in detail. As they are developed, additional crime prevention procedures are discussed with students and employees at student and company meetings.

Safety Tips for Central Market Facilities

With the increased use of the new Costume Shop theater space and the addition of the Strand to the A.C.T. facilities list, a few basic, common sense safety tips for those who will be frequenting the area:

- When possible, use the Noah’s Ark principle and travel in pairs. This is particularly true if you are in the area after dark. Applies equally to everyone, regardless of age and gender!
- Even though the facilities are very convenient for BART and Muni access, there is safety in numbers in getting to the stations and also in waiting for the trains and buses. Stick together!
- Be vigilant of your valuables! Keep purses zipped and close to your body, wallets in front pockets. You might also keep your most valuable items (ID, phone etc) in a separate pocket (preferably a secure, zipped, inside pocket of a coat or jacket).
- Consider carrying some loose cash in your jacket/coat pocket. This could be given to any potential muggers/thieves in lieu of handing over your whole purse or wallet. And it can be tossed away from your person if need be, giving you a chance to clear the area.
- Don’t use your cell phone while walking! Common sense, folks. That call/text/email can almost always wait until you are inside. Not only is it a temptation to others, it is a distraction for you. Keep your eyes and ears on high alert—knowing that someone is aware and watching is often enough to discourage the bad guys.
- Same rules apply to iPods and other devices! Music is great, but save it for the right time!
- There is a guard at the Costume Shop during performance times; otherwise, entry is by keypad.
  - Be sure to “cover” the keypad when you enter the code, so strangers cannot see what you are punching. Just like a PIN at the ATM!
  - Beware of strangers who might try to slip into the building with you. Safer to wait for a clear space than to risk having someone push in behind you when entering.
EMERGENCY RESPONSE/EVACUATION PROCEDURES

A.C.T. takes the safety and well-being of its employees, students, and patrons very seriously. A.C.T. executive management and Emergency Response Team (ERT) members are responsible for assessing and reporting emergencies to the campus community.

The Safety Committee is a group of key stakeholders at A.C.T. that meet on a bi-weekly basis to discuss safety, security, and emergency preparedness topics. Current members include A.C.T.’s General Manager, Human Resources staff, Director of Production, Operations/Facilities Manager, Front of House Manager, and School and Community Programs Operations Manager.

Timely Warnings / Emergency Text Notification

In the event that a situation arises, either on or off campus, that, in the judgment of the Facilities Manager, or other A.C.T. administrators, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued to students, faculty and staff through the company email system, student emails, our voice mail system, and whatever other means and methods are deemed appropriate in the situation, including, postings on bulletin.

Depending on the particular circumstances of the crime or event (e.g. a city wide power outage, violent protest, natural disaster, etc.), especially in all situations that could pose an immediate threat to the community and individuals, 911 will be called.

Anyone with information warranting a timely warning should report the circumstances to the nearest A.C.T. administrator, faculty, or staff person, or by phone (415) 439-2405 or (415) 439-2370.

A.C.T. has instituted an emergency text notification process in order to reach all staff, faculty, students and fellows in the event of a catastrophic emergency. The provider is group texting.com. The facilities department oversees and maintains the process, which is part of the HR on-boarding system for new hires. It is an OPT IN system. Currently about 80% of the company at large has signed up. Only the executive director, the artistic director, the general manager, and the operations manager are authorized to send emergency texts via the web interface. The executive director, general manager, and operations manager are also authorized to send emergency texts from three designated mobile phone numbers.

The system is strictly for catastrophic emergencies and is NOT used for general communication to the entire company. The system is specifically intended to alert the company about extraordinary and/or dangerous circumstances.

Evacuation Routes / Emergency Exits

It is A.C.T.’s policy to evacuate when an alarm goes off FOR ANY REASON. Staff, students and others are instructed to assume that ALL ALARMS are valid and are required to begin to evacuation unless notified otherwise.

Evacuation routes in each A.C.T. venue are clearly marked and meet federal, state, and local requirements; verified by annual inspections.
Fire / Smoke and General Emergency Instructions to staff, students, faculty, others:

- Do not use elevators. Use the stairs.
- Do not open a door without first feeling it for heat.
- If you encounter smoke, stay low; look for an alternate exit.
- If you need assistance with stairs, let someone know and wait by an exit.
- Exit the building as quietly and calmly as possible. Close doors behind you.
- Do not bring bags, backpacks, bikes, laptops or other equipment with you. Nothing more than wallet, keys, phone.

Earthquake (in addition to the above)

- Drop and cover under a desk if possible, or in a doorway.
- Move away from windows and toward solid walls.
- Be aware that ceiling panels or lights may fall.
- Do NOT exit the building until directed. If directed, exit the building using the stairs, not elevators.
- Be aware that aftershocks may occur.
- Floor Monitors will prop emergency exit doors open to ensure return access in the event of stairway blockage.
  - This differs from what you would do in a FIRE, though. Please see above.

The emergency response and evacuation system is reviewed and practices by relevant staff annually. For full emergency policy and procedures, go to: Emergency Response Plan.

Safety Guidelines for Active Shooter Situations on Campus

**Introduction**

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people, most often in populated areas. In most cases active shooters use firearm(s) and display no pattern or method for selection of their victims. In some cases active shooters use improvised explosive devices to cause additional victimization and act as an impediment to law enforcement and emergency services responders. These improvised explosive devices may detonate immediately, have delayed detonation fuses, or may detonate on contact. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent further harm to the community. This document provides guidance to faculty, staff, and students who may be caught in an active shooter situation, and describes what to expect from responding law enforcement officers. Be aware that the 911 system may become overwhelmed.

**Guidelines**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. The U.S. Department of Homeland Security outlines the basic response details:

**EVACUATE, HIDE OUT, TAKE ACTION**

**EVACUATE**

If there is an accessible escape path, attempt to evacuate the premises.
HIDE OUT
If evacuation is not possible, find a place to hide.

TAKE ACTION
As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

ACTIVE SHOOTER OUTSIDE/INSIDE BUILDING

Warn Faculty, Staff, Students to Take Shelter
- Try to remain calm
- Proceed to a room that can be locked or barricaded.
- Lock and barricade doors or windows.
- Turn off lights.
- Close blinds.
- Turn off radios or other devices that emit sound.
- Keep yourself out of sight, stay away from windows and take adequate cover/protection, i.e. concrete walls, thick desks, filing cabinets.
- Silence cell phones.

Have One Person call 911
- "This is American Conservatory (give your specific address and location) we have an active shooter on campus, gunshots fired."
- If you were able to see the offender(s), give a description of the person(s) sex, race, clothing, type of weapon(s), location last observed, direction of travel, and identity - if known.
- If you observed any victims, give a description of the location and number of victims.
- If you observed any suspicious devices (improvised explosive devices), provide the location observed and a description.
- If you heard any explosions, provide a description and location.

Wait for All Clear
- Wait patiently until a uniformed police officer, or a university official known to you, provides an "all clear."
- Unfamiliar voices may be an active shooter trying to lure you from safety; do not respond to voice commands until you can verify with certainty that they are being issued by a police officer or university official.
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Depending on circumstances, consideration may also be given to exiting ground floor windows as safely and quietly as possible.

ACTIVE SHOOTER ENTERS OFFICE/CLASSROOM

Try Not to Provoke the Active Shooter
- Try to remain calm
- If there is no possibility of escape or hiding, only as a last resort when it is imminent that your life is in danger should you make a personal choice to attempt to negotiate with or overpower the assailant(s).
- Call 911, if possible, give your specific address and location and provide the information listed in the first guideline.
If the active shooter(s) leaves the area, barricade the room or proceed to a safer location.

ACTIVE SHOOTER ENCOUNTERED OUTSIDE

Move Away from Active Shooter

- Look for appropriate locations for cover/protection, i.e. brick walls, retaining walls, large trees, parked vehicles, or any other object that may stop bullet penetration.
- Try to warn other faculty, staff, students and visitors to take immediate shelter.
- Call 911, give your specific address and location, and provide the information listed in the first guideline.

For additional information see the Guidelines noted below and refer to the U.S. Department of Homeland Security "Active Shooter How to Respond" guide (pdf).

Watch Surviving an Active Shooter

Bomb Threats and Suspicious Packages

If you receive a telephone bomb threat:

- Remain calm, be courteous, listen to and do not interrupt the caller.
- Get the attention of another person; hand off a note saying, “call SFPD Police – bomb threat – 9-911, or (415) 553-0123.” Give your specific address and location.
- If your phone has caller ID display, record number of incoming call.
- Write down the exact words of the caller and threat.
- Don’t hang up the phone. Leave line open.
- Notify a supervisor.

Use the Bomb Threat Checklist on the last page of this pamphlet to record details from the call.

What to look for when receiving suspicious mail:

- No return address.
- Restrictive markings.
- Misspelled words. Bold type or written.
- Unknown powder or suspicious substance.
- Possibly mailed from a foreign country. Excessive postage.

What to look for when receiving a suspicious package:

- Excessive tape.
- Oily stains, discoloration on wrapper.
- Strange odor.
- Incorrect title or addressed to title only.
- Rigid or bulky.
- Lopsided or uneven.
- Protruding wires.
If you receive a suspicious package or mail:

- Stop! Don’t handle
- Isolate it immediately.
- Don’t open, smell or taste

Immediately call 9+911 from a campus telephone or 911 from an off-campus telephone. Give your specific address and location. DO NOT USE YOUR CELL PHONE AT THE SCENE. Wash your hands with soap and water.

Emergency Contact Information

Students are required to keep their contact/emergency information current with the office of academic affairs. This contact information may not be disclosed, except to law enforcement personnel and authorized A.C.T. personnel.

INSURANCE, ACCIDENT REPORTS AND FIRST AID SUPPLIES

All students are required to provide proof of individual health insurance at Registration. You may obtain any plan that best suits your needs. Some of you may still be covered under your parents’ policies. A.C.T.’s accident insurance covers only classroom related incidents, not any type of personal medical issues. And in the case of a classroom accident, A.C.T. has a primary excess policy, which means that all claims must first be submitted to personal insurance, with our policy as secondary only. The following website may be useful to you in obtaining personal health insurance coverage: www.ehealthinsurance.com. Other sites include: (Kaiser) http://kpf.kp.org/ or (Blue Cross Health Insurance - Anthem-Health.com) www.anthem-health.com/Apply-Now.

Accident Report

In the event of an on-the-job injury or accident, you or the student(s) involved must submit an accident report found HERE.

Steps to Follow in the Event of a Student Injury

While not every injury is serious enough to warrant these steps, please use your best professional judgment in determining your actions:

1) Do not move the student  
2) Notify an on-site conservatory administrator immediately. If you cannot leave, send a student  
3) If the injury is serious, do not hesitate to call 911, otherwise we will call the paramedics  
4) The student may insist that they are all right; remember that it is not up to the student to make this decision; legally (and ethically) we need to do what is best for the student and insure that they are cared for until cleared by a doctor. Always file an accident report HERE while the details are fresh.

First Aid Kits

The 8th & 9th floors at 30 Grant are equipped with first aid kits in the public areas. There is also a portable first aid kit available to faculty in the faculty lounge (9C). Please return this portable first aid kit to faculty lounge as soon as practicable. Ice packs may be found in the SM office on 8.

A first aid kit is also available in the kitchen adjacent to the Garrett classroom at the Geary complex.
COVID “Close Contact” Exposure/Quarantine Guidance

In the event of “close contact” exposure to, or outright COVID infection, it’s required that you, in the case of exposure, seek testing, and begin a 10 day quarantine. I’ve included San Francisco’s guidance on what that looks like in each scenario based on vaccination status and scenario. Deeper clarity on quarantine and isolation can be found in the SFPHD Directive, here: https://www.sfdph.org/dph/alerts/files/Directive-2020-02-Quarantine.pdf

By scenario, the City’s and criteria for leaving quarantine is as follows:

a. Person with COVID-19 Symptoms and No Known Close Contact
   i. Unless and until a person meets one of the criteria to end Isolation early as listed in subsection 2(a)(ii) below, any person (regardless of vaccination status) who has not had any known Close Contact with a Person With COVID-19, but has COVID-19 Symptoms that are new or unexplained by another condition—even if the symptoms are very mild—must Isolate until:
      • At least ten (10) days have passed since symptoms first appeared; and
      • At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
      • The person’s other symptoms have improved.
   
   ii. A person who has not had any known Close Contact with a Person With COVID-19, but has COVID-19 Symptoms that are new or unexplained by another condition may end their Isolation early if:
      • The person receives a negative COVID-19 test, collected after start of symptoms; or
      • A healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma); or
      • A healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus)—but are urged to stay home while sick to prevent the spread of diseases.

b. Fully Vaccinated Person With COVID-19 Symptoms and Close Contact
   i. Except as specifically stated in subsection 2(b)(ii) below, a Fully Vaccinated person who has a Close Contact with a Person With COVID-19 and develops COVID-19 Symptoms that are new or unexplained by another condition—even if the symptoms are very mild—must Isolate until either:
      • At least ten (10) days have passed since symptoms first appeared, and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications, and the person’s other symptoms have improved; or
      • They receive a negative COVID-19 test, collected after start of symptoms (but they are urged to stay home while sick to prevent the spread of diseases).
   
   ii. Fully Vaccinated People who live in Health Care Settings must quarantine for fourteen (14) days since their last Close Contact with the Person With COVID-19. They cannot end their Quarantine early with a negative COVID-19 test; they must Quarantine for the entire fourteen (14) day period.

c. Not Fully Vaccinated Person With COVID-19 Symptoms and Close Contact
   i. A person who is not Fully Vaccinated who has a Close Contact with Person With COVID-19 and develops COVID-19 Symptoms that are new or unexplained by another condition—even if the symptoms are very mild—is strongly urged to be tested for COVID-19.
   
   ii. A person who does not get tested (or tests positive for COVID-19) must Isolate until:
• At least ten (10) days have passed since symptoms first appeared; and
• At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
• The person’s other symptoms have improved; and
• Fourteen (14) days have passed since the last Close Contact with a Person With COVID-19.

iii. A person who tests negative can end their quarantine fourteen (14) days after their last Close Contact with a Person With COVID-19.

d. Person With COVID-19

i. Any Person With COVID-19 is required to isolate until:
• At least ten (10) days have passed since symptoms first appeared (or, if the person never had symptoms, then at least ten (10) days have passed since the date they had their first positive COVID-19 test); and
• At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
• The person’s symptoms have improved.

ii. Any Person With COVID-19 is also required to notify the Director of Academic Affairs or Human Resources so that they can contact trace those with whom you’ve had Close Contact as they may need to self-quarantine for ten (10) or more days as required by Health Officer Directive No. 2020-02. The Director of Academic Affairs and Human Resources should refer the Close Contacts to Health Officer Directive No. 2020-02 (available online at www.sfdph.org/directives) and to https://www.sfdph.org/dph/COVID-19/Isolation-and-Quarantine.asp. This is necessary because Close Contacts of a Person With COVID-19—especially those who are not Fully Vaccinated—can be infected and spread the virus to others, even if they have only mild symptoms or no symptoms at all.

For clarity, the SF Public Health Department defines “close contact” as:

“Close Contact” of a Person With COVID-19 means either a person who was identified as a close contact by a health care provider or public health official or a person who knowingly had any of the following types of contact with a Person With COVID-19 while the Person With COVID-19 was contagious:

i. Lived in or stayed at the same residence as the person with COVID-19 for any amount of time; or

ii. Was an intimate sexual partner of the Person With COVID-19; or

iii. Stayed within 6 feet of the Person With COVID-19 for fifteen (15) minutes or more during a 24-hour period, even if that fifteen minutes occurred from the combination of several shorter interactions throughout the day; or

iv. Had direct contact for any amount of time with the body fluids and/or secretions of the Person With COVID-19 (for example, was coughed or sneezed on, shared utensils with, or was provided care by or provided care for them without wearing a mask, gown, and gloves).

Missing Person

In the event that a student is not present for an entire class day (including rehearsals) and has not notified the conservatory administration (principally the director of academic affairs or conservatory manager) that they absent due to illness or personal emergency, the administration will attempt to contact the
student through their contact information on file. If the administration is unable to make contact with the student, the administration will inquire of the student’s whereabouts through his or her emergency contact. If a student is not located within 24 hours after making emergency contact, the student will be considered a missing person and the administration will contact the proper law enforcement authorities.

**ANTI-HAZING POLICY**

Hazing is any action taken or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities; the wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, policy and regulations of A.C.T., or applicable state and national law. The use of hazing by A.C.T. students or employees is prohibited whether on or off A.C.T. premises. Violations are subject to the “Nonacademic Student Conduct Code and Disciplinary Procedures”. Alleged violations should be reported immediately to human resources or the conservatory administration.

**COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION**

A.C.T. commits to becoming an inclusive and anti-racist organization where everyone can thrive. The moral imperative that drives our commitment is the transformational power of art made possible when true inclusion is realized, when a diversity of perspectives and experiences is respected, and when oppressive systems are collectively dismantled - leading to better art, more supportive and welcoming environments, and improved outcomes for all.

As part of a theatrical ecosystem with underpinnings of systemic racism and anti-Blackness, we acknowledge our organization’s history as a predominantly white institution. We also acknowledge that A.C.T. has caused real harm and trauma, consciously or subconsciously, directly or indirectly, adversely impacting our colleagues, students, audiences, staff and members of our community. We take these injuries seriously, and we are working to make meaningful, lasting changes that dismantle and eliminate the inherently oppressive structures and practices in our culture, our organizational structure, our business practices and our work, on and off the stage.

We are doing the work through listening, educating ourselves, responding, and adjusting to be better as an organization and individuals. We are holding each other accountable with clear actions, goals and measurable results. This work is ongoing and we acknowledge the tension between moving quickly, being inclusive and making change that will have lasting impact. (See Bystander Intervention below, p. 12.)

**TITLE IX COMPLIANCE**

A.C.T.’s Title IX coordinator is Amanda Roccuzzo, *Interim Human Resources Director* ([aroccuzzo@act-sf.org](mailto:aroccuzzo@act-sf.org)); 1-415-439-2465. The Deputy Coordinator is Peter J. Kuo, *Director of the Conservatory* ([pjkuo@act-sf.org](mailto:pjkuo@act-sf.org)); 1-415-439-2368.

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education’s implementing regulations at 34 C.F.R. Part 106, A.C.T.’s Title IX Coordinator has primary responsibility for coordinating the school’s efforts to comply with and carry out its responsibilities under Title IX, which
prohibits sex discrimination in all the operations of A.C.T., as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees A.C.T.’s response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so A.C.T. can address issues that affect the wider school community.

A student should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:
- seek information or training about students’ rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify A.C.T. of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about A.C.T.’s policies and procedures related to sex discrimination, including sexual misconduct.

**Responsible Employees/Mandated Reporting**

According to Title IX, a "responsible employee" is an employee:
- Who has the authority to take action to redress sexual harassment/violence, or
- Who has been given the duty of reporting incidents of sexual harassment/violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee, or
- That a student/employee could reasonably believe has either the authority or the duty listed above.

It is considered official notice to the institution if a responsible employee "knew, or in the exercise of reasonable care should have known" about the harassment. This includes incidents that are reported directly, are witnessed, or are reported by a third party (parent, other student), posted on fliers around campus, published in a local newspaper, etc. - all of these should be reported to the Title IX Coordinator(s).

For Title IX compliance, all A.C.T. employees who are designated as Heads of Faculty, core faculty, and program directors/supervisors are considered "responsible employees." Also considered responsible employees are production stage managers, human resources staff, and academic advisors.

The role of a responsible employee is to report allegations of sexual harassment/violence that takes place on campus or in off-campus locations related to A.C.T. activities or controlled by A.C.T. to the Title IX Coordinator(s) to maximize the institution's ability to investigate and potentially address and eliminate sexual harassment/violence. The responsible employee should NOT attempt to determine if the harassment/violence actually did occur, or if a hostile environment is being created.

**What is Reportable to Title IX:**
- Sexual Harassment
- Sexual Assault: Penetration or Contact without Consent
• Dating and Domestic Violence
• Stalking
• Invasions of Sexual Privacy viewing and/or taking or sharing photos/videos of intimate body parts without affirmative consent
• Sex/Gender Related Harassment including harassment related to sexual orientation and/or gender identity and presentation
• Sex/Gender Discrimination includes all of the above and broadly includes family leave, pregnancy, lactation, pay inequity, etc.

The information that should be reported includes all the relevant information that the individual has shared and that may be useful in the investigation. This includes names of the alleged perpetrator, the student/employee who experienced the alleged harassment/violence, any other student/employee involved, and the date, time, and location of the alleged incident.

Responsible employees should explain to the student/employee that they are not a confidential resource before a student/employee reveals something that they may want to keep confidential. If a person begins talking about the incident(s) with no warning, interrupt immediately (but nicely) and inform them that the conversation cannot be considered confidential. Assure them that you want to be supportive, but if they do not want the incident(s) to potentially be reported then they should make an appointment with a confidential resource. In emergency situations, where a person’s health or safety is in immediate danger, call 911.

A report to the Title IX Coordinator does not necessarily lead to a full investigation. Any action is typically determined base on the complainant’s choices. However, the Coordinator will make a safety assessment to determine if there is a safety risk to the community. If it is likely that there is continued risk, the Title IX Coordinator may have to proceed without the complainant’s consent.

SEXUAL ASSAULT POLICY and VIOLENCE AGAINST WOMEN ACT (VAWA)

“Perhaps most important, we need to keep saying to anyone out there who has ever been assaulted: you are not alone. We have your back. I’ve got your back.”

—President Barack Obama, January 22, 2014

A.C.T. recognizes that a sexual offense is a serious crime. Sexual assaults include rape, sexual battery, and corruption of a minor, gross sexual imposition, voyeurism, and public indecency. Sexual offenses, whether committed by a stranger, friend, or steady dating partner, are criminal offenses subject to prosecution under the law. Furthermore, these acts are punishable under the Conservatory’s “Nonacademic Student Conduct Code and Disciplinary Procedures.”

Consent

“At A.C.T., only “yes” means “yes.” Any sexual encounter requires affirmative consent. “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of
consent. Nor will the person(s) accused of a sexual offense be excused on the grounds of recklessness, being under the influence of alcohol or drugs, or that the accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the complainant affirmatively consented. Furthermore, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances: (A) The complainant was asleep or unconscious. (B) The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity. (C) The complainant was unable to communicate due to a mental or physical condition.

Policy

The sexual assault policy applies to A.C.T. faculty, staff, and students involved in any employment or academic relationship (or both) at A.C.T. This policy is enforced by internal disciplinary procedures with sanctions up to and including termination for employees or expulsion for students.

Sexual offenses should be reported as soon as possible after the offense occurs. During regular conservatory business hours (M–F, 9 a.m.–6 p.m.), students should report sex offenses to the director of academic affairs or director of human resources. During evenings, nights, or weekends, sexual offenses should be reported to an A.C.T. official if available or the security guard on duty.

Victims are encouraged to notify local law enforcement authorities. At the victim’s request, A.C.T. officials will assist the victim with the report to local law enforcement authorities. It is important to understand that reporting the incident does not obligate the victim to press charges. Victims are encouraged to not dispose of evidence that may be necessary to prove criminal sexual assault.

Under the Violence Against Women Act (VAWA), schools are required to report incidents of domestic violence, dating violence, and stalking, according to the following definitions:

1. “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

2. “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

3. “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others’ safety, or to suffer substantial emotional distress.

Bystander Intervention

To prevent gender-based violence, and disrupt racist and biased behavior, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual or dating violence, or bias directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group. If you witness these behaviors, there are certain ways you can step up to prevent a risky situation from getting worse.
In order to intervene, first someone has to:

1. **Notice the incident**: Bystanders first must notice the incident taking place. It's important to become attune to what situations may be risky; i.e., if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation.

2. **Interpret the incident as emergency**: By "emergency," we mean a situation wherein there is risk of sexual or domestic violence occurring in the near future.

3. **Assume responsibility for intervening**: It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think—it might be the case that they've been thinking the same thing.

4. **Have the bystander intervention skills to help**: There are a number of different techniques that someone can use to intervene in a risky situation, some of which we've listed below.

**Bystander Intervention Techniques (the 4Ds)**

Please remember that your safety is of the utmost importance. When a situation that threatens physical harm to yourself or another student, ask someone for help or contact an A.C.T. administrator or staff person.

1. **Direct**: Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.

2. **Distract**: Distract either person in the situation to intervene. This might look like saying, "Hey, don't you have rehearsal tomorrow?" or "Who wants to go get pizza?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.

3. **Delegate**: Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.

4. **Delay**: For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, this might look like asking them, "Are you okay?" or "How can I help you get out of this situation?" This could also look like texting the person, either in the situation or after you see them leave and asking, "Are you okay?" or "Do you need help?"
Bystander intervention resources


Men Can Stop Rape: http://www.mencanstoprape.org/Theories-that-Shape-Our-Work/bystander-intervention.html

Informal Complaint Procedure

a) The complainant has up to 180 days after the alleged incident(s) to make a complaint.
b) The complainant may meet informally with the director of academic affairs or the director of human resources, or
c) The complainant may choose to discuss the complaint with the person accused, with the option of having the director of academic affairs or the director of human resources present, or
d) At the request of the complainant, the director of academic affairs or the director of human resources may choose to discuss the complaint with the accused, or
e) The complainant may file a formal complaint.

Formal Complaint Procedure

a) A complainant’s formal complaint of unlawful sexual harassment/assault must be submitted in writing to the director of human resources within 190 days of the alleged incident(s). A notice that a complaint has been received will be given to the appropriate program director. A copy of the complaint will be given to the accused. Personal information about the victim and alleged perpetrator will remain confidential, insofar as it does not interfere with A.C.T.’s right to investigate allegations of misconduct and take corrective action where necessary.
b) Following the filing of the formal complaint, the director of human resources will conduct a formal investigation. The director of human resources shall disclose any real or apparent conflict of interest or biases related to the parties to the Executive Director (or other designated senior administrator). If the director of human resources is unable to fulfill the duties of investigator, the Executive Director (or other designated senior administrator) will appoint a new investigator.
c) To the extent possible, the proceedings will be conducted in such a way as to protect the confidentiality of all parties while affording the accused a full opportunity to respond to the allegations.
d) Within 60 working days of the filing of a formal complaint, the investigator will issue findings and a recommendation to the appropriate program director. The recommendation may include disciplinary or dismissal action.
e) The appropriate program director will inform the parties promptly.
f) In the event that the investigation’s findings do not support the complainant’s accusations and no sanctions are recommended, the investigator will retain files but they will not enter any student or personnel records—nor will any reference to the investigation appear in any other permanent record.
g) Should violation of A.C.T.’s sexual assault policy be found and sanctions imposed, a record of such sanctions or disciplinary action taken as a result of such findings shall be made part of the accused’s permanent files.
h) If the decision is unacceptable to the accused or the complainant, each may appeal.
An appeal to the decisions resulting from a formal complaint of sexual harassment or assault shall be conducted in accordance with the “Nonacademic Student Conduct Code and Disciplinary Procedures” that are hereby incorporated as part of the Sexual Assault Policy by reference. Both the complainant and the accused shall be notified of the outcome of any campus disciplinary proceedings pursuant to an alleged incidence of sexual assault.

Just as the rights of those who experience sexual harassment or assault must be protected, A.C.T. protects the rights of those accused of sexual harassment or assault, and all parties to the investigation will be treated with discretion and respect, in accordance with A.C.T.’s policy on privacy and confidentiality.

An individual who participates as a complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the institution’s student conduct policy at or near the time of the incident, unless the institution determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Students who are victims of sexual assault are strongly encouraged to seek counseling from a mental health professional either through the director of human resources or other community resources, such as San Francisco Rape Treatment Center (1-415-821-3222) or SF Women Against Rape (1-415-647-7273). The director of human resources (1-415-439-2484) maintains lists of additional counseling services in the community for victims of sexual offenses and will provide such information upon request.

- National Sexual Assault Hotline: 1-800-656-4673 / #1
- San Francisco Women Against Rape Crisis Line: 1-415-647-7273
  
  [http://www.sfwar.org/ci.html](http://www.sfwar.org/ci.html)

A.C.T. shall endeavor to make alternate academic arrangements for victims of sexual offenses if the need for alternate academic arrangements is precipitated by the sexual offense. Such requests should be directed to the director of academic affairs, who takes them to the program director in order to determine whether the alternate academic arrangements are reasonably available.

In accordance with the campus security policy, A.C.T. shall make timely reports to the A.C.T. community of sexual offenses on campus that are considered a potential threat to students and employees. Such reports shall be intended to increase awareness among the A.C.T. community in an effort to prevent similar occurrences of such crimes.

The conservatory organizes workshops for students and faculty and provides materials to students to promote awareness of rape, acquaintance rape, domestic violence, dating violence, stalking and other sexual offenses.

**Not Alone and A.C.T.’s Sexual Assault/VAWA Presentation**

Information for students, schools, and anyone interested in finding resources on how to respond to and prevent sexual assault on college and university campuses and in our schools. Click explore on the “Not Alone” link below to find a crisis service, learn more about your rights and how to file a complaint, and view a map of resolved school-level enforcement activities. Click on the “prezi” link for A.C.T.’s presentation on Sexual Assault/VAWA information.
POLICY ON AMOROUS OR SEXUAL RELATIONSHIPS BETWEEN FACULTY, STAFF AND STUDENTS

Amorous or sexual relationships between faculty or staff and a member of the A.C.T. community for whom they have teaching, evaluative, advocacy, counseling, advising or supervisory responsibilities are unacceptable, even if the parties involved view such a relationship as consensual.

A.C.T. will regard such behavior as unprofessional, unacceptable and potentially subject to reprimand or disciplinary procedures. A.C.T. expects faculty and staff to refrain from such relationships with students.

Any supervisor who is aware of a faculty or staff member who has such a relationship shall take action to remove that individual from his/her position of responsibility or otherwise resolve the problem, beginning with informal steps to resolution, to prevent and correct problems stemming from amorous or sexual relationships. If informal steps for resolution are unsuccessful, the matter will be pursued via the formal corrective action or complaint process listed in the sexual harassment complaint procedures.

HATE CRIMES

“Hate violence” as defined in the statute, means “any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical violence, that is directed against any person or group of persons because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs of that person or group.” Incidents of hate violence can be reported to Amanda Roccuzzo, Interim Human Resources Director (aroccuzzo@act-sf.org); or Jack Sharrar, director of academic affairs (jsharrar@act-sf.org). A.C.T. does not condone hate violence and is charged with ensuring that the rights guaranteed by state law and the U.S. Constitution are protected for all people regardless of their ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political/religious beliefs.

SUBSTANCE ABUSE/DRUG-FREE POLICY

A.C.T. is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the coursework and the workplace. Use of these substances whether on or off the job can adversely affect a student’s and employee's work performance, efficiency, safety and health and therefore seriously impair the student’s value to A.C.T. In addition, the use or possession of these substances in coursework or on the job constitutes a potential danger to the welfare and safety of other students and employees and exposes A.C.T. to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all students and employees either on Company property or during course/work hours.

The following are strictly prohibited by A.C.T.:

- Being intoxicated while on the job or in coursework.
- Driving a Company vehicle while under the influence of alcohol.
- Distribution, sale or purchase of an illegal or controlled substance while in school or on the job.
- Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while in school or on the job.
The only exceptions to this policy are Company-sponsored events where alcoholic beverages are provided or are available for purchase (see “A.C.T.’s Alcohol and Drug-Free Schools program below). However, in these situations, your consumption of alcohol should be reasonable under the circumstances, and you are expected to comply with all rules prohibiting unlawful sexual harassment and other forms of unlawful harassment.

Violation of the above rules and standards of conduct may be grounds for immediate disciplinary action, up to and including dismissal. A.C.T. also may bring the matter to the attention of appropriate law enforcement authorities.

The use or possession of unprescribed amphetamines or barbiturates, narcotics, cocaine, LSD, marijuana, or other hallucinogenic agents is a violation of state and/or federal laws (complete information is available in the office of the director of academic affairs). A.C.T. does not condone the unprescribed use or possession of any of the above agents. Substance abuse in any form—be it drugs or alcohol—will not be tolerated. The conservatory stands ready to provide information, counseling, and referral with complete confidentiality for students with questions or problems in this area. Students who do not respond to our counseling and continue to abuse drugs and/or alcohol are subject to disciplinary actions, up to and including expulsion (See also “Nonacademic Student Conduct Code and Disciplinary Procedures” in the MFA Student Handbook, p. 17-24.)

A.C.T.’S ALCOHOL and DRUG-FREE SCHOOLS PROGRAM

Alcohol Policy

Possession or consumption of alcohol on campus is permitted on the following two conditions:

- in the privacy of one’s administrative or faculty office by those of legal drinking age
- at authorized A.C.T. events.

Otherwise, possession or consumption of alcohol is prohibited.

Alcoholic beverages may not be sold at student-sponsored events on a retail basis on A.C.T. property or served at student-sponsored events held on campus where any of the participants are under the age of 21. Students participating in unauthorized student activity at which alcohol is consumed will be subject to disciplinary procedures. (See also “Nonacademic Student Conduct Code and Disciplinary Procedures” in the MFA Student Handbook, p. 17.)

The following guidelines must be adhered to at all A.C.T. functions serving alcohol:

1. An event form, available from the conservatory associate must be completed whenever alcohol is proposed as part of any event or activity. The executive director must approve the use of alcohol at events where students are expected to attend. In all cases, a member of the staff or faculty must agree to be present throughout the entire event to supervise the activity and ensure adherence to this policy. The executive director must also approve the use of alcohol when a faculty or staff member is sponsoring the event or activity.
2. Alcoholic beverages served at approved official functions must be purchased and brought onto campus by authorized personnel only.
3. Only a staff or faculty member (or individual hired for this purpose) may be designated to serve alcohol. Bartenders must be over the age of 21. Alcohol must be attended at all times.
4. No alcohol shall be served to individuals who are under 21 years of age. Identification with proof of age is required, and alcohol will be denied to individuals that cannot provide such identification.
5. At any event other than a small gathering, a sign must be prominently posted stating that no one under the age of 21 may be served alcohol and that “drinking distilled spirits, beer, coolers, wine, and other alcoholic beverages during pregnancy can cause birth defects” (which may be shortened to “beer, wine, and other alcoholic beverages during pregnancy can cause birth defects” when beer and wine is served). At a small gathering, a verbal announcement must be made regarding the above.
6. Alcohol shall only be served along with an appropriate amount of non-alcoholic beverages. Alcohol must also be accompanied by an appropriate amount of food.
7. No alcohol shall be served to persons who are intoxicated. Security guards may be called to remove intoxicated individuals who are causing a disturbance from the premises.
8. For events lasting more than three (3) hours, the distribution of alcohol shall cease at least one half-hour before the scheduled end of the event.
9. The serving of alcoholic beverages cannot be included in any advertisement for the event.
10. The supervisors of the event where alcohol is being served must arrange for adequate security where appropriate.
11. All alcohol containers must be cleaned up and removed from the public areas at the close of the event.

Drug Prevention Program

A.C.T., in conjunction with the directive of the U.S. Department of Education as set forth in 34 CFR, part 86 to maintain and run drug-free schools and campuses, has established the following drug prevention program:

I. A.C.T. Student Conduct Code: Drug and Alcohol Policy
   A. Drugs: Unlawful possession, use, or distribution of illicit drugs by students or employees on the property of A.C.T. or at any A.C.T. activities is prohibited.
   B. Alcohol: See Alcohol Policy.

II. Disciplinary Sanctions for Violations of A.C.T. Student Conduct Code: Drug and Alcohol Policy

   A. Illegal use of drugs and alcohol at A.C.T. is prohibited. Disciplinary sanctions for violation of the Drug and Alcohol Policy include written warning, censure, loss of privileges, and exclusion from areas and activities, restitution, interim suspension, exclusion from certain campus or building areas, suspension, and/or dismissal.

III. Health Risks Associated with Use of Illicit Drugs or Alcohol Abuse

   A. Drugs: See Appendix, following crime statistics.
   B. Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even small amounts significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate consumption of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high consumption of alcohol causes marked impairments in higher mental functions, severely altering a person’s ability to learn and
remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

IV. Available Drug or Alcohol Counseling: Treatment/Rehabilitation Programs, Drugs and Alcohol Education

A.C.T.’s Director of Academic Affairs and Human Resources Manager can provide information and services for substance abuse and recovery issues.

Information and Crisis Intervention

- National Council on Alcoholism Education: Bay Area, 415.296.9900
- Drug & Alcohol Abuse Hotline, 415-362-3400
- Alcohol Helpline, 800-252-6465 (24-hour phone)
- Alcoholics Anonymous, 415-674-1821 (free self-help support meetings; call for meeting locations)
- Cocaine Anonymous, 415-226-1300
- Haight Ashbury Free Clinic, Alcohol Treatment Services, 415-487-5634 (support groups and counseling; donations greatly appreciated)
- IRIS Center, 415-864-2364 (women’s counseling and recovery services; sliding-scale fees and MediCal)
- Narcotics Anonymous, 415-621-8600 (free self-help support meetings for addicts and their families)
- California Poison Control, 800-222-1222
- San Francisco General Hospital: Psychiatric Emergency Services, 415-206-8125; Substance Abuse Services, 415-206-3191
- San Francisco Suicide Prevention: 24-Hour Crisis Line, 415-781-0500 or TTY 415-227-0245; Drug Information Line, 415-362-3400
- Walden House, 415-762-3700 (residential treatment facility for drug addicts; detox center; outpatient program)
- Women’s Alcoholism Center, 415-282-8970 (outpatient and residential programs for women and their children, 415-776-1001; sliding scale fee)

V. Federal and State Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol.

A. Federal: See Appendix, following crime statistics.
B. State:

1) The Uniform Controlled Substances Act is found in California Health & Safety Code, Section 11000, et seq. Sanctions for illegal possession of controlled substances are found at Health & Safety Code, Section 113500, et seq.

2) Controlled substances are listed in schedules contained in Health & Safety Code, Sections 11054, 11055, 11056, 11057, and 11058. They include opiates; opium derivatives, hallucinogenic substances, methamphetamine, phencyclidine, and certain mushrooms are considered controlled substances.

3) As set forth in the Health & Safety Code, section 11350, et seq., if convicted under the Uniform Controlled Substance Act, one may be sentenced to terms in state prison from two to five years plus substantial fines. The exact prison term and fine depend upon the number of past convictions and circumstances of each arrest and conviction.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

A.C.T.’s Employee Assistance Program (EAP) is administered through Concern and is for all full-time staff, part-time staff, M.F.A. Program students, and fellows. Concern EAP is available 24/7 by phone and online and is completely confidential.

Contact Info

Concern EAP
(800) 344-4222
employees.concern-eap.com
Company Code: American Conservatory Theater

Benefits Offered

- In-Person, Telephone & Video Counseling (up to 5 visits, per problem, per year)
- Parent & Childcare Resources (unlimited support)
- Adult Care Resources (unlimited support)
- Financial Coaching (up to two 30 minute telephone consultations, per issue, per year)
- Legal Consultation (one 30 minute office or telephone consultation, per issue, per year)
- Luma, an online personalized assessment that will customize a dashboard with resources specifically for what you need
- Online articles and videos
- Services are available for employee, spouses, dependents (up to age 26), and domestic partners
- See flyer attached or visit their website for additional information

All questions about use of EAP should be directed to Interim Human Resources Director: Amanda Roccuzzo, 1-415-439-2484, aroccuzzo@act-sf.org.

FEDERAL SEX CRIME PREVENTION ACT AND MEGAN’S LAW

Federal law and the State of California law requires sex offenders to register with the police in the jurisdiction in which they reside. They must specifically register with A.C.T. human resources if they are employees, (including contractors) of A.C.T., attend classes, or frequent any area associated with A.C.T.
The general public can view all sex offender registration information (not just campus affiliates) at the Megan’s Law website at www.meganslaw.ca.gov/

GENERAL GRIEVANCE, PROBLEM RESOLUTION, and RED FLAG REPORTING

If you wish to resolve a problem, or if you have complaints concerning a class or program, you should first contact the teacher. You may also contact the director of academic affairs, the conservatory manager, or the human resources director for assistance in problem resolution. Requests for further action should be made in writing to the conservatory director, who may choose to convene a special meeting of the core faculty to help resolve the complaint. Responses are made within 30 business days of receipt. Unresolved problems should be taken to the Executive Director, who may choose to convene a meeting of the Appeals Committee to help resolve the complaint.

An individual may contact the Bureau for Private Postsecondary Education (BPPE) for review of a complaint. The bureau may be contacted at P.O. Box 980818, West Sacramento, CA 95798-0818; (916) 574-8900, Fax: (916) 263-1897, http://www.bppe.ca.gov.

Red Flag Reporting: You may also report concerns safely, securely and anonymously 24/7 through Red Flag Reporting. Red Flag is a hotline for fraudulent activity/theft, misconduct, safety violations, and unethical behavior/employment practices (i.e. discrimination).

To file a report, use Client Code “ACT” and pick one of the following options:
Click: www.RedFlagReporting.com
Text: RFR to 234-231-9005
Call: 1-877-647-3335

You may also use the following (be sure to be detail oriented, provide our client code, and indicate if you wish to be anonymous or not):
Email: redflag@redflagreporting.com
Mail: RFR, P.O. Box 4230, Akron, Ohio 44321

Responsibility for maintenance of information, incident reports, and copies of police notifications of crimes for the conservatory lies with the director of academic affairs, who maintains a master file. The facilities department is responsible for maintenance of information for non-conservatory incidents and ensuring copies of all reports are forwarded to the master file kept with the director of academic affairs.
**REPORT OF CAMPUS CRIME STATISTICS**

**A.C.T. General Clery Act Campus Crime Statistics 2016-2020***

*The SFPD has implemented a web link to access crime statistics for all addresses and neighborhoods in San Francisco for the past 90 days. Go to www.sfgov.org/site/police_index.asp and click on ‘Crime Maps’.

30 Grant Avenue/77 Geary St., 7th - 9th Floors

<table>
<thead>
<tr>
<th></th>
<th>On Campus (01/01/2020-06/30/2020)</th>
<th>Public Property**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses/Felony</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses/Negligent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Hate Crimes**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethnicity</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gender</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Religion</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Race</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL**

|                     | 0       | 0       | 0       | 0       | 0       | 15      | 11      | 13      | 7       | 5       |

**Special Category Arrests**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**TOTAL**

|                     | 0       | 0       | 0       | 0       | 0       | 3       | 0       | 2       | 1       | 2       |

**Disciplinary Action/Judicial Referrals**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**TOTAL**

|                     | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |

*These incidents occurred on property in the same geographic area as defined by the San Francisco Police Department.
The subjects involved in these incidents were not reported as affiliated with A.C.T.
For crimes occurring only in the 30 Block of Grant Ave. and 77 Geary St., and across the street.
### Geary Theater, 415 Geary Street/333 Mason Street

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus (09/01/2020–)</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense/Felony</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offense/Non-Felony</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gender</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Religion</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Race</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Special Category Arrests

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus (09/01/2020–)</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Disciplinary Action/Judicial Referrals

<table>
<thead>
<tr>
<th>Year</th>
<th>On Campus (09/01/2020–)</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*These incidents occurred on property in the same geographic area as defined by the San Francisco Police Department.
The subjects involved in these incidents were not reported as affiliated with A.C.T.
For the sidewalk in front of the address and across the street.
A.C.T. Market Street Studio/Costume Shop, 1119 Market Street; and The Strand Theater, 1127 Market Street; 624 Stevenson Street (Non-Campus)*

<table>
<thead>
<tr>
<th></th>
<th>On Premises</th>
<th>Public Property (Non-Clergy Statistics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Sex Offenses/Foreible</td>
<td>0 0 0 0 0</td>
<td>0 1 2 1 0</td>
</tr>
<tr>
<td>Sex Offenses/Non-Forible</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0 0 0 0 0</td>
<td>23 27 23 17 9</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0 0 0 0 0</td>
<td>17 10 14 15 9</td>
</tr>
<tr>
<td>Burglary</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 2</td>
</tr>
<tr>
<td>Vehicle Theft</td>
<td>0 0 0 0 0</td>
<td>0 3 3 1 3</td>
</tr>
<tr>
<td>Arson</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 1</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethnicity</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Sexual Orientation</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Gender</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Religion</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td>Race</td>
<td>0 0 0 0 0</td>
<td>0 1 0 0 0</td>
</tr>
<tr>
<td>Disability</td>
<td>0 0 0 0 0</td>
<td>0 0 0 0 0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0 0 0 0 0</td>
<td>40 42 42 34 24</td>
</tr>
</tbody>
</table>

Special Category Arrests

<table>
<thead>
<tr>
<th></th>
<th>2016 2017 2018 2019 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0 0 0 0 1 0 1 2 0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0 0 0 0 0 16 24 70 26 24</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0 0 0 0 4 6 7 3 2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0 0 0 0 21 30 78 31 26</td>
</tr>
</tbody>
</table>

Disciplinary Action/Judicial Referrals

<table>
<thead>
<tr>
<th></th>
<th>2016 2017 2018 2019 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0 0 0 0 0 0 0 0 0 0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0 0 0 0 0 0 0 0 0 0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0 0 0 0 0 0 0 0 0 0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0 0 0 0 0 0 0 0 0 0</td>
</tr>
</tbody>
</table>

*These incidents occurred on property in the same geographic area as defined by the San Francisco Police Department (sidewalk in front of the address and across the street). The subjects involved in these incidents were not reported as affiliated with A.C.T.

**Increase reflects areas adjacent to The Strand.

***As reported by SFPD.
## VAWA Statistics

<table>
<thead>
<tr>
<th></th>
<th>Campus</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
</tbody>
</table>

## Unfounded Crimes

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Campus</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Public Property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Appendix:

Controlled Substance, Uses & Effects
Federal Trafficking Penalties
Bomb Threat Checklist
<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Physical Psychological</th>
<th>Tolerance</th>
<th>Duration (hours)</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narcotics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opiates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morphinine</td>
<td>Morphine, Meperidine, Leonine, Morphine-SR</td>
<td>Analgesic, Antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Heroin</td>
<td>Dextropropoxyphene, Heroin-SM, Heroin</td>
<td>Analgesic, Antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Hydromorphone</td>
<td>Analgesic, Antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Methadone</td>
<td>Methadone, Methadon, Methadone</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>Chloral hydrate</td>
<td>Sedative, Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral</td>
<td>Sedation, amnesia, reduced behavior with use of alcohol</td>
<td>Seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Alprazolam, Diazepam, Librium, Xanax, Halcion, Valium</td>
<td>Anxiolytic, anticonvulsant, sedative, hypnotic, respiratory depression, hypotension</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral</td>
<td>Sedation, amnesia, reduced behavior with use of alcohol</td>
<td>Seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-6</td>
<td>Oral</td>
<td>Sedation, amnesia, reduced behavior with use of alcohol</td>
<td>Seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Glutethimide</td>
<td>Glutethimide</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-6</td>
<td>Oral</td>
<td>Sedation, amnesia, reduced behavior with use of alcohol</td>
<td>Seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Other Depressants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>Cocaine, Heroin</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>3-2</td>
<td>Oral</td>
<td>Seizures, amnesia, reduced behavior with use of alcohol</td>
<td>Seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Concerta, Dexedrine, Desoxyn, Dextrostat, Tavarol</td>
<td>Stimulant</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>Seizures, amnesia, reduced behavior with use of alcohol</td>
<td>Seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>Phencyclidine</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>3-24</td>
<td>Oral, injected</td>
<td>Seizures, amnesia, reduced behavior with use of alcohol</td>
<td>Seizures, respiratory depression, decreased pupil response, nausea</td>
<td>Convulsive seizures, respiratory depression, decreased pupil response, nausea</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallucinogens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>LSD</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>1-12</td>
<td>Oral</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
<tr>
<td>Mescale and Psilocybin</td>
<td>None, Psilocin, Psilocybe</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>1-12</td>
<td>Oral</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
<tr>
<td>Deliriogenes</td>
<td>Deliriogenes</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>1-24</td>
<td>Oral, injected</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
<tr>
<td>Hallucinogens Analogues</td>
<td>PCP, PDP, TCP</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>Proper, Psilocin, OMD, DMT, Polysene, Polysine</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
<tr>
<td>Cannabis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Marijuana, Herbal Cannabis, THC</td>
<td>Sedative, anesthetic</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
<tr>
<td>Hashish</td>
<td>Hashish</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Hashish Oil</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral</td>
<td>Hallucinations, perceptual distortions</td>
<td>Nausea, vomiting, confusion, disorientation</td>
<td>Nausea, vomiting, confusion, disorientation</td>
</tr>
</tbody>
</table>

1 Designated a narcotic under the CSA.
2 Not designated a narcotic under the CSA.
### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>PENALTY</th>
<th>QUANTITY</th>
<th>DRUG</th>
<th>QUANTITY</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd Offense</td>
<td>1st Offense</td>
<td></td>
<td>1st Offense</td>
<td>2nd Offense</td>
</tr>
<tr>
<td>I</td>
<td>Not less than 10 years; Not more than life.</td>
<td>Not less than 5 years; Not more than 40 years.</td>
<td>100 gm or 100-999 gm mixture</td>
<td>METHAMPHETAMINE</td>
<td>100 gm or more or 1 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td>If death or serious injury; not less than 20 years; Not more than life.</td>
<td>If death or serious injury; not less than 20 years; Not more than life.</td>
<td>100-999 gm mixture</td>
<td>HEROIN</td>
<td>1 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td>Fine of not more than $100,000 to $500,000 individual, $100,000 million other than individual.</td>
<td>Fine of not more than $50,000 individual, $250,000 million other than individual.</td>
<td>500-4,999 gm mixture</td>
<td>COCAINE</td>
<td>5 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-49 gm mixture</td>
<td>COCAINE BASE</td>
<td>50 gm or more mixture</td>
</tr>
<tr>
<td>II</td>
<td>Not more than 30 years; Not more than life.</td>
<td>Not more than 10 years; Not more than life.</td>
<td>10-99 gm or 100-999 gm mixture</td>
<td>PCP</td>
<td>100 gm or more or 1 kg or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1-10 gm mixture</td>
<td>LSD</td>
<td>10 gm or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>40-99 gm mixture</td>
<td>FENTANYL</td>
<td>400 gm or more mixture</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10-99 gm mixture</td>
<td>FENTANYL ANALOGUE</td>
<td>100 gm or more mixture</td>
</tr>
<tr>
<td>Others</td>
<td>Any</td>
<td>Not more than 20 years.</td>
<td>Fine of not more than $100,000 individual, $500,000 million other than individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>All</td>
<td>Not more than 30 years.</td>
<td>Fine of not more than $500,000 individual, $1 million not individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Not more than 5 years.</td>
<td>Fine of not more than $250,000 individual, $1 million not individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Not more than 1 year.</td>
<td>Fine of not more than $100,000 individual, $250,000 not individual.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Miscellaneous

Recapture of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are within the authorities of individual Federal agencies.

NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

**Federal Trafficking Penalties - Marijuana**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more or 1,000 of more plants</td>
<td>Marijuana Mixture containing detectable quantity</td>
<td>Not less than 10 years; Not more than life.</td>
<td>Not less than 20 years; Not more than life.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Marijuana</td>
<td>Not more than 20 years; If death or serious injury; not less than 20 years; Not more than life.</td>
<td>Not more than 50 years; If death or serious injury; not less than 20 years; Not more than life.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Hashish</td>
<td>Not more than 10 years; If death or serious injury; not less than 20 years; Not more than life.</td>
<td>Not more than 30 years; If death or serious injury; not less than 20 years; Not more than life.</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td>Not more than 10 years; If death or serious injury; not less than 20 years; Not more than life.</td>
<td>Not more than 50 years; If death or serious injury; not less than 20 years; Not more than life.</td>
</tr>
<tr>
<td>5-99 plants</td>
<td>Marijuana</td>
<td>Not more than 5 years.</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td>5-99 plants</td>
<td>Marijuana</td>
<td>Not more than 5 years.</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td>1-4 kg</td>
<td>Hashish</td>
<td>Not more than 10 years.</td>
<td>Not more than 30 years.</td>
</tr>
<tr>
<td>1-4 kg</td>
<td>Hashish Oil</td>
<td>Not more than 10 years.</td>
<td>Not more than 30 years.</td>
</tr>
</tbody>
</table>

*Includes Hashish and Hashish Oil. (Marijuana is a Schedule 1 Controlled Substance.)*

---

Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. *Does not include marijuana, hashish, or hash oil. (See separate chart.)*
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:
1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

If a bomb threat is received by handwritten note:
- Call ________________
- Handle note as minimally as possible.

If a bomb threat is received by email:
- Call ________________
- Do not delete the message.

Signs of a suspicious package:
- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery

DO NOT:
- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Exact Words of Threat:

Information About Caller:
- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller’s Voice
- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

Background Sounds:
- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

Threat Language:
- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

Other Information:

WHO TO CONTACT (select one)
- Follow your local guidelines
- Federal Protective Service (FPS) Police
  1-877-4-FPS-411 (1-877-437-7411)
- 911