

2021 Annual Campus Security Report

ACCSC School Number: **M073048**



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1. Description of IGU Facility

IGlobal University (IGU) is a small university with around 350, about 15 time staff and 45 adjunct faculty members. It is currently operating from facility that is about 13,000 sq.ft located 2nd floor of the 8133 Leesburg Pike building in Vienna, VA.

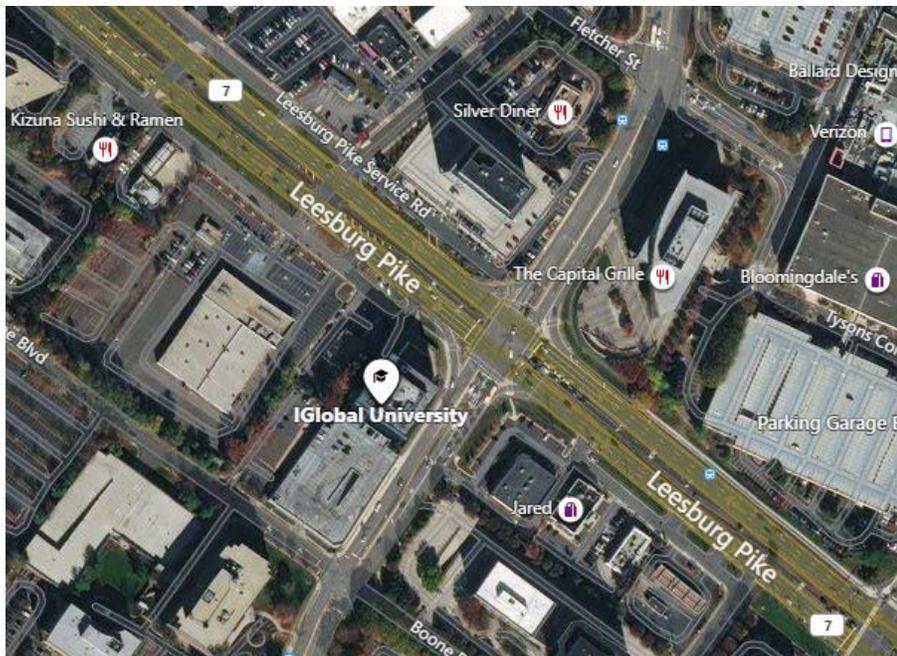
The 8133 Leesburg Pike building is a 9-building with nearly 150,000 square feet office space. The building has a 3-story parking deck behind and offers plenty of parking spaces around the complex for tenants and clients.

Among the selected tenants in this building are prominent law firms, doctors' offices, dentist office, real technology firms, retail, financial, insurance and health clinics.

Additionally, a digital key fob is required to enter/exit the building and to use elevators to access the offices.



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The building undergoes periodic fire and safety inspections performed by the Fairfax County Fire Marshall and other local agencies that have jurisdiction over the building. The management office has been very responsive in informing its tenants about an upcoming fire drill or other safety drills in a timely manner. The building has also its own power generator facility in case of any power outage to minimize the impacts on the entire operation of the building and as well as on safety of its tenants and clients.



General Security Services provided by the Landlord:

1. 24/7

Digital Surveillance

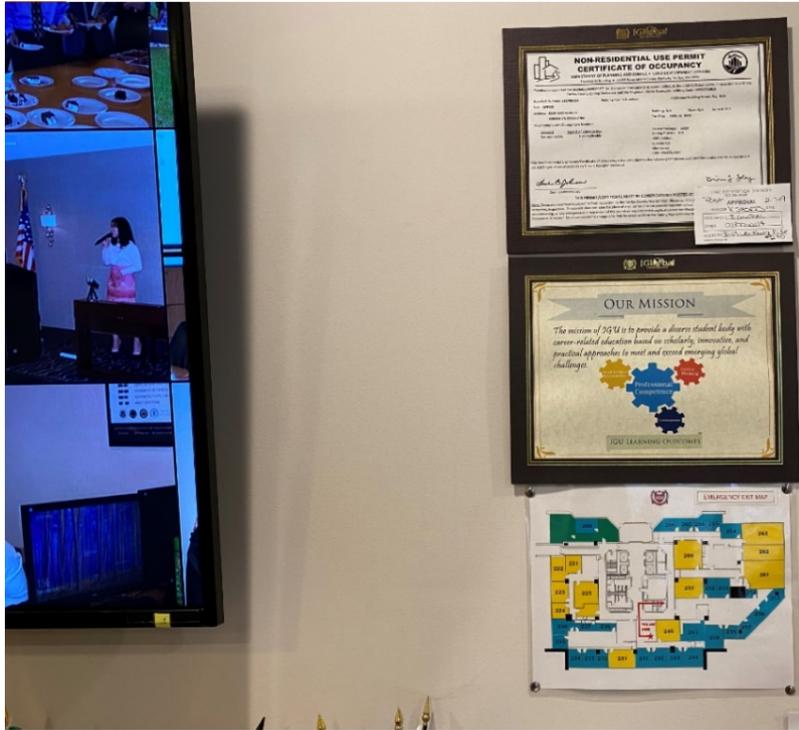
- in and outside the building
- Fob key access to building, suites and for elevators.
- Annual Fire Inspection
- Annual Health & Safety Inspection
- Periodic Fire Drills

- 6. Daily cleaning & maid services
- 7. On-site management

At IGU, safety and security of our students, staff, and faculty is our top priority. As a part of this commitment, we have floor maps in each classroom to identify evacuation route and the nearest exit

In close coordination with the landlord, we routinely test electronic EXIT signs, fire smoke detectors and as well as other platforms to ensure effective operation.

The landlord also engages local Fire Marshal to perform periodical fire drills for the entire building.



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classrooms, labs, hallways and other common areas are routinely checked for any physical obstacles on the exit route. We strive for maintaining a clean and safe school climate for all internal and external stakeholders.



2. Purpose of The Emergency Management Plan (EMP)

The purpose of this Plan is to establish general operational guidance, assign roles and

responsibilities, and promote campus awareness for responding to emergencies that may affect the IGU community.

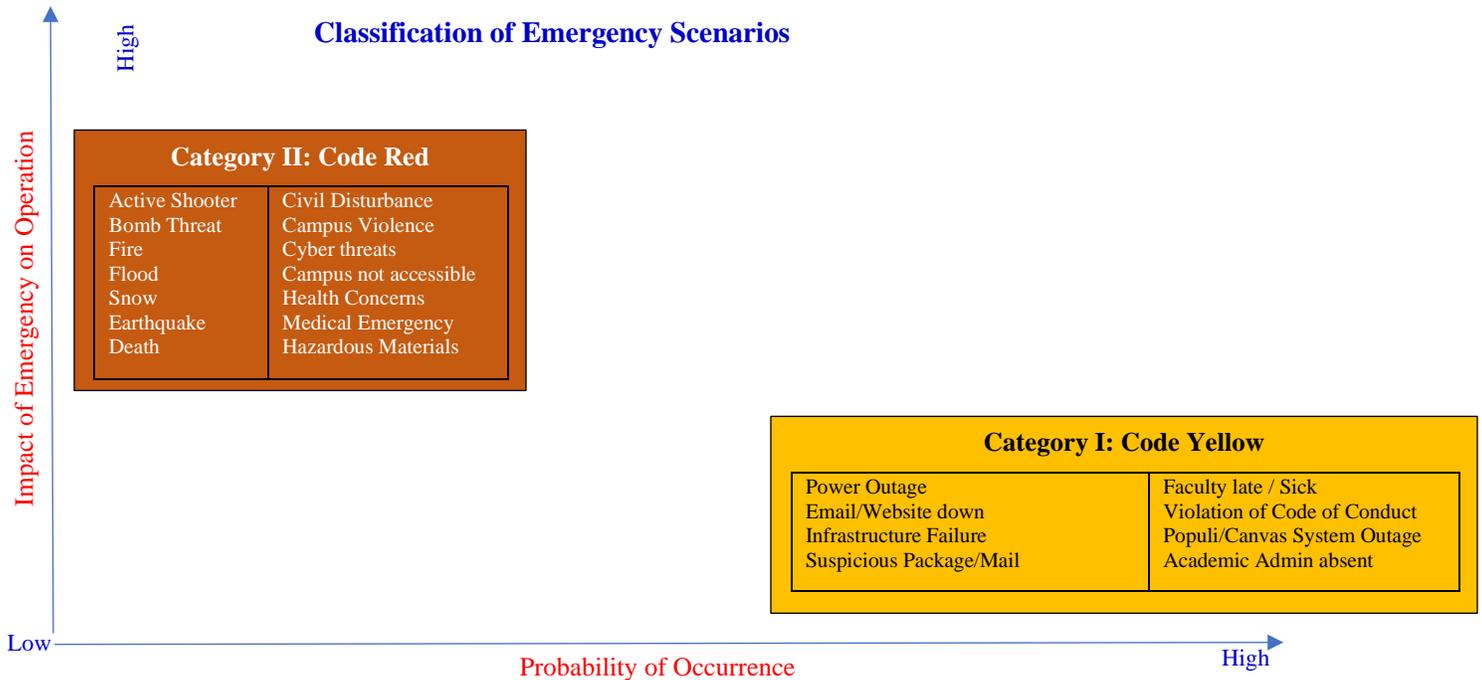
Any risk factor that has a potential to impact students' learning process is our main concern. Teaching and learning are our critical operation which needs to be well maintained or restored as quickly as humanly as possible in a safe manner, if interrupted. Therefore, the purpose of this Emergency Management Plan (EMP) is to utilize whatever internal and external resources we have at our disposal to maintain or restore our critical teaching operations when an unexpected event occurs.

The guidance in this Plan applies to all members of the University community, visitors to the campus at the time of an emergency, and to the buildings and grounds that are owned and operated by IGU. It is intended to help protect life and property, minimize damage caused by emergency situations, minimize disruptions to university operations, and move promptly to resume operations following emergency situations.

Creating a culture of preparedness is a team effort involving staff, faculty, and students. The first step in being prepared for an emergency is to learn how you would be notified of and updated about a significant emergency, and then to learn and remember key actions you may be directed to take by university officials.

3. Classification of Emergency Scenarios

We anticipate that there are two (2) potential categories of emergency scenarios that might impact the teaching and learning process at IGU, as follows:



An emergency listed above (list not exhaustive) includes any significant, unplanned event with the real potential to cause death or significant injury to students, faculty, staff, or visitors, or that can significantly disrupt University operations, causing physical or environmental damage or presenting other threats to University's facilities.

When attempting to identify these two categories of emergency scenarios, we considered such geographic factors as the location of our campus, the size of the building, the number and the types of businesses who co-operate in the same building, number of tenants and visitors the building receives every day, proximity of our campus to major landmarks in the Washington DC metropolitan area and as well as possible weather based events in Northern Virginia.

4. Emergency Management Team (EMT)

During an emergency, the President (or in his absence, by designation specifically for purposes such as this Emergency Management Plan, the Vice President of Operations, and thereafter, the Vice President of Education, and thereafter, the Vice President of Marketing, and thereafter, the next most-senior available administrator on the Emergency Management Executive Team) has ultimate emergency responsibility and authority under this Plan, to the extent activation is deemed necessary under Section V, and is responsible for designating a single appropriate Incident Commander to oversee the management of all emergency activities, including development, implementation, and review of strategic decisions, and post-event review. The President (or surrogate/designee) is assisted and advised by the Emergency Management Team (EMT). When designated, the EMT will assemble to manage that specific emergency situation.

The following list of personnel contains the actual titles of the team members and, in some cases, abbreviated titles for subsequent use throughout this document.

Emergency Management Team (EMT)

The EMT team provides executive leadership, advice and counsel to the President or his surrogate/designee on high level emergency management and recovery decisions for the University. Depending on the nature and scope of a particular emergency, some or all of the members of the EMT (or their designees) may be involved in tactical management of the response and recovery.

- President
- Vice President of Operations
- Vice President of Education
- Vice President of Marketing
- Directors of each department

5. Activation of the EMP

Any member of the IGU community who witnesses or receives information regarding an emergency or impending emergency situation should *immediately* contact the main hot line at 703-941-2020. The University may receive initial notification of an emergency or impending emergency from a number of sources, including campus constituents, the National Weather Service, and/or local/state/federal emergency officials.

If the incident is a low-level office or building incident that can be readily resolved, Administration or the appropriate department will take steps to remedy the situation and advise the appropriate member(s) of the EMT.

If the incident involves a more serious emergency, Administration will notify one or more of the appropriate senior staff members of the EMT, usually the Vice President of Operations and Vice President of Education. Senior staff will review the situation, consult with the President (or surrogate/designee) and other internal and external sources, as appropriate to the nature of the situation and the potential for threat to life and property. As emergency situations can be fluid and call for immediate action, senior staff members of the EMT may review a situation, decide on the appropriate course of action, and then notify the President (or surrogate/designee) of the planned course of action. However, in all cases, the President (or surrogate/designee) will be briefed and kept up to date. Only the President or the Chairman of the Board has the right to declare campus emergency. Following the declaration of emergency, the EMT assembles a meeting to take over the emergency management responsibility.

6. Emergency Response Priorities

General priorities for emergency response of IGU's EMT are as follows:

- Protection of Life
- Humans
- Animals (if any on premises)

Stabilization of the Situation

- Prevent the situation from expanding
- Isolate the scene and control ingress/egress
- Determine a course of action

Protect the Environment

- Confine, contain or neutralize hazardous materials

Protect University Property

- Facilities necessary for shelter and care of campus community
- Critical University records and collections
- Research
- Facilities used for education and operations

Restoration of Critical Services, Education, and Research Programs

- Services critical to the basic operating environment (power, water, communications, etc.)

- Services critical to the well-being of students
- Services critical to the integrity of research projects
- Services critical to educational programs
- Services critical to support infrastructure and operations

First-Aid Centers

The Front Desk will be the primary first-aid center. However, in a widespread campus emergency, the decision of whether and where to set up another campus location for first response, triage, and stabilization will be made by the Incident Commander and the EOG in consultation with area emergency services providers. Serious injuries will be transported to INOVA Hospital.

Temporary Shelter

Should the emergency call for extensive temporary shelter, one of the classrooms will be designated to serve for that purpose. If no space is available inside the school campus, then the parking deck attached to the building will be used as the temporary shelter. If none of these options is viable, the University will take steps to identify other available community resources for temporary shelter, including, but not limited to, coordinating with the Town of Vienna, Fairfax County, and/or other resources, as appropriate.

7. Phases of Emergency Management

Generally, an emergency will have three basic phases that the EMT team must control:

- 1. Preparation:** This includes developing readiness for emergencies based on education, organization, and communication. Ongoing threat assessment is a major factor in effective preparation and is designed to reduce risk either by mitigation (reducing the seriousness of an event) or prevention (eliminating the risk of an event). IGU engages in ongoing threat assessment and risk reduction measures and processes that are part of the University's regular campus operations and risk management programs.
- 2. Response:** This involves procedures for responding to situations in a prompt and effective manner, including immediate actions to try and save lives, protect property and the environment, and meet basic human needs. Response also includes the implementation of mitigation activities designed to limit adverse health effects, personal injury, loss of life, property damage, system disruptions, etc.
- 3. Recovery (including Business Continuity):** This phase includes the development, coordination, and execution of service, operations, and site restoration plans, as well as other short-term and long-term plans for recovery. Recovery also includes a thorough review of the emergency and a careful discussion of plans for future events, including initiatives to mitigate the effects of future similar emergencies.

8. Mitigating the Emergency: Evacuation & Lockdown Procedures

As shown on the floor plan, 11 classrooms, 3 computer one reference/online library instructional spaces for

The following emergency diagram is posted next to door in each classroom, library, conference room to clearly identify current and the location of the exit doors to use during the emergencies.

Lockdown and Emergency Procedure:

Lockdown occurs generally declares Category II (Code emergency).

When Code Red emergency is declared by the EMT, all students and staff will be asked to vacate the premises via the nearest exit door. There are three main exits to help students evacuate the campus. IGU will communicate all evacuation details through the communication platforms listed below.

Contact Person (CP): In case of fire or any medical emergency that threatens human life, students and staff are asked to report it immediately to front desk as the "Contact Person" (CP). The CP then elevates the issue with leadership to determine the next step.

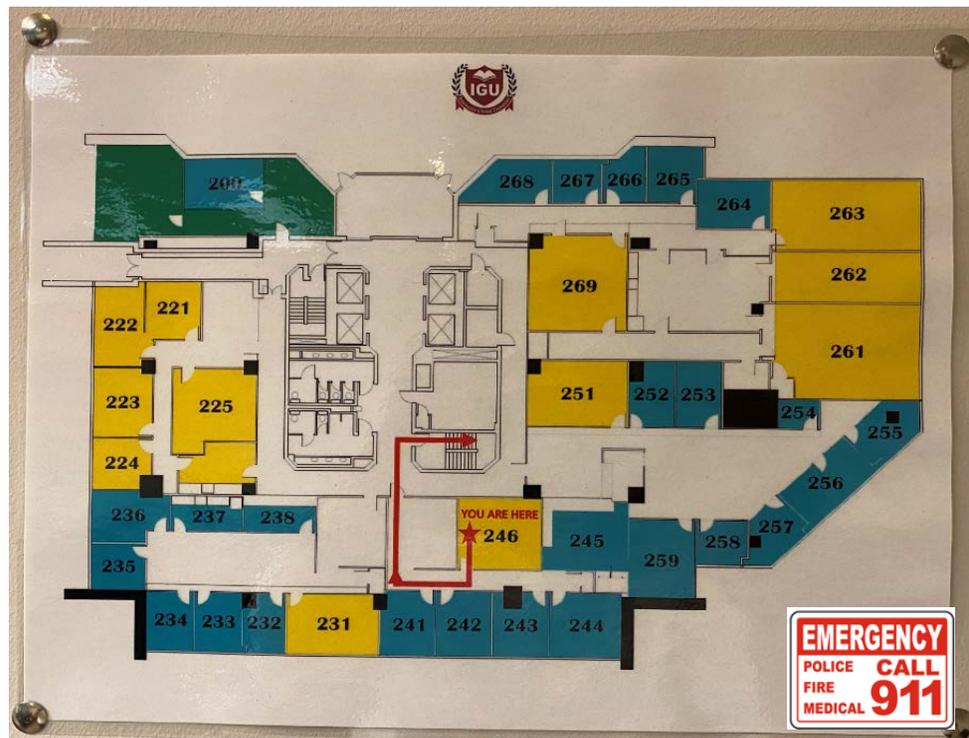
In case of fire or any life-threatening medical emergency, CP has the right and first responsibility to call 911.

When a significant emergency occurs, there are typically two immediate strategies that are used to protect people: **Evacuate and Shelter in Place.**

- **Evacuate** means to immediately leave a potentially hazardous location (building, area of campus, entire campus, due to an imminent or impending threat to life or health.
- **Shelter in Place** generally means to go and/or stay indoors when a situation occurs that may be a threat to life or health. In most cases, this means you will be instructed to go and/or stay indoors, lock doors/windows, and stay away from doors and windows. Remain there until you are notified by Administration or University emergency communications systems that it is safe to leave.

In the event of an emergency, further details will be provided at the time by EMT officials, including specific instructions on what **Evacuate or Shelter in Place** means for individuals in particular locations and situations.

In an emergency situation, all members of the University community should help those around them who may need additional assistance, whether by virtue of a disability, impairment, or otherwise. Members of the University community should report to university personnel the condition and location of any person unable to leave a building or area being evacuated.



we have labs, and serving as students.

evacuation the exit cafeteria, and offices location nearest

when IGU Red)

9. Communication Protocol

During an emergency, IGU will use every means and tools at its disposal to communicate with both internal and external stakeholders.

IGU will use the following platforms to:

- a. declare an emergency,
- b. communicate with the university community during the emergency,
- c. end an emergency.

The following platforms are used in the order in which they are listed.

1. Social Media Platforms: Twitter, Facebook and Instagram
2. Phone & Text Messages via Populi platform
3. Website Announcement
4. Official 911@igu.edu email

IGU's EMT				
Risk Factor	Who To Contact	How	What	When
Category I- Code Yellow	Front Desk (Contact Person) or VP of Operation at 703- 992-0601	Call / Text 703-941-2020 or Email at: 911@igu.edu	VP of Operations informs the President. President assembles EMT. EMT assesses the emergency and communicates with impacted parties. Classes might be delayed until the issue is resolved.	EMT must attend the problem immediately. Contact appropriate authority, including internal and external offices / agencies, if necessary, asap.
Category II- Code Red	Front Desk (Contact Person) or VP of Operation at 703- 992-0601	Call / Text 703-941-2020 or Email at: 911@igu.edu	For fire, CP staff calls 911 asap. Concurrently informs the VP of Operations. the VP of operation in turn informs the President, and president calls for EMT meeting. For dangerous campus violence, the EMT contacts local law enforcement agencies. EMT mobilizes internal resources for other emergencies. For health concerns such as poison, contagion or other outbreak, physical classes are cancelled, and impacted classes will be delivered via distance education until the issue is resolved.	President immediately assembles EMT. In case of life-threatening issues and violent campus aggression, EMT calls 911 and invites other appropriate local agencies for help asap.

Campus Emergency Alert System: IGU uses Populi platform to communicate with students during any emergency. Populi sends TEXT and EMAIL Messages instantly to all students and faculty to inform them about any emergency and related safety measures. We encourage our students and faculty to make sure their cell phone and email accounts are all active and working properly.

10. Process for Returning Back to Normal

The President (or surrogate/designee), in consultation with the EMT, has the sole authority to declare an end to any state of emergency. The EMT will send follow-up information to the campus community via the Emergency Alert System as necessary.

Some emergency situations may cause the campus to shut down some or all University operations. In such a case, the first step to recovery is to see that the campus is safe and secure. The second step will be to restore critical infrastructures and campus facilities/grounds to a level that will support critical functions. The third step will be to determine if and how to return to normal campus operations.

Business continuity begins shortly after an emergency has occurred (or, in some cases, while an emergency is occurring). After an assessment of damage or impact of the emergency has been completed, efforts will be taken to restore normal operations as quickly as possible. Business continuity is carried out at the University, departmental, building, or function level, as appropriate to the particular emergency. Department specific plans for IGU, which are in the process of being updated as of the date of adoption of this Plan, will separately address business continuity measures. In the case of a large, area-wide disaster, business continuity will be carried out on a community level, as such a disaster will likely involve damages to infrastructure, utilities, access to campus, etc.

11. Protecting Student Records

Since 2015, IGU has been using a cloud-based Student Information System (SIS) called Populi to keep and maintain students records. These records include:

- Application-Admission
- Program/Course Registration
- Academic Records
- Disciplinary Records
- Financial Records

In addition to maintaining student information as well as other have also been stored and maintained

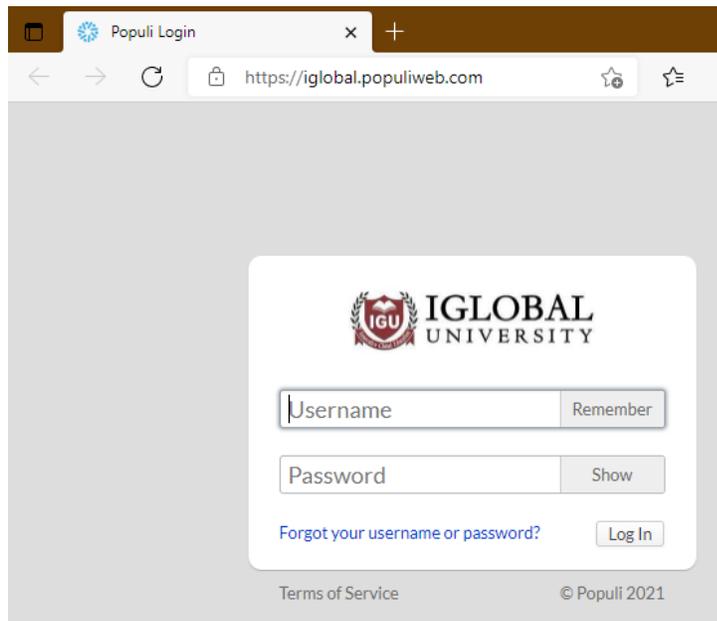
Populi is a third-party cloud-based it will not be impacted by any emergencies.

12. Alternative instructional event of Emergency

In order to compliment/support our in-person instruction, IGU has been using Canvas platform as an LMS since 2018. In case of school-wide emergencies that warrant cancelling in-person classes, IGU will continue to use Canvas system as an alternative instructional method during the emergency.

13. Student, Staff and Faculty Training

The EMT team, as directed by the President, will annually review this plan. Members of the EMT and departments having particular roles and responsibilities under this plan will receive training on their roles and responsibilities. The plan will be tested at least annually using tabletop and/or other tests/exercises, including local government and emergency response officials, and other resources, as appropriate. The University, through the



Information

records, faculty academic data in Populi system.

platform as such school-wide

method in the

Vice President of Operations will document tests and exercises of the plan, including date, time, and specifics of each test/exercise, and whether it was announced or unannounced. In conjunction with such annual tests of the plan, and otherwise as required by applicable law, the University will publicize the plan and emergency guidance and resources.

EMT Staff Meeting	Annual	Emergency Management Plan (EMP) and evacuation procedure is reviewed and if necessary revised by the EMT team.
Faculty Training	Quarterly	Emergency evacuation procedure is shared with various case scenarios.
Student Orientation	Quarterly	Student's Code of Conduct and Emergency Evacuation procedures are discussed.

The following sticker is posted in every classroom to remind students about basic tenets of student's code of conduct while they are at the campus.



14. 2021 Crime Statistics

There has been no reported crime in the campus.

Offense Type	Year	Residential Facilities	Other Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Murder & Non-negligent Manslaughter						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Negligent Manslaughter						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Offense Type	Year	Residential Facilities	Other Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Rape						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Fondling						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Statutory Rape						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Offense Type	Year	Residential Facilities	Other Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Incest						
	2021	0	0	0	0	0
	2019	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Offense Type	Year	Residential Facilities	Other Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Dating Violence						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Stalking						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Offense Type	Year	Residential Facilities	Other Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Robbery						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Aggravated Assault						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Burglary						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Offense Type	Year	Residential Facilities	Other Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Motor Vehicle Theft						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Arson						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

Arrests/Referrals for Selected Offenses

Offense Type	Year	Residential Facilities	Other Campus	Non-Campus Buildings & Property	Public Property	COMBINED TOTAL
Liquor Law Arrest						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Drug Arrest						
	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Weapon Arrest						
	2019	0	0	0	0	0
	2013	0	0	0	0	0
	2012	0	0	0	0	0