Any member of the CIIS community who experiences or witnesses an incident that is threatening, dangerous, and/or traumatic should immediately dial “911” to reach San Francisco emergency response services or dial “0” during hours of operation from any campus phone to reach the CIIS switchboard, where the operator can help contact these services. Please note: To reach San Francisco emergency response from Institute phones, you must dial “9+911.” For non-life-threatening disruptions or emergencies, we encourage you to contact at least one of the following:

- The receptionist in the fourth-floor reception area of 1453 Mission (main campus)
- The security officer in the lobby of the Main Campus
- The security officer in the lobby of the Fox Plaza site
- Any other CIIS employee, including all staff and faculty

If dialing “911,” immediately after doing so, dial “415.575.6100” to contact the CIIS switchboard so that the operator is aware of the situation and so that CIIS personnel will know to assist.

**Crime Survey**

The Institute is committed to timely reports to the Institute community of any crimes that were reported or known to have occurred at any of its locations. The Student Right-to-Know and Campus Security Act was passed by Congress in 1990 in response to concerns about crime and security at postsecondary institutions. This Act requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistical information concerning whether certain crimes took place on campus. The Dean of Students and the Director of Operations are responsible for collecting crime statistics, with cooperation from the San Francisco Police Department.

**Weapons Policy**

No firearms or any other dangerous weapons are permitted at the Institute.