



# Annual Fire Safety & Security Report

# Occidental College Annual Fire Safety & Security Report

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*Message from*  
**THE PRESIDENT**

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Occidental College's Annual Fire Safety and Security Report contains important information for the College community and is published to comply with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires all colleges and universities that receive federal student financial aid to annually report crime data and to disclose important campus safety and security policies to their campus communities.

As a college, it is our duty and desire to live up to our institutional values in all aspects of campus life, and to ensure that Occidental is a place where everyone feels safe and valued. This report describes the policies and procedures and our shared efforts to provide a safe learning, working, and living environment for the Occidental community.

Campus Safety and other College departments work together to deter crime, and have increased the number and variety of proactive safety and security measures in place. Safety at Occidental is paramount, and we expect that the entire community will contribute to fostering and maintaining a secure and supportive campus environment. Ultimately, information, education, and personal awareness are some of the most powerful tools we have to protect the safety of everyone on campus.

**Jonathan Veitch**  
*President*

*Message from*  
**THE CHIEF OF CAMPUS SAFETY**

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In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the Clery Act) Occidental College is pleased to publish its 2014 Annual Security and Fire Safety Report. In this report, you will find information about key college policies, personal safety and crime prevention, how to report criminal activities, and required Clery Act crime statistics for the last three calendar years. Also included is the annual fire safety report that contains information about campus fire safety practices and standards of the College.

I encourage you to read this document and to know and use this important safety information to enhance your learning, living, and working experience at Occidental.

**Victor Clay**  
*Chief of Campus Safety*  
**vclay@oxy.edu** | 323-259-2598

## ABOUT OCCIDENTAL COLLEGE

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Occidental College is concerned about the safety and security of all members and guests of the campus community. The College is committed to providing a safe and secure environment. Occidental enjoys a park-like setting; however, we are ever mindful of our location in a major metropolitan area. We are not immune from crime, and are proactive in our efforts at crime prevention.

To respond to reports of crime and serious incidents, our professionally trained Campus Safety force and Residential Education and Housing Services staff, as well as faculty, administrators, staff, and students all take responsibility for contributing to a safe environment.

The Occidental campus consists of more than 50 academic, athletic, business, and residential structures, multiple parking lots/structures and five sports fields situated on 120 acres in the Eagle Rock community of Los Angeles. During the fall semester, some of our students participate in the William and Elizabeth Kahane United Nations program, by taking two classes and participating in internships at U.N.-related agencies in New York City. Occidental students also participate each semester in study abroad programs in many different countries.

## PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

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Occidental College complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act [20 USC, Section 1092(f)]. The Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Clery Act requires colleges and universities to maintain a current crime log and publish an annual fire safety and security report (AFSSR) by October 1. The report contains three years of crime statistics and certain policy statements including the College's sexual assault policies. Furthermore, it explains where students, employees (staff, faculty, administrators), and visitors should go to report crimes. The complete text of the Clery Act and

the U.S. Department of Education (DOE) regulations is available on the Clery Center for Security on Campus, Inc. at [clerycenter.org](http://clerycenter.org).

The Higher Education Opportunity Act (HEOA) of 2008 requires higher education institutions to annually report fire safety information to the DOE. All eligible colleges and universities are required to make public their fire safety information and fire statistics. The report is intended to inform the college community, visitors, and prospective students of Occidental's fire safety programs and policies. The report also describes the institution's state of readiness to detect and respond appropriately to fire-related emergencies.

At Occidental, the preparation of the AFSSR is an ongoing, coordinated effort by the Campus Safety Department and the Clery Act Compliance Team. The Clery team is led by the Clery Act Administrator and includes the Title IX Coordinator, Chief of Campus Safety, Director of Residential Education and Housing Services, Associate Dean of Students, Associate Vice President of Strategic Initiatives, Assistant Director of Student Conduct and Housing Services, Director of Human Resources, and Project S.A.F.E. Manager/Survivor Advocate. Crime statistics are gathered from: the Campus Safety Department; those individuals identified as campus security authorities (CSA); and local law enforcement agencies. Each year, the AFSSR is updated to include the most current College safety and security policies.

The AFSSR is published by October 1 of each year and can be found on the Campus Safety Department webpage at [oxy.edu/campus-safety](http://oxy.edu/campus-safety); the Admissions Department webpage at [oxy.edu/admission-aid](http://oxy.edu/admission-aid); and the Human Resources Department webpage at [oxy.edu/human-resources](http://oxy.edu/human-resources). Occidental notifies its current students and employees of the AFSSR's publication by email. A copy of the report is also available to any prospective student or employee to view in the Campus Safety office.

## ABOUT THE DEPARTMENT OF CAMPUS SAFETY

### ROLE, AUTHORITY, AND TRAINING

The Campus Safety Department provides safety, security, and emergency response services for the College 24 hours a day, seven days a week. The Department has 12 full-time, unarmed, uniformed officers. The department is comprised of the officers, the Chief, and the Clery Act Administrator. Officers are on duty patrolling the campus and are able to respond quickly to those needing assistance. Typical patrols are carried out on foot, bicycle, or in marked Campus Safety Department patrol vehicles.

All full-time officers are registered with the California Department of Consumer Affairs, Bureau of Security and Investigative Services as security officers, and have the same powers to arrest as those of any other private citizen. All officers have first aid/responder, Community Emergency Response Team (CERT), CPR, and proper use of PR-24 baton certifications. Annual training in each of these areas is mandatory for all full-time Campus Safety officers.

Campus Safety staff is augmented by a cadre of on-call officers as well as contract officers, who assist with College events and other special assignments. Student employees provide safety escorts and office support, and staff the ID check point in the Athletics building. The Department also uses a variety of electronic devices including security cameras, fire alarms, intrusion alarms, card access systems, and blue-light emergency phones (which are located throughout the campus). All incoming calls to Campus Safety are electronically logged and recorded.

A procedure is in place that allows for complaints or commendations to be filed concerning Campus Safety officer response. Forms are available in the Campus Safety office.<sup>1</sup>

## WORKING RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT AGENCIES

The Campus Safety Department maintains a close working relationship with the Los Angeles Police Department's Northeast Division and calls upon the LAPD for support as needed. Campus Safety staff occasionally works with other law enforcement agencies, including the Los Angeles Unified School Police Department. Campus Safety officers communicate regularly with LAPD officers on the scene of incidents that occur in and around the campus area and work closely with the investigative staff at LAPD when deemed necessary. Campus Safety and the LAPD are in the process of memorializing their working relationship via a formal memorandum of understanding.

### CRIMES INVOLVING STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS

The Chief of Campus Safety routinely communicates with the Area Commander of the LAPD's Northeast Division and shares information about criminal activity in and around the campus. Specifically, LAPD informs Occidental of any alleged criminal misconduct by members of recognized student organizations.

### EMERGENCY PHONES

There are more than 25 telephones available for emergency use. Fifteen of these phones are blue-light emergency telephones in outdoor locations that provide a direct line to Campus Safety by simply pushing the red button on the face of the unit. The other 10 telephones are located inside College buildings and are accompanied by instructions on how to contact Campus Safety. These telephones can be used to report a criminal incident, a fire, or any other type of emergency.

<sup>1</sup>oxy.edu/campus-safety/about-us

## ADDITIONAL CAMPUS SAFETY DEPARTMENT SERVICES

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The Campus Safety Department also provides support services for the College community. Among other things, Campus Safety:

- Coordinates emergency preparedness and response efforts for the campus
  - ✓ Provides leadership of the Emergency Preparedness Committee (chaired by the Chief of Campus Safety)
  - ✓ Provides Emergency Notifications and Timely Warnings as required and/or warranted
  - ✓ Maintains readiness of OxyAlert notification system; tests and initiates system in conjunction with the Communications Office
  - ✓ Coordinates drills of emergency plans including residence hall fire drills, campus emergency drills, and participation in the Great California ShakeOut
  - ✓ Provides educational and informational emergency preparedness and response materials
- Manages the campus parking permit and traffic regulation program
  - ✓ Provides vehicle battery jump starts
  - ✓ Investigates and documents reports of vehicle accidents and damage
- Provides crime prevention information and programs
  - ✓ Offers instruction on the Rape Aggression Defense (RAD) system of self-defense, which is available to the campus community throughout the year.
  - ✓ Coordinates the Whistle Alert program
- Coordinates the College Clery Act compliance program
  - ✓ Campus Safety Chief and Clery Act Administrator co-chair the Clery Team
  - ✓ Gathers, maintains, and disseminates information on safety and security policies and incidents of crime on campus
- Furnishes security support and crowd control for College events or special projects
- Assists with building lockouts

- Maintains lost and found centers (located at the Campus Safety Department, Mary Norton Clapp Library, and Office of Student Life)
- Responds to activated intrusion, security, and fire alarms for the entire campus and other College-owned properties
- Provides ongoing training to the campus in technical and tactical topics, as well as College policies and procedures
- Transports sick and injured students 24 hours a day on campus and in our escort zone to the Emmons Wellness Center.
- Coordinates the Safety Escort Program, which provides escorts by Campus Safety officers and student employees after dark.)

## SAFETY ESCORT PROGRAM REGULATIONS

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- Safety Escorts are not offered beyond the established boundaries set forth below.
- Safety Escorts are not provided to or from local businesses.
- Safety Escorts may refuse to escort disorderly or abusive passengers if providing an escort would put them or another person at risk of harm.

## SAFETY ESCORT SERVICE BOUNDARIES

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- West from the Campus to Eagle Rock Boulevard
- North from the Campus to Las Colinas Avenue
- East from the Campus to Avenue 50
- South from the Campus to York Boulevard

## SEXUAL MISCONDUCT PREVENTION AND RESPONSE

### SEXUAL MISCONDUCT

Occidental College is committed to providing a non-discriminatory and harassment-free educational, living, and working environment for all members of the Occidental community, including students, faculty, administrators, staff, and visitors. College policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct which includes sexual harassment, sexual assault, non-consensual sexual contact, stalking, and intimate partner violence. Sexual harassment, sexual assault, non-consensual sexual contact, stalking, and intimate partner violence are defined as:

**Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- 1 Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in any aspect of a College program or activity; or
- 2 Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- 3 Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, i.e. it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and objective standard.

**Sexual Assault:** Having or attempting to have sexual intercourse with another individual by force or threat of force; without effective consent; or where that individual is incapacitated.

**Non-Consensual Sexual Contact:** Having sexual contact with another individual by force or threat of force; without effective consent; or where that individual is incapacitated.

**Consent:** An affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. The following are essential elements of effective consent:

*Informed and reciprocal:* All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way. Freely and actively given: Consent cannot be obtained through the use of force, coercion, threats, intimidation, pressuring, or by taking advantage of the incapacitation of another individual.

*Mutually understandable:* Communication regarding consent consists of mutually understandable words and/or actions that indicate an unambiguous willingness to engage in sexual activity. In the absence of clear communication or outward demonstration, there is no consent. Consent may not be inferred from silence, passivity, lack of resistance, or lack of active response. An individual who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Relying solely upon non-verbal communication can lead to a false conclusion as to whether consent was sought or given.

*Not indefinite:* Consent may be withdrawn by any party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. Withdrawal of consent can be an expressed "no" or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or is no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

**Not unlimited:** Consent to one form of sexual contact does not constitute consent to all forms of sexual contact, nor does consent to sexual activity with one person constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant.

Even in the context of a current or previous intimate relationship, each party must consent to each instance of sexual contact each time. The consent must be based on mutually understandable communication that clearly indicates a willingness to engage in sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

**Stalking:** A course of physical or verbal conduct directed at another individual that could be reasonably regarded as likely to alarm, harass, or cause fear of harm or injury to that person or to a third party.

**Intimate partner violence:** Intimate partner violence includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic or other intimate relationship with another individual. Intimate partner violence can encompass a broad range of behavior including, but not limited to, physical violence, sexual violence, emotional violence, and economic abuse. It may involve one act or an ongoing pattern of behavior. Intimate partner violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner.

Misconduct of this nature is contrary to Occidental's institutional values and prohibited by state and federal law. Occidental encourages the prompt reporting of any incident of sexual or gender-based misconduct to the College and to local law enforcement. Upon receipt of a report, the College will take prompt and effective action by: providing interim remedies and support for individuals who make a report or seek assistance under this policy; conducting a review of the conduct under the Sexual Misconduct Policy; addressing the safety of individuals and the campus community; and as warranted, pursuing resolution through informal measures (not

available for sexual misconduct complaints) or formal disciplinary action against the accused individual.

## WHAT TO DO IF YOU EXPERIENCE SEXUAL HARASSMENT OR SEXUAL VIOLENCE

- 1 **Get to a safe place** – any place away from the person(s) harming you.
- 2 **Contact LAPD (911) or Campus Safety** (323-259-2511, or dial 5 from any campus phone) if you are in danger and need immediate help or emergency services.
- 3 **Access campus and local community services** to receive the care, support and assistance you deserve. You can call Survivor Advocate Naddia Palacios (323-259-1359) – she is also available after hours through the Oxy 24/7 Confidential Hotline (323-341-4141). Counselors on the L. A. Rape and Battering Hotline (213-626-3393) or the National Sexual Assault Hotline (800-656-4673) also can help explain resources, reporting processes and options seven days a week, 24 hours a day.
- 4 **Preserve evidence in cases of sexual violence.** Put each item of clothing you were wearing at the time in a separate paper bag and do not shower, bathe, douche, wash or clean any part of your body, including brushing your teeth, until you have had a medical exam. Do not clean the scene or move anything.
- 5 **Seek medical care as soon as possible.** If within 96 hours of an assault: Call Occidental's Survivor Advocate (323-259-1359) or Oxy's 24/7 Confidential Hotline (323-341-3141) to arrange transportation to one of three local hospitals that have a Sexual Assault Response Team (SART) available 24 hours a day, 7 days a week. If after 96 hours of an assault: Consider HIV and STI testing at Emmons Student Wellness Center, which can also provide prophylaxis.

At SART hospitals, survivors can get a free medical exam and forensic evidence can be collected for later use if he or she wishes to pursue a report in the future.

- **Rape Treatment Center at Santa Monica-UCLA Medical Center**  
1250 16th St., Santa Monica, CA 90404  
310-319-4000
- **San Gabriel Valley Medical Center**  
438 W. Las Tunas Drive, San Gabriel, CA 91776  
626-289-5454
- **Los Angeles County/USC Medical Center**  
2010 Zonal Avenue, Los Angeles, CA 90033  
323-226-3961

Taxi vouchers are available at Campus Safety, Emmons Student Wellness Center and Residential Education and Housing Services to provide free transportation to SART centers. The Survivor Advocate is available to accompany survivors to access off-campus resources. LAPD and/or Campus Safety officers also can transport survivors to a SART facility whether the survivor decides to make a police report or not.

- ⑥ Consider filing a report with the College, law enforcement, or both. The Title IX Office and Campus Safety are available to help survivors file a report with the police.

On campus, reports can be filed with the Title IX Coordinators, Deputy Coordinators, the Dean on Duty and Campus Safety by phone, in writing, or by email. When you report an incident of sexual harassment or sexual assault the Title IX Coordinator will inform you of measures and services the College has available to support you, as well as inform you of steps the College can take to address the situation and prevent it from happening again.

Survivor information and information pertaining to a complaint will be kept private, and made available only to individuals who have a direct need to know in order to address the matter and bring about its resolution.

## REPORTING CRIMES AND OTHER EMERGENCIES

Occidental encourages the report of a crime as soon as possible to Campus Safety and/or to the LAPD. Campus Safety Officers can be reached 24 hours a day/seven days a week by calling 323-259-2511 (crime in progress) or 323-259-2599 (delayed report). The Campus Safety office is located in the Facilities Management Building. The Clery Act Administrator is responsible for collecting all crime reports for inclusion in the AFSSR.

### *Campus Security Authority (CSA) Policy*

The College expects and requests that community members promptly report any crimes and other emergencies directly to the Campus Safety Department. Some individuals may prefer to report crimes to College employees or offices outside of Campus Safety. The Clery Act therefore recognizes certain college officials and offices as a “Campus Security Authority” (CSA). The Act defines a CSA as being an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

The College requires that any Occidental CSA who becomes aware of a crime involving Occidental or a member of the College community must immediately report the incident to the Chief of Campus Safety or the Clery Act Administrator.

### *Title IX Definition of Responsible Employees*

Occidental College has identified all employees (faculty, staff, administrators, and student resident advisors) as responsible employees for Title IX purposes. A responsible employee, according to guidance from the Department of Education’s Office of Civil Rights, the federal agency responsible for enforcing Title IX, is any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other

misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty.

Although only some responsible employees are CSAs (officials of an institution who have significant responsibility for student and campus activities), all responsible employees are required to report allegations of sexual harassment and sexual violence to the Title IX Coordinator, who is a CSA.

### *Confidential Resources for Sexual Harassment and Sexual Violence Survivors*

For individuals who are not prepared to make a report concerning an act of sexual harassment, sexual violence, stalking, or intimate partner violence, or who may be unsure what happened but are still seeking information and support, there are several legally protected confidential resources available. Confidential resources will not share any information with the College or anyone else, unless there is an imminent risk of harm to self or others.

At Occidental, these confidential resources are Survivor Advocate Naddia Palacios; counselors and physicians at the Emmons Student Wellness Center<sup>2</sup>; ordained clergy at the Office for Religious & Spiritual Life; and personnel reachable through Occidental's Confidential 24/7 Hotline (323-341-4141). Off-campus confidential resources are the Santa Monica Rape Treatment Center; the Rape, Abuse and Incest National Network (RAINN); and Peace Over Violence's L.A. Rape and Battering Hotline.

### *Anonymous Reports*

Any individual also may file an anonymous report concerning an act of sexual harassment, sexual violence, stalking or intimate partner violence at the following link:

<https://docs.google.com/a/oxy.edu/spreadsheet/viewform?formkey=dFNGWVhDb25nY25FN2RpX1RYcGgtRHc6MA#gid=0>

An individual may report the incident without disclosing his/her name, identifying the respondent or requesting any action. The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps based upon the information received.

### *Making a Formal Report of Sexual Misconduct*

Reports can be made to Title IX Coordinator Ruth Jones and deputy coordinators Jacalyn Feigleman and Alison Haehnel; Campus Safety officers; and the Dean of Students Office (the Dean on Duty is reachable during non-business hours and on weekends). Students also may report incidents to any College employee identified as a Responsible Employee. Responsible employees will notify the Title IX Coordinator of all reports received. When a formal complaint is made, the Title IX Coordinator initiates a series of steps to address and resolve the complaint in a prompt, fair, and impartial manner. (This process, the resources available to complainants and respondents, and the rights and responsibilities of both are described in printed brochures available from the Title IX Office.) Complaints filed with the Title IX Office are typically resolved within 60 calendar days. That time may be extended due to parallel criminal investigations, school breaks, or other exceptions necessary for a fair, complete, and thorough process.

When a formal complaint is made, the Title IX Coordinator conducts an initial assessment with the complainant to determine:

- The health and safety of the individual(s) involved and the larger Occidental community, what steps are needed to mitigate the immediate impact of the incident and connect the complainant with services and assistance with safety, academic, housing, employment, transportation issues, campus escorts, and physical and/or mental health needs. Such assistance can include restraining orders or stay-away letters.
- The best way to bring about a resolution of the complaint.

<sup>2</sup> Emmons Student Wellness Center provides confidential counseling and medical care. Medical providers do not report any information to the Title IX Coordinator but will follow California law regarding reporting to law enforcement.

There are two forms of resolution: informal and formal.

**An informal resolution** provides a wide range of measures to address and resolve a complaint, address its effects and prevent it from happening again. Informal resolution does not include discipline to another individual. Such measures can include education, training, changes to policies and procedures, and mediation. In cases of sexual misconduct, the College will not compel a complainant to engage in mediation, to directly confront a respondent, or participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence or assault.

**A formal resolution** also seeks to resolve a complaint, address its effects, and prevent its reoccurrence. One or two trained investigators will carry out the investigation and speak to all parties involved in the matter and witnesses with first-hand knowledge or information. When the Title IX Coordinator determines that the results of the investigation indicate a potential violation of College policy may have occurred, a formal hearing or conduct conference is held to determine whether sanctions should be applied.

### COLLEGE DISCIPLINARY PROCEDURE

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Procedures and policies followed during a formal hearing or conduct conference are detailed in Occidental College's Sexual Misconduct Policy, available at the following link: .

Occidental uses the preponderance of evidence standard in its adjudication process. All information pertaining to a complaint will be kept private and made available only to individuals who have a direct need to know in order to address the matter and bring about its resolution. Both the complainant and respondent have the right:

- To know in advance the names of all persons to be called.
- To have an adviser (one person) to accompany them throughout the investigative, administrative, and adjudicative processes.
- To not have irrelevant sexual history presented or discussed.

- To be present and speak on their own behalf and pose questions to all participants (through the adjudicator or hearing panel).
- To have access to the investigation report, College policy, and any other materials presented as part of the adjudicative process.
- To not to have to see or be in the presence of the person named in the complaint.
- To be informed in writing of the outcome of the hearing and the process in a timely manner.
- To appeal the outcome of a conduct conference or formal hearing based upon the procedures used, or new information unavailable during the proceedings.

In general, any student who is determined to have committed sexual assault may receive a sanction ranging from suspension to expulsion. Any student who is determined to have committed non-consensual sexual contact or any other prohibited form of conduct may receive a sanction ranging from conduct warning to expulsion.

### SEXUAL MISCONDUCT PREVENTATIVE EDUCATION AND AWARENESS PROGRAMS

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Occidental College takes a proactive role in seeking to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

All students are required to complete the online education program "Think About It" by Campus Clarity before they are allowed to register for classes. During Orientation, first-years also are required to attend sessions on bystander intervention and other prevention training. Project S.A.F.E., Occidental's prevention and advocacy program, reinforces those messages with dozens of training and education sessions throughout the academic year (See pp. 19-22 of this report). Project S.A.F.E. also puts on a series of major awareness programs throughout the year, including Take Back The Week, RAINN Day, and Empowerment Week.

The Title IX Coordinator makes training presentations to faculty, staff, and senior administrators with the goal of making all community members aware of their rights and responsibilities, and how to respond to reports of sexual assault and other forms of sex discrimination. Work is underway to create a Spanish-language training presentation as well. Separate training sessions are offered for community members interested in serving as advisors to assist students going through the complaint process.

## SEXUAL HARASSMENT AND SEXUAL VIOLENCE RESOURCES

### *On-Campus Confidential Resources*

#### **For Students**

##### **Occidental Survivor Advocate**

Naddia Palacios  
323-259-1359

##### **Oxy 24/7 Confidential Hotline**

323-341-4141

##### **Emmons Student Wellness Center**

323-259-2657

Emmons Student Wellness Center provides confidential counseling and medical care. Medical providers do not report any information to the Title IX Coordinator but will follow California law regarding reporting to law enforcement.

##### **Office of Religious & Spiritual Life**

323-259-2621

Ordained clergy at ORSL provide confidential counseling.

#### **For Employees**

##### **Employee Assistance Program**

323-259-2621

Provides confidential telephone consultation or face-to-face meeting with master's level consultant.

### *Confidential Community Resources*

##### **Santa Monica Rape Treatment Center**

310-319-4000

24-hour emergency medical care and forensic services

##### **Rape, Abuse and Incest National Network (RAINN)**

1-800-656-4673

A confidential, anonymous national sexual assault hotline

##### **LA Rape and Battering Hotline (Peace Over Violence)**

213-626-3393

A confidential 24-hour hotline

### *Additional Resources: On-Campus*

In addition to the confidential resources listed above, Occidental community members have access to a variety of other resources provided by the College. The staff listed below is trained to support individuals affected by sexual harassment or misconduct and to coordinate with the Title IX Coordinator in keeping with the College's commitment to a safe and healthy educational environment. While not bound by confidentiality, these resources will maintain the privacy of an individual's information within the limited circle of those involved in the Title IX resolution process.

#### **Office of Title IX**

##### **Ruth Jones, Title IX Coordinator**

323-259-1338 | [ruthjones@oxy.edu](mailto:ruthjones@oxy.edu)

Available on weekdays during regular office hours to coordinate a fair and equitable response to reports of sexual misconduct.

##### **Jacalyn Feigelman**

Deputy Title IX Coordinator &

Associate Director of Human Resources

323-259-2614 | [jacalynf@oxy.edu](mailto:jacalynf@oxy.edu)

##### **Alison Haehnel**

Deputy Title IX Coordinator & Head Softball Coach

Available on weekdays during regular office hours

323-259-2632 | [haehnel@oxy.edu](mailto:haehnel@oxy.edu)

**Campus Safety**

323-259-2511 (emergency line)  
or dial 5 from any campus phone.

Available as a first option to report an incident of sexual violence or intimate partner violence. Also provides an escort service on campus to any student and can reach the Dean on Duty at any time. Available 24 hours a day, 7 days a week.

**Dean of Students Office/Dean on Duty**

Access to Dean on Duty 24-hours-a-day by:  
calling Campus Safety at 323-259-2599,  
24 hours a day or;  
Dean of Students Office 323-259-2661;  
Monday-Friday, 8am-5pm

Can provide reasonable interim accommodations for housing, academic flexibility, and stay-away letters. Available on weekdays during regular office hours.

*Community Resources*

Students, faculty, and staff may also access resources in the local community. These organizations provide crisis intervention services, counseling, medical attention and assistance in dealing with the criminal justice system. All individuals are encouraged to use the resources that are best suited to their needs, whether on or off campus.

**LAPD**

911 (24 hours)  
For dispatch,  
(877) ASK-LAPD (877-275-5273)

**LAPD Northeast Division**

323-344-5701  
3353 North San Fernando Road Los Angeles, CA 90065  
Occidental is located in Northeast Division.

**Peace Over Violence (POV)**

213-626-3393 | 626-793-3385  
1015 Wilshire Blvd. Los Angeles, CA 90017  
POV case managers can provide assistance and support with the medical and criminal legal process as well as accompaniment to hospitals, law enforcement agencies, and court appointments.

**LA Gay and Lesbian Center**

323-993-7400  
1625 Schrader Blvd., Los Angeles, CA 90028  
Provides support and advocacy services for LGBTQ community members.

**MEDICAL CARE**

The Medical staff at Emmons provides confidential medical care for students who have been sexually assaulted.

**Rape Treatment Center at Santa Monica-UCLA Medical Center<sup>3</sup>**

310-319-4000  
Provides comprehensive, free treatment for sexual assault complainants, including 24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy, and accompaniment services.

**San Gabriel Valley Medical Center<sup>3</sup>**

877-209-3049  
438 W. Las Tunas Dr., San Gabriel 91776  
Provides medical treatment and forensic exams; closest facility to campus.

**LA County/USC Medical Center<sup>3</sup>**

323-226-3961  
1200 N. State St., Los Angeles 90033  
Provides medical treatment and forensic exams.

**REGISTERED SEX OFFENDER INFORMATION/ACCESS TO RELATED INFORMATION**

The federal Campus Sex Crimes Prevention Act requires that institutions of higher education issue a statement advising the campus community how to access law enforcement agency information provided by a state concerning registered sex offenders. It also requires that offenders who are required to register in a state provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. As the Campus Safety Department is not a law enforcement agency, the registration process is conducted at the Los Angeles Police Department.

<sup>3</sup> L.A. County designated Sexual Assault Response Team (SART) Center

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community.

Locally, the sex offender registry may be accessed for free at the LAPD's Northeast Station, 3353 San Fernando Road, Los Angeles, CA 90065. For more information, visit [meganslaw.ca.gov](http://meganslaw.ca.gov).

### TIMELY WARNING REPORTS

The College will issue a timely warning to notify the campus of any allegation of a Clery Act crime reported to local law enforcement or a CSA occurring within the Clery-defined geographical areas that presents a serious or continuing threat to the campus community. As soon as the information is available, a timely warning will be issued so that the campus community can protect itself and/or property from similar crimes.

In the event it is necessary to issue a timely warning, the Clery Act Administrator and/or the Chief of Campus Safety shall collaborate in developing the content and delivery method of the timely warning. Time permitting, additional input may be garnered from other sources. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and information known at the time of the initial report.

If, in the professional judgment of the local law enforcement authorities, issuing a timely warning would compromise efforts to address the crime, the notification may be delayed. In such a case, the Chief of Campus Safety or designee would be notified that a timely warning would compromise law enforcement efforts. Once the potentially compromising situation has been addressed, the timely warning shall be issued immediately.

**Informational Message** - The College shall issue an informational message to advise of situations that may affect or be of interest to the campus community. Such

information is not considered an immediate threat to health, safety, or property. (Example: street closures due to a major utility disruption.)

In the event the Clery Act Administrator and/or the Chief of Campus Safety determine that any informational message should be issued, they and/or the Communications Office may send a campus-wide message without delay.

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

#### EMERGENCY MANAGEMENT AT OCCIDENTAL COLLEGE

In the wake of the tragedy at Virginia Tech, the College instituted a standing Committee on Emergency Preparedness. The committee includes the Vice President of Academic Affairs/ Dean of the College; the Vice President of Strategic Initiatives, Associate Vice President of Information Resources, Associate Vice President for Finance and Controller, Associate Vice President of Hospitality Services, Associate Dean of Students, the directors of Communications, Emmons Student Wellness Center, Facilities Management, Human Resources, and Residential Education & Housing Services; the Chief of Campus Safety, the Environmental Health and Safety Manager, Risk Management Coordinator, faculty representative, and two student representatives. The Chief of Campus Safety chairs the committee.

The Campus Safety Department and the Office of Environmental Health and Safety collaborated to compile an emergency procedure flip-chart style handbook that describes the appropriate courses of action for many emergency situations, including evacuation plans. The handbook is updated every other year and distributed to all offices and residence halls. Additionally, it is posted in hallways in campus buildings and gathering areas on campus. Copies are also available at Campus Safety.

After the 1994 Northridge earthquake, an out-of-state telephone number (866-961-3300) was created to keep family and friends of Occidental apprised of the status of

the College after a natural disaster or other emergency. The telephone number is connected to a message that is updated as the situation demands. The message plays twice for the caller, then automatically disconnects. Occidental College encourages students and employees to share the number **(866-961-3300)** with family and friends. Emergency information will also be posted on the College website, Facebook, and Twitter accounts.

### **DISASTER PREPAREDNESS AND RESPONSE PLAN**

The Emergency Operations Plan is the foundation and guide for response to a disaster by administration, faculty, staff, and students of Occidental College that might occur on or near campus. The purpose of the Plan is to protect life, property, and the environment, and to maintain the basic operations of the College following a disaster. The Plan is flexible, and the details of specific incidents shall dictate the level and type of response. However, the framework of the response organization (including establishing an Emergency Operations Center [EOC] and On-Scene Response and Policy Group) remains the same. The complete Emergency Operations Plan, “Common Sense Advice for Earthquakes” and a disaster preparedness checklist are available at the following link: [oxy.edu/campus-safety/emergency-preparations-response-plans](https://oxy.edu/campus-safety/emergency-preparations-response-plans).

### **EMERGENCY RESPONSE EXERCISES**

Occidental College conducts annual emergency management exercises to test emergency procedures. The scenarios for these exercises change every year and include several departments from across the campus. Disaster preparation and response drills occur twice a year. Occidental participates in the “Great California ShakeOut Drill” held each year in October. In addition, a campus-wide drill is held in the spring. Unannounced fire drills are held regularly to stress safe evacuation, assembly, and accountability in the residence halls and the library. Documentation of the drills is maintained in the Environmental Health & Safety and Campus Safety offices.

### **EMERGENCY NOTIFICATION TO THE OCCIDENTAL COLLEGE COMMUNITY**

Occidental uses an audible siren system and a rapid multi-faceted email, voicemail, and text messaging system for emergency notifications.

The College is committed to ensuring that the campus community receives timely, accurate, and useful information in the event of a significant emergency situation. These situations may occur on campus or in the local neighborhood and pose an immediate threat to the health and safety of campus community members. Occidental’s OxyAlert is an emergency notification service that is mandatory for students and available to faculty and staff. OxyAlert can be used to send emergency messages via voicemail, email, and text message within minutes of the occurrence of an incident.

In the event that it is necessary to issue an emergency notification, the Communications office or designees shall collaborate in developing the content and delivery method of the emergency notification. Time permitting, additional input may be garnered from other sources. The communications office or designees have the authority to compose and send a campus-wide notification without delay and to provide adequate follow-up information, when available.

Occidental performs a campus-wide annual test of the OxyAlert system, twice a year.

The following procedures outline the process the College uses when issuing emergency notifications:

#### *Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System*

Campus Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Campus Safety or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, they will notify supervisors in Campus Safety or another authorized College office to issue an emergency notification.

The College's authorized representatives will immediately initiate all or some portions of the College's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a complainant or to contain, respond to, or otherwise mitigate the emergency, the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the College will issue the emergency notification to the campus community.

#### *Determining the Contents of the Emergency Notification*

The Communications Office will, in concert with Campus Safety and local first responders, determine the contents of the notification. The individual authorizing the alert will succinctly convey the appropriate information to the community. The goal is to ensure that individuals are aware of the situation and know what steps to take to safeguard their personal and community safety.

#### *Procedures Used to Notify the Campus Community*

In the event of a situation that poses an immediate threat to members of the campus community, the College has various systems in place for communicating information quickly. Some or all of the following methods of communication may be activated in the event of emergency notification to the campus community: the audible siren system; the mass notification system OxyAlert; the College's email system, Facebook and Twitter accounts; verbal announcements within a building; and public address system on Campus Safety cars. The College will post updates during a critical incident on the Occidental homepage, and the College Facebook and Twitter accounts.

#### *Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community)*

If the College activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, several offices at the College are responsible for notifying the larger community about the situation. They shall also notify the community of steps the College has taken to address the emergency. The Communications and Marketing departments are primarily responsible for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms. They are also responsible for maintaining communications with national, regional, and local news and radio outlets.

#### *Enrolling in Occidental's Emergency Notification System*

The College requests that all members of the campus community enroll in the OxyAlert system by visiting MyOxy and clicking on the OxyAlert link under the Employee Services or Student Services tab. Faculty, students, and staff are also expected to update their information at the same site as needed.

## SECURITY OF AND ACCESS TO COLLEGE FACILITIES

### FACILITIES MANAGEMENT SUPPORT

The Facilities Management Department (FM) maintains the College buildings and grounds with a concern for safety and security. FM staff inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond to reports of potential safety hazards. Campus Safety officers assist FM personnel by reporting potential safety and security hazards. Facilities Management may be called directly (323-259-2651) to report any safety or security hazard.

Contractors and service providers shall wear identifying badges when working on campus. They shall check in and out with FM staff whenever they come to campus. A number of safety and security-related projects are carried

out each year through the College's Major Remodel and Repair Program.

The Environmental Health and Safety (EH&S) manager is the point of contact for compliance issues. This individual works with administration, faculty, staff, students, and loss control representatives to develop and implement environmental health and safety programs. EH&S is responsible for the maintenance of fire and life safety systems, and oversees construction projects involving these systems. EH&S also manages hazardous materials, hazardous waste removal, asbestos, lead paint abatement, and underground storage tank regulation issues. The EH&S manager compiles the Annual Fire Safety Report.

### SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

Occidental ensures that all campus facilities are well maintained and that security is given the appropriate consideration. Landscaping and outdoor lighting on campus is designed for security and to provide pedestrians peace of mind. Similarly, sidewalks and other pathways are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Groundskeeping personnel trim shrubs from sidewalks, walkways, and building entrances to provide a well-lighted route to buildings. All campus walkways are inspected at least twice a year to ensure adequate lighting. In addition, FM replaces burned-out lights promptly, when notified of them.

As needs are identified, new sidewalks are installed. New streetlights and pedestrian walkway lights are added when new parking areas and walkways are developed, roadways are changed, and playing fields are relocated. We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping to Facilities Management at 323-259-2651.

### ACCESS POLICY

Occidental, while a private college, is open to the public. However, entrance may be denied and the trespass laws invoked when persons engage in misconduct or present a threat to the campus community.

Students, faculty, and staff should always carry College identification when on campus. A special ID is available to alumni for a small fee. Identification checks are required for admission to the Academic Commons and athletic facilities as well as to most campus events.

Academic and business buildings are open during regular business hours. Students must obtain written permission for after-hour use. For safety reasons, two or more students are required to be present in any classroom, lab, computer lab, or reading reference room after 10 p.m. The Academic Commons is open 24 hours a day, Monday-Thursday (closes at 10 p.m. Friday, open 9 a.m.-10 p.m. Saturday, opens 10 a.m. Sunday) while classes are in session and during finals.

All residence halls are locked at all times.

### STUDENT HOUSING INFORMATION

Occidental houses approximately 1,700 students in 16 residence halls. All entrances to residence halls are locked at all times. For the safety of all residents and the protection of personal property, all members of the campus community are expected not to prop open any locked door. Campus Safety and Residential Education staff enforce this policy through frequent patrols and rounds.

To gain access, visitors must notify their hosts of their arrival and ask to be met at the door. Three professional staff members supervise seven graduate assistants and 51 resident advisors assigned to residence halls. Professional Residential Education staff members are on duty at all times. Safety and security issues are included as part of resident advisor staff training each year.

All student rooms are equipped with smoke detectors that are on building power with a battery back up. All are inspected on a regular basis. Berkus House, Haines Hall, Eileen Norris Hall, and 4909 Rangeview (SAE House) have local building fire alarm systems. The small houses at 1480 Campus Road and 4863 Stratford Road have smoke detectors in the hallways and student rooms only. The fire alarm sprinkler systems in Bell-Young Hall, Berkus Hall, Braun Hall, Chilcott Hall, Erdman Hall, Newcomb Hall, Pauley Hall, Stearns Hall, Stewart-Cleland Hall, and Wylie Hall are monitored by an outside company that alerts both the Los Angeles Fire Department and Campus Safety when activated. Campus Safety conducts unannounced fire drills in all residence halls at least once each term. Evacuation results are recorded and evaluated after each drill.

The use of fire alarm systems and fire-fighting equipment without the existence of an actual fire is a violation of California Penal Code 148.4. Triggering a false fire alarm could result in a misdemeanor charge, which includes a citation and possible disciplinary action.

During the winter break, all residence hall rooms are secured. Students requiring housing at that time must make prior arrangements with the Office of Residential Education and Housing Services. Exterior locks to each building are temporarily changed during the winter and summer breaks to increase security. Additional information about student housing can be found at the following link: [oxy.edu/residential-education-housing-services](https://oxy.edu/residential-education-housing-services).

### CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

During Orientation, students and parents are informed of services offered by Campus Safety and are told about crime on campus and in the surrounding neighborhood. Crime prevention and awareness programs are offered by various campus organizations throughout the year. Campus Safety officers offer instruction on Rape Aggression Defense (RAD), a self-defense workshop. A common theme of all awareness and crime prevention programs is to encourage students and employees to be

aware of their responsibility for their own safety and the security of their belongings.

In 1991, the Whistle Alert Program was established at Occidental. All entering students receive whistles in the fall and spring. Administrators, faculty, and staff receive whistles upon request. Participants are urged to put a whistle on their key-chain and carry it with them. By carrying a whistle, participants in the Whistle Alert Program join in partnership to support a safer campus by reporting the sound of a blown whistle to the Campus Safety emergency line at (323-259-2511).

### CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

- Safety Escort Program: Ongoing dusk-to-dawn safety escorts are available through Campus Safety on campus and within the established escort zone.
- Hall Spreads: A partnership with Residential Education to present crime prevention programs at hall meetings.
- Orientation: Participation at check-in with information table for new students and parents.
- Community Meetings: Partnership with the local Senior Lead Officer of LAPD, held once a semester for students living off campus and local neighbors. Topics of discussion include timely neighborhood crime information and crime trends, student accountability, and positive neighbor relations.
- Whistle Alert Program: New and transfer students receive whistles and crime prevention information in Orientation packet.
- RAD Training: Rape Aggression Defense training.

#### Project S.A.F.E.

Project S.A.F.E. is a prevention and intervention support program dedicated to ending sexual violence on Occidental's campus. Project S.A.F.E. provides resources, advocacy, and educational programming related to issues of sexual assault, dating violence, and stalking.

Specific programming during the relevant time period includes:

- **1/31/13 – Project S.A.F.E./CGE/Sociology/Emmons/LA Gay & Lesbian Org**  
Hooking Up at Oxy
- **2/10/13 – Project S.A.F.E./SAE**  
SA 101
- **2/17/13 – Project S.A.F.E./Reyut**  
Relationship Violence Workshop
- **2/18/13 – Project S.A.F.E./Greek Council**  
Greek New Member Education SA 101
- **2/27/13 – Project S.A.F.E./ASOC**  
Workshop SA 101
- **3/4/13 – Project S.A.F.E./W.Y.S.E**  
Workshop SA 101
- **3/4/13 – Project S.A.F.E./ORSL**  
*Invisible War* Screening with Panel Discussion
- **3/19/13 – Project S.A.F.E.**  
*Invisible War* Screening
- **3/21/13 – Project S.A.F.E./Center for Gender Equity/ORSL/Media Arts**  
*Invisible War* Screening followed by Q&A with director
- **4/1/13 – Project S.A.F.E./KAT/SAE**  
Kick Off Rally for Take Back the Month
- **4/1 thru 4/5/13 – Project S.A.F.E.**  
Clothesline Project
- **4/7/13 – Project S.A.F.E./SLG/APIA/LaRaza/QSA**  
On the Margins of Sexual Violence
- **4/8/13 – Project S.A.F.E./PKP/KAP**  
Dirty Talk on the Quad
- **4/9/13 – Project S.A.F.E./Peace Over Violence**  
Take Back the Night Vigil
- **4/10/13 – Project S.A.F.E./PKP/KAP**  
Dirty Talk on the Quad
- **4/11/13 – Project S.A.F.E./Ally**  
Bystander Workshop (1 of 2)
- **4/16/13 – Project S.A.F.E./PKP/KAP**  
Dirty Talk on the Quad
- **4/17/13 – Project S.A.F.E./PKP/SAE/KAP**  
Men in Solidarity Bystander Workshop (For Men, By Men)
- **4/18/13 – Project S.A.F.E./Nia Akoma/YCCA/SLG/Spoken Word/QSA**  
Screening of the rape documentary *NO!* followed by Q&A with Aishah Simmons Lecture
- **4/22/13 – Project S.A.F.E./Peace Over Violence**  
Survivor Speaker
- **4/23/13 – Project S.A.F.E./Ally**  
Bystander Workshop (2 of 2)
- **4/24/13 – Project S.A.F.E./PKP/SAE/KAP**  
Men in Solidarity: Men's Dialog
- **4/25/13 – Project S.A.F.E./ArtLab/SLG**  
Community Arts and Late Night Breakfast
- **7/29/13 – Project S.A.F.E./Graduate Hall Coordinators/ResEd & Housing Services**  
Sexual Assault Prevention and Bystander Intervention
- **7/30/13 – Project S.A.F.E./Santa Monica Rape Treatment Center**  
Campus Safety Officer Sexual Assault Survivor Sensitivity (Part 1)
- **8/1/13 - Project S.A.F.E./Santa Monica Rape Treatment Center**  
Campus Safety Officer Sexual Assault Survivor Sensitivity (Part 2)
- **8/12/13 – Project S.A.F.E./Athletic Department**  
Sexual Assault Awareness and Prevention
- **8/16/13 – Project S.A.F.E./Men's Soccer**  
Sexual Assault Prevention and Resources
- **8/17/13 – Project S.A.F.E./Volleyball**  
Sexual Assault Prevention and Resources
- **8/18/13 – Project S.A.F.E./Women's Soccer**  
Sexual Assault Prevention and Resources
- **8/19/13 – Project S.A.F.E./OxyEngage/OSL** Sexual Assault Prevention and Bystander Intervention
- **8/19/13 – Project S.A.F.E./Football**  
Sexual Assault Prevention and Resources
- **8/21/13 – Project S.A.F.E./ResEd & Housing Services**  
Sexual Assault Prevention and Bystander Intervention

- **8/22/13 – Project S.A.F.E./Cross Country**  
Sexual Assault Prevention and Resources
- **8/22/13 – Project S.A.F.E./OSL/Orientation Team**  
Sexual Assault Prevention and Bystander Intervention
- **8/24/13 – Project S.A.F.E./OSL/  
Santa Monica Rape Treatment Center**  
New Student Orientation Program, Sexual Assault  
Prevention and Bystander Intervention
- **8/26/13 – Project S.A.F.E./Men’s Water Polo**  
Sexual Assault Prevention and Resources
- **8/26/13 – Project S.A.F.E./OSL**  
New Student Orientation Program – Sexual Assault  
Prevention Speaker Jackson Katz
- **8/29/13 – Project S.A.F.E./Winter & Spring Sports**  
Sexual Assault Prevention and Resources
- **9/5/13 – Project S.A.F.E./Athlete Eligibility**  
Meeting Make-up – Sexual Assault Prevention  
and Resources
- **9/6/13 – Project S.A.F.E./DOT Executive Board**  
Sexual Assault Prevention and Bystander  
Intervention
- **9/8/13 – Project S.A.F.E./DOT Chapter**  
Sexual Assault Prevention and Bystander Intervention
- **9/9/13 – Project S.A.F.E./  
Religious & Spiritual Organizations**  
Sexual Assault Prevention and Bystander Intervention
- **9/10/13 – Project S.A.F.E./Norris Hall**  
Bystander Intervention and Resources
- **9/10/13 – Project S.A.F.E./Stearns Hall**  
Bystander Intervention and Resources
- **9/10/13 – Project S.A.F.E./Erdman Hall**  
Bystander Intervention and Resources
- **9/15/13 – Project S.A.F.E./ALPHA Sorority**  
Sexual Assault Prevention and Bystander Intervention
- **9/17/13 – Project S.A.F.E./FYRE/  
Stewart-Cleland Hall**  
Bystander Intervention and Resources
- **9/17/13 – Project S.A.F.E./FYRE/Braun Hall**  
Bystander Intervention and Resources
- **9/17/13 – Project S.A.F.E./FYRE/Pauley Hall**  
Bystander Intervention and Resources
- **9/17/13 – Project S.A.F.E./FYRE/  
Chilcott & Newcomb Halls**  
Bystander Intervention and Resources
- **9/18/13 – Project S.A.F.E./Programming Board**  
Sexual Assault Prevention and Bystander Intervention
- **9/20/13 – Project S.A.F.E./  
DOT & ALPHA Sororities**  
Sexual Assault Prevention and Bystander  
Intervention (Make-up session)
- **9/23/13 – Project S.A.F.E./Club Sports**  
Sexual Assault Prevention and Bystander Intervention
- **9/24/13 – Project S.A.F.E./  
Academic, Social & Political Clubs**  
Sexual Assault Prevention and Bystander  
Intervention
- **9/26/13 – Project S.A.F.E./RAINN/  
Peace Over Violence/1 in 6 Campaign/  
LA Gay & Lesbian Center**  
Resource Fair and Community Art Project
- **9/26/13 – Project S.A.F.E.**  
*It Was Rape* documentary screening
- **10/1/13 – Project S.A.F.E./  
Arts, Media & Recreation Clubs**  
Sexual Assault Prevention and Bystander Intervention
- **10/1/13 – Project S.A.F.E./Service Organizations**  
Sexual Assault Prevention and Bystander Intervention
- **10/3/13 – Project S.A.F.E./Cultural Organizations**  
Sexual Assault Prevention and Bystander Intervention
- **10/20/13 – Project S.A.F.E./SAE Chapter**  
Sexual Assault Prevention and Bystander Intervention
- **10/20/13 – Project S.A.F.E./New Greek Initiates**  
Sexual Assault Prevention and Bystander Intervention
- **10/22/13 – Project S.A.F.E./Stewart-Cleland Hall**  
Bystander Intervention
- **10/22/13 – Project S.A.F.E./Braun Hall**  
Bystander Intervention
- **10/22/13 – Project S.A.F.E./Pauley Hall**  
Bystander Intervention

- **10/22/13 – Project S.A.F.E./Chilcott Hall**  
Bystander Intervention
- **10/22/13 – Project S.A.F.E./Newcomb Hall**  
Bystander Intervention
- **10/23/13 – Project S.A.F.E.**  
Love Your Body Day:  
Consent Pledge and Resource Fair
- **10/23/13 – Project S.A.F.E.**  
Love Your Body Day:  
Self-Defense with Peace Over Violence
- **10/23/13 – Project S.A.F.E.**  
*Killing Us Softly 4* Screening  
(Gender-based Violence Awareness)
- **10/27/13 – Project S.A.F.E./ASOC Senate**  
Sexual Assault Prevention and Bystander Intervention
- **10/31/13 – Project S.A.F.E./Club Training Make-up**  
Sexual Assault Prevention and Bystander  
Intervention
- **11/14/13 – Project S.A.F.E./ORSL**  
Empowering Model of Helping Survivors  
of Sexual Assault
- **11/17/13 – Project S.A.F.E./PKS**  
Sexual Assault Prevention and Bystander Intervention

### Programming Offered During Orientation

- Crime prevention information is included in new and transfer student packets.
- Mandatory alcohol and sexual assault awareness sessions for new and transfer students.

### Residential Education and Housing Services

- Alcohol and Drug Awareness - Ongoing programming in the residence halls to help students gain knowledge about the effects of alcohol and drugs; alcohol and drug policy, the amnesty policy, community standards, safe drinking, the physiological response to alcohol, watching out for friends, and facts and myths about alcohol and drugs.
- 2/19/13 – Berkus Hall  
Dealing with Alcohol Poisoning Presentation

- 3/5/13 – Newcomb Hall  
Alcohol Awareness Presentation
- 3/5/13 – Stearns Hall  
Alcohol Awareness Presentation
- 9/2/13 – Berkus House  
Women and Alcohol Safety – Open Discussion
- 9/3/13 – Bell-Young Hall  
Alcohol Safety Hall Spread
- 9/3/13 – Chilcott Hall  
Alcohol and Other Drugs Awareness Hall Spread
- 9/3/13 – Erdman Hall  
Alcohol Awareness Hall Spread
- 9/3/13 – Pet House  
Alcohol Awareness House Meeting
- 9/3/13 – Haines Hall  
Alcohol Awareness Hall Spread
- 9/3/13 – Newcomb Hall  
Alcohol Awareness Hall Spread
- 9/3/13 – Norris Hall  
Alcohol Awareness Hall Spread
- 9/3/13 – Berkus Hall (Rangeview)  
Alcohol Awareness Hall Spread
- 9/3/13 – Stearns Hall  
Alcohol Awareness Hall Spread
- 9/3/13 – Stewart-Cleland Hall  
Healthy Decision Making – Discussion of alcohol and drug policy
- 9/8/13 – Food Justice House  
What's In Your Drink? Alcohol Awareness Program
- Sexual Assault Awareness – ongoing residence hall spread programming includes information from Project S.A.F.E. regarding safe sex, sexual assault awareness and prevention, sexual misconduct policy, gender violence, consent, gender and sexuality, bulletin board education and awareness information.
- Graduate Hall Coordinators prevention emails – Ongoing information sent to students living in residence halls to address safety and security issues.

## OTHER CAMPUS SAFETY AND SECURITY POLICIES

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### *Weapons Policy*

The possession, storage, or use of firearms, explosives of any type (including fireworks), chemicals, or weapons of any sort is not permitted on campus. This includes hunting bows, arrows, and knives. The term “weapon” means firearms, explosives, metal knuckles, knives with blades more than 3 inches long, or any other instrument identified as a weapon in published College policies. Any other items used to simulate weapons (such as a fake or toy gun, a pocket knife, or a hand held under clothing made to look like a weapon) shall be treated as a violation of College policy.

### *Missing Student Notification Policy*

The Clery Act requires institutions that maintain on-campus housing facilities establish a missing student notification policy and related procedures (20 USC 1092 (j), Section 488 of the Higher Education Opportunity Act of 2008).

The following policy and procedure has been established to assist in locating Occidental students living in on-campus housing who, based on the facts and circumstances known to Occidental, have been determined to be missing.

At the beginning of each academic year, Occidental will inform students living in on-campus housing that the College will notify either a parent or one or more individuals selected by the student not later than 24 hours after the time the student is determined to be missing. Students can register this confidential contact information through the Residential Education and Housing Services Office.

- The contact information shall only be disclosed to authorized campus officials and law enforcement officials and only for the purpose of a missing student investigation.
- If the student is under 18 years of age and not an emancipated individual, Occidental is required to

notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing, in addition to the missing student’s contact person(s).

- Occidental shall notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Campus Safety or law enforcement personnel have been notified and make a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Occidental shall initiate the emergency contact procedures in accordance with the student’s designation.

Occidental shall follow the following notification procedure for a missing student who lives in on-campus housing:

- Anyone receiving or making a missing student report should immediately report the information to Campus Safety by calling 323-259-2599.
- Once the College receives a missing student report, the following offices shall be notified:
  - ❑ Vice President of Student Affairs and Dean of Students
  - ❑ Residential Education and Housing Services
  - ❑ Campus Safety (if not already notified)
- Any official missing person report relating to this student shall be referred immediately to Campus Safety.
- If Occidental has not already done so after investigating the official report, once the College determines the student has been missing for more than 24 hours it shall contact local law enforcement in addition to the individual(s) identified by the student (the custodial parent or legal guardian) if the student is under 18 and not emancipated.

Upon notification from any entity that any student may be missing, Occidental may use any of the following resources to assist in locating the student. These resources may be used in any order and combination:

- Through the REHS Office, Resident Advisors may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known acquaintances and friends.
- Campus Safety may search public locations on campus to find the student (library, dining hall, etc.).
- Campus Safety may issue an ID picture to assist in identifying the missing student.
- The Dean's Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- Campus Safety may view card access logs to determine last use of the card and track the card for future uses.
- Campus Safety may access vehicle registration information for vehicle location and distribution to authorities.
- ITS may be asked to look up email logs for information such as dates of last login and use of the Occidental email system.

If there is any indication of foul play, the LAPD shall immediately be contacted for assistance.

#### *Daily Crime and Fire Logs*

Campus Safety publishes a daily log of all crime and fire incidents reported to the department. The log is updated daily Monday – Friday; incidents occurring on weekends are entered the next business day. The log is available 24 hours per day, seven days a week to members of public and can be viewed at the following link: [oxy.edu/campus-safety/crime-reporting-clery-act/daily-crime-log](http://oxy.edu/campus-safety/crime-reporting-clery-act/daily-crime-log). The logs identify the type, location, and time of each criminal incident and fire reported to Campus Safety.

The last 60 days of information is available in the Campus Safety office, located in the Facilities Management building. Upon request, copies of any daily log older than 60 days shall be made available within two business days of a request.

## ALCOHOL AND OTHER DRUGS POLICY

Occidental College's Alcohol and Other Drugs Policy complies with the requirements set forth by the Drug-Free Schools and Community Act Amendments of 1989. This act requires the College to certify its compliance with the regulations and that it has adopted and implemented an alcohol and drug prevention program to prevent the unlawful possession, use, and/or distribution of illicit drugs or alcohol by all students and employees, both on school premises or during any College-sponsored or -supported activities.

The Alcohol and Other Drugs Policy provides members of the Occidental community with the standards of conduct regarding the unlawful possession, use and/or distribution of alcohol, controlled substances and marijuana; legal sanctions under local, state, federal law as well as College sanctions; and information regarding health risks and treatment services for substance abuse. This Alcohol and Other Drugs Policy was revised during the academic year of 2012-2013 and took effect fall 2013.

## ALCOHOL POLICY

Occidental must abide by state and local laws, and all campus policies reflect the application of law to college life. The laws of the State of California specify that people under the age of 21 may not consume, possess, or distribute alcohol. In addition, it is unlawful for any person to sell, furnish, or give any alcoholic beverage to anyone under the age of 21. Minors who use false identification in order to obtain alcoholic beverages are guilty of a misdemeanor. In compliance with state and local laws, Occidental prohibits the illegal use of alcohol on College property and as part of any College-sponsored activity.

Occidental does not shield its students from the law or from the consequences of their own behavior. Violations of California law, even within regularly scheduled College facilities, occur at the risk of the individuals and are not the responsibility of the College. The College does not, cannot, and should not serve as a haven from law enforcement agencies.

## DRUG POLICY

Federal and state statutes specify that persons involved in the use, sale, or distribution of illegal drugs<sup>4</sup> are liable to criminal action, including arrest, fine, and imprisonment. Occidental fully supports these laws by prohibiting the possession, use, sale, and/or distribution of illegal drugs on campus.

## DRUG OFFENSES AND PENALTIES

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute illegal drugs. For the unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fined otherwise authorized by law.

The unlawful use, possession, distribution, manufacturing, or dispensing of illegal drugs is prohibited by Occidental College. Criminal sanctions under California law for the unlawful possession or distribution of illegal drugs and alcohol include the following:

- ① Possession of Controlled Substances: Imprisonment in state prison for possession of specified controlled substances, including opium derivatives and cocaine (Health and Safety Code Section 11350).
- ② Selling of Controlled Substances: Imprisonment in state prison for two to four years for possession or sale of specified controlled substances including opium derivatives and cocaine (Health and Safety Code Section 11351).
- ③ Possession of Marijuana: Possession of less than 25.8 grams of marijuana is subject to a misdemeanor and shall be fined not more than \$100 (Health and Safety Code Section 11357 (b)); Possession of more than 25.8 grams shall be punished by imprisonment in county jail and/or a fine of not more than \$500, or imprisonment in state prison for possession of concentrated cannabis (Health and Safety Code Section 11357 (a)).

- ④ Possession with Intent to Sell Marijuana: Shall be punished by imprisonment in the state prison (Health and Safety Code Section 11359).
- ⑤ Distribution of Prescription Drugs: It is unlawful for any person who is not a pharmacist to manufacture, compound, furnish, sell, or dispense any dangerous drug or dangerous device, or to dispense or compound any prescription (Business and Professions Code Section 4051 (a)).
- ⑥ Under the Influence of Controlled Substance: No person shall use or be under the influence of any controlled substance. Any person convicted of violating this is guilty of a misdemeanor and shall be sentenced to serve a term of not less than 90 days or more than one year in a county jail. (Health and Safety Code Section 11550 (a)).

The Occidental College Code of Student Conduct states unequivocally that the illegal possession, use, or distribution of alcohol and other drugs will not be tolerated.

The following local resources provide information, assessment, and treatment for individuals who may be experiencing difficulty with regard to the use or abuse of alcohol or other drugs.

### *Information and Referrals:*

#### **Pasadena Council on Alcoholism and Drug Dependence**

626-795-9127

1245 E. Walnut St. Pasadena, CA 91106-1878

#### **Al-Anon Family Group, INC.**

Central Office

818-760-7122

4936 Lankershim Blvd. North Hollywood, CA 91601

#### **Narcotics Anonymous Help Line**

626-303-4156

<sup>4</sup> "Illegal Drugs" refers to "Controlled Substances" as defined in Schedules I through V, section 22 of the Controlled Substances Act (21 U.S.C. Section 812) and also found in the Health and Safety Code Section 11054-11058.

## Inpatient and Outpatient Treatment Programs

### BHC Alhambra Hospital

800-235-5570

4619 N. Rosemead Blvd. Rosemead, CA 91770

### Alcoholics Anonymous

Main Los Angeles Office 323-936-4343

4311 Wilshire Blvd. #104 Los Angeles, CA 90010

Glendale Branch: 818-242-1350

### Della Martin Center for Behavioral Sciences at Huntington Hospital

626-397-2323

100 W. California Blvd. Pasadena, CA 91109

For additional information on local resources, consult with the staff at Emmons Student Wellness Center or visit [oxy.edu/emmons-student-wellness-center/psychological-services/mental-health-emergencies](https://oxy.edu/emmons-student-wellness-center/psychological-services/mental-health-emergencies).

## ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities to disclose information about crime on and around their campuses.

Crime statistics for three years are published in the annual security report by October 1 of each year and submitted annually to the U.S. Department of Education. Crimes are reported in the following seven major categories:

### DEFINITIONS OF REPORTABLE CRIMES

**Murder/Manslaughter** – defined as the willful killing of one human being by another.

**Negligent Manslaughter** – defined as the killing of another person through gross negligence.

**Forcible sex offenses** – defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault

with an object, and forcible fondling.

**Non-forcible sex offense** – defined as unlawful, non-forcible sexual intercourse, including incest and statutory rape.

**Robbery** – defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – defined as the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – defined as the theft or attempted theft of a motor vehicle.

**Arson** – defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes** – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

- **Larceny/Theft**—includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault**—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation**—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without

displaying a weapon or subjecting the victim to actual physical attack.

- Destruction/Damage/Vandalism or Property (except Arson)—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

*Categories of Prejudice:*

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Gender/Gender Identity** – A preformed negative opinion or attitude toward a group of persons because of those persons' perceived or actual gender or gender identity.

**Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex and/or members of the opposite sex.

**Ethnicity/national origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

**Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

*The Violence Against Women Act Additional Categories*

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Domestic Violence:** A felony or misdemeanor crime of violence committed -- (i) By a current or former spouse or intimate partner of the victim; (ii) By a person with whom the victim shares a child in common; (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) Fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress.

**CRIME STATISTICS**

FINAL NUMBERS	ASR 2011 STATISTICS			
	OC	RF	NC	PP
<b>Criminal Homicide</b>				
Murder & Non-Negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Sex Offenses</b>				
Forcible Sex Offenses	12	12	0	0
Non-Forcible Sex Offenses	0	0	0	0
<b>Robbery</b>	1	0	0	0
<b>Aggravated Assault</b>	0	0	0	0
<b>Burglary</b>	17	12	0	0
<b>Motor Vehicle Theft</b>	2	0	0	2
<b>Arson</b>	0	0	0	0
<b>Weapons Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	1	0	0	0
<b>Drug Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	125	97	7	7
<b>Liquor Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	242	212	12	10

1 Hate Crime, Vandalism, Res. Hall characterized by Religion

OC = On Campus  
 RF = Residential Facility (subset of on campus)  
 NC = Non-Campus Building or Property  
 PP = Adjacent Public Property

FINAL NUMBERS	ASR 2012 STATISTICS			
	OC	RF	NC	PP
<b>Criminal Homicide</b>				
Murder & Non-Negilgent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Sex Offenses</b>				
Forcible Sex Offenses	10	7	1	0
Non-Forcible Sex Offenses	0	0	0	0
<b>Robbery</b>	1	0	0	1
<b>Aggravated Assault</b>	0	0	0	0
<b>Burglary</b>	11	4	0	0
<b>Motor Vehicle Theft</b>	0	0	0	4
<b>Arson</b>	0	0	0	0
<b>Weapons Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	1	1	0	0
<b>Drug Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	100	42	0	1
<b>Liquor Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	311	294	2	0

**Hate Crimes:**

- 2 Vandalisms, in Res. Halls, characterized by Sexual orientation
- 1 Aggravated Assault, on Public Property, characterized by Sexual Orientation and Race
- 1 Intimidation, On Campus, characterized by Race

FINAL NUMBERS	ASR 2013 STATISTICS			
	OC	RF	NC	PP
<b>Criminal Homicide</b>				
Murder & Non-Negilgent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
<b>Sex Offenses</b>	60*	39*	4	0
<b>Robbery</b>	0	0	0	1
<b>Aggravated Assault</b>	0	0	0	0
<b>Burglary</b>	4	4	0	0
<b>Motor Vehicle Theft</b>	2	0	0	1
<b>Arson</b>	0	0	0	1
<b>VAWA Amendment Offenses</b>				
Domestic Violence	0	0	0	0
Dating Violence	2	2	0	0
Stalking	4	0	0	0
<b>Weapons Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	0	0	0	0
<b>Drug Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	52	44	0	0
<b>Liquor Law Violations</b>				
Arrest	0	0	0	0
Disciplinary Referral	278	275	0	0

**Hate Crimes: 1 Vandalism, On Campus, characterized by Religion**

\*Three of the complaints involved an alleged course of conduct which was generally reported to have occurred over a period of time.

OC = On Campus  
 NC = Non-Campus Building or Property  
 RF = Residential Facility (subset of on campus)  
 PP = Adjacent Public Property

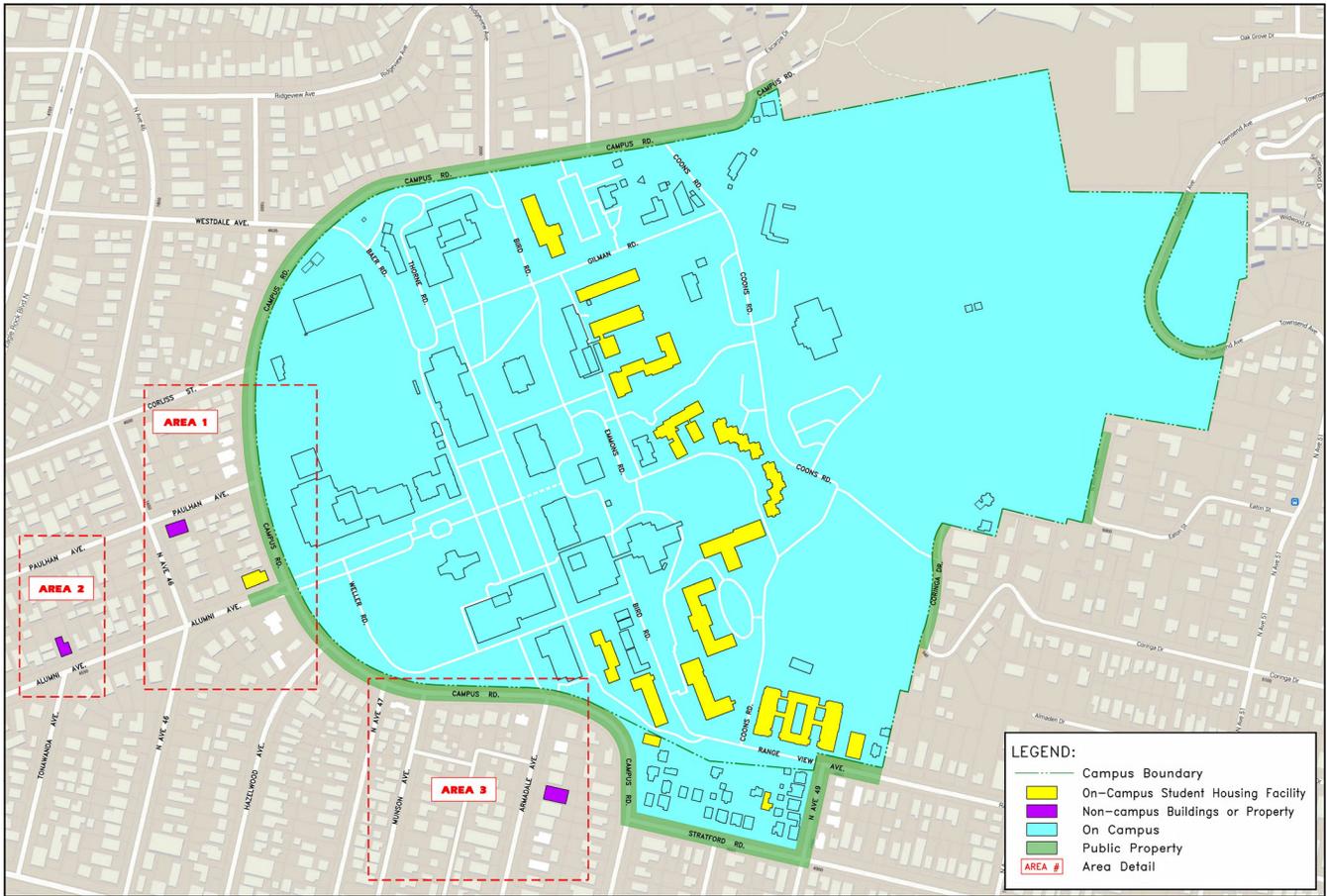
Non-Campus Buildings or Property includes: (1) Three sorority houses recognized by the College and a storefront location at 2106 Colorado Blvd, Los Angeles, CA 90041 (Urban Environmental Policy Institute). The College ended its lease for the 2106 Colorado property on Sept. 1, 2013.

The Kahane United Nations Program in New York City leases classroom facilities at the Church Center for the UN (777 UN Plaza, New York, NY 10017) and residential facilities (the 92nd Street YMCA, 1395 Lexington Ave., New York, NY 10128) for students participating in the fall term program.

The Biology Department leased classrooms, labs and residential facilities for students participating in programs from May 26-July 22, 2013 at the La Selva Biological Station, Puerto Viejo de Sarapiquí, Costa Rica.

The Occidental College Vantuna Research Group owns four research vessels and rents other vessels as needed. Clery crime statistics are required to be collected only for the dates/times the vessel is in the control of the College.

### MAPS OF CLERY REPORTING AREAS



## ANNUAL FIRE SAFETY REPORT

In August 2008 the Higher Education Opportunity Act (HEOA) became Public Law 110-315. It amended the Higher Education Act (HEA) to include new reporting requirements for all institutions of higher education beginning with the 2009 academic year. A major component for institutions that maintain on-campus student housing is publishing an Annual Fire Safety Report, keeping fire statistics, and maintaining a fire log.

### FIRE DETECTION AND SUPPRESSION SYSTEMS

There are several elements to fire safety in College residence halls including building fire detection and suppression systems, training, regular fire drills, mandatory evacuations for any fire alarm activations, fire safety and fire reporting policies.

Buildings are equipped with fire detection systems including smoke and heat detectors. All student rooms are equipped with smoke detectors that are on building power with a battery backup in case of power outages. Building fire alarm devices are supervised and report a trouble signal to the panel should any devices be damaged or removed. Fire doors are kept open with magnetic door holders until the fire alarm system is activated, at which time they release, close and latch, limiting the spread of smoke and fire. This system is effective in preventing fire doors from being propped open.

Some residence halls are equipped with whole building or partial fire sprinkler systems. A few buildings are equipped with kitchen hood fire suppression systems. Building-specific fire safety equipment is listed below:

#### **Newcomb Hall**

Newcomb Hall has a fully automated fire sprinkler system. The fire alarm system is monitored 24/7 by an outside contractor. Smoke detectors in student room air circulation soffits report to the building fire alarm system. Additional room smoke detectors are local only and do not report to the fire alarm panel. The emergency lighting system operates off of an inverter and battery bank.

#### **Erdman Hall**

Erdman Hall has a fully automated fire sprinkler system. The fire alarm system is monitored 24/7 by an outside contractor. Smoke detectors in student rooms are local only and do not report to the building fire alarm panel. The emergency lighting system operates off of an inverter and battery bank.

#### **Chilcott Hall**

Chilcott Hall has a partial fire sprinkler system that covers the basement area and the trash chute. There is a wet standpipe system with fire hoses on each floor. The building fire alarm system is local only. Smoke detectors in student rooms are local only, with one exception, and do not report to the fire alarm panel. One room is equipped for those who are hearing impaired and has a smoke detector connected to the building system and to a bed-shaker alarm and in-room strobe. Battery-powered bug-eye lights and exit signs supply emergency lighting.

#### **Haines Hall**

Haines Hall has a building fire alarm system that is local only. Smoke detectors in student rooms are local only and do not report to the building fire alarm panel. All student rooms have mini horns. Battery-powered bug-eye lights and exit signs supply emergency lighting.

#### **Eileen Norris Hall (“E. Norris”)**

Eileen Norris Hall has a building fire alarm system that is local only. There is a wet standpipe system with fire hoses in each quad. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Battery-powered bug-eye lights and exit signs supply emergency lighting.

#### **Stearns Hall**

Stearns Hall has a partial fire sprinkler system that covers the trash chutes and trash receiving rooms. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. There is a wet standpipe system with several fire hoses on each floor. Battery-powered bug-eye lights and exit signs supply emergency lighting.

**Braun Hall**

Braun Hall has a partial fire sprinkler system that covers the trash chute and storage rooms on the first floor. There is a wet standpipe system with fire hoses on each floor. The fire alarm system is local only. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Battery-powered bug-eye lights and exit signs supply emergency lighting.

**Stewart–Cleland Hall (“Stewie”)**

Stewart–Cleland Hall has a partial fire sprinkler system that covers the trash chutes and the basement floor. There is a wet standpipe system with fire hoses on each floor. The fire alarm system is local only. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Battery-powered bug-eye lights and exit signs supply emergency lighting.

**Pauley Hall**

Pauley Hall has a partial fire sprinkler system that covers the trash chute and several storage rooms on the first floor. There is a wet standpipe system with fire hoses on each floor. The fire alarm system is local only. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Battery-powered bug-eye lights and exit signs supply emergency lighting.

**Bell-Young Hall (“B-Y”)**

Bell-Young Hall has a fully automated fire sprinkler system. The fire alarm system is monitored 24/7 by an outside contractor. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Emergency lighting is supplied by an emergency generator shared with Wylie Hall, which is regularly tested.

**Wylie Hall**

Wylie Hall has a fully automated fire sprinkler system. The fire alarm system is monitored 24/7 by an outside contractor. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. An emergency generator share with Bell-Young Hall supplies emergency lighting, which is regularly tested.

**Berkus Hall**

Berkus Hall has a fully automated whole building fire sprinkler system. The warming kitchen is supplied with

an automatic fire suppression system in the hood above the stove. The fire alarm system is monitored 24/7 by an outside contractor. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Emergency lighting is supplied by an emergency generator, which is regularly tested.

**The Berkus House (1601 Campus Road)**

The Berkus House has a fire alarm system that is local only. There is an automatic fire suppression system installed in the hood above the kitchen stove. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Battery-powered bug-eye lights and exit signs supply emergency lighting.

**4909 Rangeview (SAE House)**

The SAE House has a fire alarm system that is local only. There is a sprinkler system that covers the basement. There is an automatic fire suppression system in the hood above the stove. Smoke detectors in student rooms are local only and do not report to the fire alarm panel. Battery-powered bug-eye lights and exit signs supply emergency lighting.

**1480 Campus Road (Theme House)**

This small off-campus theme house only has smoke detectors in the hallways and student rooms. There is no fire alarm panel.

**4863 Stratford Road (Food Justice House)**

This small off-campus house has smoke detectors in the hallways and student rooms. There is no fire alarm panel.

## EVACUATION PROCEDURES

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Upon activation of the residence hall fire alarm system, all students and their guests must exit the building out the nearest safe exit and proceed to an assembly point where they must check-in and wait to receive further instructions from staff or Campus Safety. Residential Education staff is trained to assist in the sign-in and accounting for all students on the residence hall roster. Campus Safety officers assist in the evacuation process and verify that all students have safely evacuated. Students receive a copy of the evacuation procedure for residence halls as part of their Orientation package.

Practice drills help reinforce good evacuation behavior and present an opportunity to ask questions. Students who intentionally fail to evacuate face disciplinary measures including a fine.

## POLICIES

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For the health and safety of all members of the community, students are expected to comply with all fire and safety regulations of the College and applicable local, state and federal law. Fire drills are held throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency are provided in student rooms and on hall bulletin boards. Use of fire alarms and fire-fighting equipment without the existence of an actual fire is a violation of California Penal Code 148.4. Triggering a false fire alarm could result in misdemeanor charges, fines, and/or severe disciplinary action.

All residents must evacuate the residence hall or house in the event a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Residents and their guests must meet at their hall's designated meeting spot to check-in and to receive further instruction from a staff member. Students who fail to comply with this policy will be referred to the Office of Student Conduct and are subject to fines of up to \$500 per person.

Portable fire extinguishers and fire hoses are installed for resident protection. Only trained residents should use this equipment.

Smoke detectors are present in individual rooms and common areas of each residence hall. Smoke detectors are potential life-saving devices. To ensure that smoke detectors are used appropriately and serve their designed function, residents are prohibited from covering, dismantling, removing batteries, suspending objects from or tampering with detectors. Residents found to be responsible for misusing smoke detectors will be charged for repair and/or replacement costs and may face disciplinary action. Report any problems with smoke detectors to Residential Education & Housing Services staff, Facilities Management or Campus Safety immediately.

Fire doors are not to be propped open or blocked, and exits, hallways or stairwells may not be blocked.

Students may decorate their residence hall rooms with posters and similar decorations as long as they do not cause damage to the room, are not considered a fire hazard and do not violate any College policies.

Stoves and ovens in warming kitchens must not be left unattended while in use.

## PROHIBITED ITEMS IN STUDENT ROOMS

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All policies regarding use of electrical appliances are subject to change and approval by Residential Education & Housing Services in consultation with Facilities Management, based on actual usage and limitations of electrical capabilities within each residence hall. The following are strictly prohibited, for legal or safety reasons:

- Vaporizers or hookahs.
- Smoke-generating machinery in and around the residence halls (including during special events and programs) because of the possibility of triggering false alarms.
- Gasoline-powered (kerosene, etc.) machinery such as motorcycles or mopeds and any other combustible items including combustible engines, flammable liquids, non-electric lanterns, portable barbecue grills, and large combustible decorations.
- Candles, incense, oil burners, and other similar items requiring an open flame for use.
- Natural trees and evergreens.
- Use of more than three strands of lights on a single extension cord to avoid overloading outlets.
- Possession or use of electrical appliances with heating elements or high energy consumption, such as hot plates, electric coffee pots, immersion heaters, popcorn poppers, crock pots, electrical heaters, electric frying pans, electric woks, stoves, toaster ovens, air conditioners, torchiere-style halogen lamps, ultraviolet sun lamps or any other appliance that uses over 800 watts of electricity (with the exception of hair dryers), and/or any appliance that does not meet current UL specifications.

- Personal micro-fridge. Individual rooms and Berkus Hall suites are equipped with one micro-fridge unit. Those living in the Berkus Hall suite singles must receive prior approval by Residential Education & Housing Services to bring their own personal micro-fridge for use in their single.
- Extension cords longer than 10 feet and/or multiple cords. Approved extension cords must not be placed under rugs or tacked/stapled to the walls. Power strips with surge protectors are permitted. Equipment that repeatedly overloads electrical circuits will be removed.
- Possession/use of waterbeds or mattresses not supplied by the College.
- Possession of any type of upholstered furniture not provided by the College, which does not meet Fire Code CAL, 133 or CAL 117. Each piece must be suitably labeled and written notice of compliance is required.
- Hanging anything outside windows or on the residence hall facades. Placing anything on outside window ledges and balconies. Hanging anything (particularly anything made of fabric) on or from interior room ceiling, sprinklers, fire detectors, or window air conditioning units.
- Satellite dishes and radio/TV antennas.

### *Fire Safety Education and Training Programs*

Residential Education staff (FTEs and RAs) receive training in fire safety including: how and when to use a fire extinguisher and fire hose, how to report a fire or other emergency, Emergency Operations Plan review with use of event documentation forms, and residence hall fire prevention. As part of training, staff views the United Educators videos “Dorm Fire Safety” and/or “Get Out and Stay Alive.”

Academic and administrative departments have one or more Disaster Preparation Contacts who also get training on fire safety and use of extinguishers and fire hoses. Some entire departments, like the Library staff, go through training as well, .

## FIRE REPORTING

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Persons to whom individuals should report that a fire has occurred include:

**Chief of Campus Safety or  
Campus Safety officers: Victor Clay**  
[vlclay@oxy.edu](mailto:vlclay@oxy.edu) | (323) 259-2599

**Risk Management Coordinator: Nazeli Khodabakhsh**  
[khodabakhsh@oxy.edu](mailto:khodabakhsh@oxy.edu) | (323) 259- 2646

**Environmental Health & Safety Manager: Bruce Steele**  
[bruce@oxy.edu](mailto:bruce@oxy.edu) | (323) 341-4978

## STATISTICS FOR RESIDENCE HALLS

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Unintentional fires: None

Intentional fires: None

Undetermined fires: None

Alarm statistics: Number of false alarms

- Pull station activation for no reason: 5 (3 occurred during outside group summer conferences)
- Smoke detector activation due to cooking: 12
- Smoke detector activations for other reasons: 13
- Activations of other fire safety devices besides smoke detectors or pull stations (ex: fire sprinkler flow): 0

## STATISTICS FOR THE REST OF CAMPUS

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Unintentional Fires: 2

Intentional fires: None

Undetermined fires: 1

Alarm statistics: Number of false alarms

- Pull station activation for no reason: 0
- Smoke detector activation due to cooking: 1
- Smoke detector activations for other reasons: 25
- Activations of other fire safety devices besides smoke detectors or pull stations (ex: fire sprinkler flow): 0

RESIDENCE HALL	FIRES	YEAR 2011 2012 2013	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO A FIRE	VALUE OF PROPERTY DAMAGE	FIRE DRILLS 2011	FIRE DRILLS 2012	FIRE DRILLS 2013
Newcomb Hall	0		N/A	0	0	0	3	2	2
Erdman Hall	0		N/A	0	0	0	2	2	2
Chilcott Hall	0		N/A	0	0	0	2	2	2
Haines Hall	0		N/A	0	0	0	2	2	2
Eileen Norris Hall	0		N/A	0	0	0	2	2	2
Braun Hall	0		N/A	0	0	0	2	2	2
Stewart-Cleland Hall	0		N/A	0	0	0	2	3	3
Pauley Hall	0		N/A	0	0	0	2	2	2
Bell-Young Hall	0		N/A	0	0	0	3	3	3
Wylie Hall	0		N/A	0	0	0	2	2	2
Stearns Hall	0		N/A	0	0	0	2	2	2
Berkus Hall	0		N/A	0	0	0	2	2	2
Berkus House	0		N/A	0	0	0	2	2	2
Pet House (1480 Campus Road)	0		N/A	0	0	0	1	2	2
Food Justice House (4863 Stratford Road)	0		N/A	0	0	0	0	0	2

## EMERGENCY SERVICES

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<b>Fire, Paramedics and/or Police</b>	EMERGENCY
9-911 (from a campus phone)	911
<p>If you call from a cellphone, be sure to tell the dispatcher to have the emergency responders meet Campus Safety officers at the Alumni Avenue/Campus Road intersection. Immediately call Campus Safety and report the incident. Officers will meet the responders and bring them to your location</p>	
Non-emergency	(323) 344-5701 or (877) ASK-LAPD
<b>Department of Campus Safety</b>	
EMERGENCY	(323) 259-2511
Non-emergency 24-hour on-call services	(323) 259-2599
Campus Safety Chief	(323) 259-2598 or (310) 302-7192
Clery Act Administrator	(323) 259-1390
<b>Environmental Health and Safety</b>	(323) 240-5475
<b>Facilities Management</b>	
Business hours	(323) 259-2651
After hours, weekends, holidays	(323) 259-2599 (Campus Safety)

## HEALTH CONCERNS

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<b>Emmons Student Wellness Center</b>	
Business hours	(323) 259-2657
Oxy 24/7 confidential hotline	(323) 341-4141

## RESOURCES FOR STUDENTS

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<b>Title IX Coordinator</b>	(323) 259-1338
<b>Survivor Advocate</b>	(323) 259-1359
<b>Project S.A.F.E.</b>	(323) 341-4750
<b>24/7 Confidential Hotline</b>	(323) 341-4141
<b>Student Advocacy and Accountability</b>	(323) 259-2870
<b>Office of the Dean of Students</b>	(323) 259-2661
<b>Residential Education and Housing Services</b>	(323) 259-2531
<b>Office for Religious &amp; Spiritual Life</b>	(323) 259-2621

## RESOURCES FOR EMPLOYEES

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Employee Assistance Program	(323) 259-2613
Office for Religious & Spiritual Life	(323) 259-2621