

OCCIDENTAL COLLEGE
ANNUAL FIRE SAFETY AND SECURITY REPORT
2013

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Message from the President

I am pleased to share our Annual Fire Safety and Security Report with the Oxy community. This report contains important information for the Oxy 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 its campus community.

As a college, we have a profound obligation to live up to our institutional values in all aspects of campus life, and ensure that Oxy is a place where everyone feels safe and valued. That obligation is reflected in the policies and procedures outlined here, and in our shared efforts to provide a safe campus and inspiring educational experience for all Oxy students.

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. But safety at Oxy is a shared responsibility. We need your help in fostering 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

Occidental College

Message from the Director of Campus Safety

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Jeanne Clery Act) Occidental College is pleased to introduce the 2013 Annual Security and Fire Safety Report. Within this report you will find information about key college policies; personal safety and crime prevention information; 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 the safety information contained within to enhance your learning, living, and working experience at Occidental College.

Hollis Nieto

Director of Campus Safety

Facilities Management Building

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ANNUAL SECURITY REPORT

ABOUT OCCIDENTAL COLLEGE

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

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

The Occidental College campus consists of more than 50 academic, athletic, business and residential structures and parking lots/structures as well as five sports fields, situated on 120 acres in the Eagle Rock community of Los Angeles. In 2001, the College leased a storefront at 2106 Colorado Blvd. in Eagle Rock that serves the community as the Urban Environmental Policy Institute. Also, during the fall semester students can participate in Oxy at the United Nations program, in which students take two classes and participate in internships at U.N.-related agencies in New York City.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

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 a security report every year by October 1. The report contains three years of crime statistics and certain policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of college and university police or security, where students, staff, faculty, and visitors go to report crimes. The complete text of the Clery Act and the U.S. Department of Education regulations are available on the Clery Center for Security on Campus, Inc. at www.clerycenter.org.

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

At Occidental, the preparation of the annual security report (ASR) is a continual, coordinated effort by the Campus Safety Department and the Clery Act Compliance team. The Clery team is comprised of the Title IX Coordinator, Chief of Campus Safety, Director of Residential Education and Housing Services, Director of Student Advocacy and Accountability, Dean of Students, Associate Dean of Students, and led by the Director of Campus Safety. The process includes the gathering of crime statistics from the Campus Safety Department, those individuals identified as campus security authorities and local law enforcement agencies where appropriate. Another part of the process is ensuring College safety and security policies in the Annual Security Report reflect the most current information.

The AFSSR is published by October 1 of each year and can be found on the Campus Safety Department webpage at www.oxy.edu/campus-safety/. Campus Safety provides information about the ASR and fire safety report to all current students and employees of the College. The Report is also available to any prospective student or employee, upon request.

REPORTING CRIMES AND OTHER EMERGENCIES

Occidental encourages victims of crime to report the crime as soon as possible to Campus Safety and/or to the Los Angeles Police Department. Campus Safety Officers can be reached 24 hours a day 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 College reports crimes in compliance with the guidelines set forth in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crime statistics are gathered from reports made to Campus Safety, campus security authorities, and local law enforcement agencies as appropriate.

Due to the sensitive nature of sexual assault, victims of may choose to report these crimes anonymously. An anonymous reporting form is available at www.oxy.edu/sexual-assault-resources-support/how-report. The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies, as appropriate, and potential inclusion in the Daily Crime Log and Annual Security Report under the Clery Act.

The Campus Safety Department maintains a daily crime log of all crimes reported to the department. The log is available for public inspection during normal business hours of 8 a.m. to 5 p.m. Monday through Friday at www.oxy.edu/campus-safety/crime-reporting-clery-act/daily-crime-log.

Campus Security Authority (CSA) Policy

While we prefer that community members promptly report all crimes and other emergencies directly to the Campus Safety Department, we also recognize that some may prefer to report to other

individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “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.”*

Occidental has designated the following College officials as campus security authorities. As a campus security authority, these individuals will receive training, as appropriate. If they become aware of a crime involving Occidental or a member of the College community they must report it immediately to the Director of Campus Safety.

- All full-time members of the Campus Safety Department
- Student Affairs:
 - ✓ Vice President for Student Affairs/Dean of Students
 - ✓ Senior Associate Dean of Students
 - ✓ Director of Emmons Student Wellness Center
 - ✓ Health and Wellness Educator
 - ✓ Director of Religious & Spiritual Life
 - ✓ All Program Coordinators
 - ✓ Director of Student Advocacy and Accountability
 - ✓ Assistant Director of Student Success
 - ✓ Associate Dean of Students
 - ✓ Director of Residential Education and Housing Services
 - ✓ Associate Director of Residential Education
 - ✓ Assistant Director of Residential Education (2)
 - ✓ Graduate Hall Coordinators (6)
 - ✓ All RAs, Mentor RAs
 - ✓ Associate Director of Housing Services
 - ✓ Assistant Director of Housing Services
 - ✓ Assistant Dean of Students for Intercultural Affairs
 - ✓ Associate Director of Intercultural Affairs
 - ✓ Program Coordinator
 - ✓ Assistant Dean of Students for Student Life
 - ✓ Assistant Director of Student Organizations and Leadership

- ✓ Assistant Director of Student Life and Greek Life
- ✓ Assistant Dean for Community Engagement
- ✓ Director of Upward Bound
- ✓ Senior Associate Director
- ✓ Academic Coordinator
- ✓ Director, Neighborhood Partnership Program, LA Bridges, Gear Up
- Athletics:
 - ✓ Associate Vice President/Director of Athletics
 - Associate Director of Athletics
 - Assistant Director of Athletics
 - Assistant Director of Athletics/Sports Information Director
 - Director of Operations
 - Assistant Director of Athletics/SWA
 - All Head Coaches and Assistant Coaches
 - Head Athletic Trainer
 - Athletic Trainers (2)
 - Club Sport Coaches/Advisors
- Academics:
 - ✓ Faculty Advisors to student organizations
- Other:
 - ✓ Title IX Coordinator
 - ✓ Deputy Title IX Coordinators

Examples of individuals who do not meet the criteria of campus security authority include: a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff, facilities management staff, and campus dining staff.

**Special clarifying note:* Title IX has additional requirements which state, "A school has notice if a responsible employee "knew, or in the exercise of reasonable care should have known," about the harassment. A responsible employee would include any employee who has the authority to take action to redress the harassment, who has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees, or an individual who a student could reasonably believe has this authority or responsibility"¹. Responsible employees are required to report allegations of sexual misconduct and harassment to the Title IX Coordinator or to their supervisor, who will then bring the complaint to the Title IX Coordinator. This includes teaching faculty as well as faculty in advisory or supervisory positions; indeed, any Oxy community member from whom a student could reasonably expect authority.

¹ <http://www2.ed.gov/about/offices/list/ocr/docs/shguide.html>

Certain individuals who have significant responsibility for student and campus activities are exempted from reporting:

- Pastoral counselor. A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional counselor. A person whose official responsibilities include providing mental health counseling to members of the College community and who is functioning within the scope of their license or certification. This definition applies even to professional counselors who are not employees of the College, but are under contract to provide counseling at Occidental.

The function of a campus security authority is to report to the Director of Campus Safety those allegations of Clery Act crimes that can reasonably be concluded are made in good faith. A campus security authority is not responsible for determining authoritatively whether a crime took place - that is the function of the Campus Safety Department and/or local law enforcement personnel.

Anonymous Reporting

If you are interested in reporting a sexual misconduct incident anonymously, you can utilize the College's Anonymous reporting program that can be accessed at <http://www.oxy.edu/sexual-assault-resources-support/how-report>. As a matter of policy, we do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety.

Emergency Phones

There are over 25 exterior telephones available for emergency use; of these phones 15 are Blue Light Emergency Telephones that provide a direct line to Campus Safety by simply pushing the red button on the face of the unit. These telephones can be used to report a criminal incident, a fire, or any other type of emergency.

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, with 12 full-time, unarmed, uniformed officers, the chief, and the director of Campus Safety. 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 Justice, Division of Consumer Affairs 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 certification. On-going training 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 staff provides safety escorts, office support, and staffs the ID check point in the Athletics building. The Department also uses a broad array 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, Human Resources and the Student Activities Center.

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, Northeast Division and calls upon them for support when the need arises. 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. At the present time, there is no written memorandum of understanding between Occidental College Campus Safety Department and the Los Angeles Police Department.

Crimes Involving Student Organizations at Off-Campus Locations

The Director of Campus Safety and the Chief of Campus Safety routinely communicate with the Area Commander of the LAPD's Northeast Division, and share information about criminal activity in and around the campus. Specifically, LAPD will inform Occidental of any criminal activity in which recognized student organizations engage.

Additional Campus Safety Department Services

The Campus Safety Department is also responsible for providing support services tailored to meet the needs of the Occidental community. Some of these services are to:

- Coordinate emergency preparedness and response efforts for the campus
 - ✓ Provide leadership of the Emergency Preparedness Committee (Director of Campus Safety is chair)
 - ✓ Provide Emergency Notifications and Timely Warnings as required and/or warranted
 - ✓ Maintain readiness of OxyAlert notification system; tests and initiates system
 - ✓ Coordinate drills of emergency plans including residence hall fire drills, campus emergency drills, and participation in the Great California ShakeOut
 - ✓ Provide educational and informational emergency preparedness and response materials
- Manage the campus parking permit and traffic regulation program
 - ✓ Provide vehicle battery jump starts
 - ✓ Investigate and document reports of vehicle accidents and damage
- Provide crime prevention information and programs
 - ✓ Rape Aggression Demand (RAD) system of self-defense
 - ✓ Whistle Alert program
- Coordinate the College Clery Act compliance program
 - ✓ Director of Campus Safety chairs the Clery Team (comprised of the Title IX Coordinator, Chief of Campus Safety, Director of Residential Education and Housing Services, Director of Student Advocacy and Accountability, Dean of Students and the Associate Dean of Students)
 - ✓ Gather, maintain and disseminate information on safety and security policies and incidents of crime on campus as required
- Furnish security support and crowd control for College events or special projects
- Assist with building lockouts
- Maintain a lost and found
- Respond to activated intrusion, security and fire alarms for the entire campus and College-owned houses
- Provide and maintain an ongoing commitment to training in technical and tactical topics, as well as College policies and procedures
- Transport sick and injured students on campus 24 hours a day

Safety Escort Program

Campus Safety recognizes that community members may be uncomfortable walking across campus after dark. With this in mind, a safety escort program has been developed as an alternative to walking alone after dark. Campus Safety officers and student escort drivers provide escorts.

Safety Escort drivers follow a prescribed route established for maximum efficiency and service. The route includes on-campus and off-campus stops at the Intercultural Community Center, the Berkus House, and sorority and fraternity houses. Schedules are available in each residence hall, Johnson Student Center, the Academic Commons and the Campus Safety office. The safety escort service is available dusk to dawn, seven days a week during the academic year.

The safety escort program is not a taxi service. It is not meant to meet an individual's routine transportation needs. To request a safety escort call 323-259-2599.

Regulations:

- Safety Escorts will not be extended beyond our established boundaries.
- Safety Escorts will not be provided to or from local businesses.
- Safety Escorts will not be provided to disorderly or abusive passengers.

Off-campus established boundaries:

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

Sexual Misconduct Prevention and Response

Occidental College prohibits all forms of sexual misconduct, including sexual and gender-based harassment, sexual violence and intimate partner violence. Such acts and all attempts to commit such acts are regarded as serious violations of Occidental's policy and are likely to result in a severe disciplinary penalty. Possible disciplinary sanctions range from warning to permanent separation from the College. California criminal law encompasses certain sexual offenses, and criminal prosecution may take place independently of Occidental's disciplinary processes.

Occidental policy defines sexual misconduct as:

"[A]ll forms of sexual and gender-based harassment, including sexual violence and intimate partner violence. Each of these terms encompasses a broad range of behavior. In general, sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to incapacitation. Intimate partner violence refers to any act of violence or threatened act of violence, sexual or otherwise, against a person who is or has been involved in a sexual, dating, domestic or other intimate relationship with that person."

Sexual misconduct includes these behaviors:

- Sexual Harassment;
- Sexual Assault;
- Non-Consensual Sexual Contact;
- Sexual Exploitation;
- Harm to Others;
- Stalking; and,
- Retaliation

What to Do if You or a Friend Are Assaulted

In the case of a sexual assault, we recommend survivors consider the following steps:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam.
- Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police. Members from the Oxy Assault Advocacy and Response Team (OAART) are available to provide support.
- Get medical attention as soon as possible – An exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time.
- Consider talking to Naddia Palacios, Survivor Advocate, Project SAFE, or a counselor in the Emmons Wellness Center – Speaking with a counselor or advocate may be important in helping the victim understand her/his feelings and begin the process of recovery.

Students may also report offenses to the Title IX Team or other campus officials, including deans and residential education administrators. Occidental officials will review the academic and living situations of the reporting individual upon request, and will offer accommodations if requested.

Occidental provides educational programs to promote the awareness of sexual misconduct and prevent its occurrence. Such educational programs take place at Orientation and throughout the year. Orientation programming includes training on the College's policies and procedures, sexual assault statistics (including information about acquaintance rape on college campuses), strategies to end gender violence, and active bystander intervention to prevent sexual misconduct. Ongoing educational programs include Take Back The Night, the Clothesline Project, Sexual Assault Awareness Week, and RAINN Day. Additionally, all students are required to complete online sexual misconduct training at the beginning of each academic year. More information about ongoing educational programs is available at <http://www.oxy.edu/project-safe/events>.

Reporting Sexual Misconduct

Any incident of sexual misconduct occurring on or near campus should be reported as soon as possible to the Title IX Coordinator or a member of the Title IX team, including Title IX Deputy Coordinators and the Chief of Campus Safety. The Title IX team will investigate and inform the reporting individual of options for resources for care and support on- and off-campus. The Title IX team also will offer instruction on the importance of preserving evidence that may be necessary for criminal charges. Students may also report offenses to other campus officials, including Deans and Residential Education and Housing Services staff.

Reporting an incident of sexual misconduct to the Title IX team may help to prevent another incident of sexual misconduct. If an individual reports the incident, it does not mean that the reporting individual must proceed with a formal complaint with the College or a criminal complaint. Immediately following an incident, the individual should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s).

A member of the Oxy Assault Advocacy and Response Team ("OAART") is trained to assist the reporting individual in dealing with issues relating to sexual misconduct in a confidential setting. OAART members can assist the individual in contacting on- and off-campus resources for medical, legal or emotional support. OAART members also can assist the individual in securing an academic and/or living accommodation following an incident of sexual misconduct.

OAART members include Naddia Palacios, Survivor Advocate, Project SAFE, and Jennifer Heetderks, Emmons Student Wellness Center. The Survivor Advocate is available twenty-four hours

a day, seven days a week to provide confidential crisis support and resource options. Emmons is open Monday through Friday, with regularly scheduled walk-in hours for medical and counseling and additional hours for scheduled appointments

When talking to an OAART member, the individual is not making a report or a formal complaint. All discussions are private and confidential and do not commit the individual to further action. Such conversations are not disclosed to anyone without the individual's express permission, unless there is a threat of physical harm to the individual or others.

Advising, Resources & Education

No matter when the incident of sexual misconduct occurred or what the victim decides to do, the victim should consider counseling. Sometimes talking can be the most important step to healing. Emmons may be contacted at any time to arrange an appointment. Friends of victims may seek counseling and support as well. The Survivor Advocate may also be contacted at any time.

The OAART can:

- Provide information about reporting options, including filing a criminal complaint and filing a formal complaint with the College;
- Support individuals through any internal or external processes;
- Assist to manage the impact on academic and living situations following an incident of sexual misconduct (provided reasonable alternatives are available); and
- Assist in obtaining on- and off-campus resources for medical, legal, or emotional support.

Students should be aware that they have the option of notifying appropriate law enforcement authorities, including on-campus and local police, or other Occidental officials. Occidental officials are available to assist the student in notifying police.

College Disciplinary Procedures

Procedures for filing formal complaints with Occidental concerning sexual misconduct are included in the Student Handbook and on the Sexual Assault Resources and Support Webpage (<https://www.oxy.edu/sexual-assault-resources-support/policies-procedures>). In the College's disciplinary process, both the accuser and the accused may choose to be accompanied by another person during the disciplinary proceedings. In addition, both the accuser and the accused are informed of the final determination of the hearing panel and, when appropriate, any disciplinary action. Details of Occidental's procedures for responding to complaints of sexual misconduct can be obtained from the offices of: Emmons, Project SAFE, the Title IX Office, the Dean of Students Office, and Residential Education and Housing Services. The College offers information and resources

relating to preventing sexual violence and sexual harassment. These can be found on the Sexual Assault Resources and Support Webpage. For more information, contact the Survivor Advocate at (323) 259-1359, or visit the webpage (<https://www.oxy.edu/sexual-assault-resources-support>).

Detailed definitions of these behaviors can be found at <https://www.oxy.edu/sexual-assault-resources-support/policies-procedures>. The College will sanction any student found responsible for sexual misconduct. Sanctions differ depending on the violation and other factors, and may include permanent separation, suspension, removal from campus housing, restitution, probation, censure, or warning.

Registered Sex Offender Information/Access to Related Information

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also specifies offenders already required to register in a state to 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 must be conducted at the Los Angeles Police Department.

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 Los Angeles Police Department's Northeast Station, 3353 San Fernando Road, Los Angeles. For more information, visit www.meagaslaw.ca.gov.

TIMELY WARNING REPORTS

The College will issue a Timely Warning to notify the campus of any Clery Act crime that presents a serious or continuing threat to the campus community, is reported to local law enforcement or a campus security authority, and occurs within the Clery-defined geographical areas as soon as the information is available so people can protect themselves and/or property from similar crimes.

In the event it is necessary to issue a Timely Warning, the Director of Campus Safety and/or the Chief of Campus Safety or designees typically will collaborate in developing the content and delivery method of the Timely Warning. Time permitting, additional input may be garnered from other sources. Any of the above individuals has the authority to compose and send a campus-wide

notification adhering to the above qualifying criteria. 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. Once the potentially compromising situation has been addressed, the Timely Warning will be issued immediately.

Informational Message - The College will 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 Director of Campus Safety and/or the Chief of Campus Safety or designees determine an Informational Message should be issued any of the above individuals have the authority to compose and 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 Associate 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, Human Resources, and Residential Education and Housing Services; the Chief of Campus Safety; the Environmental Health and Safety Manager and a student representative. The Director of Campus Safety chairs the committee.

The Campus Safety Department and the Office of Environmental Health and Safety joined together to compile an emergency procedures 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 and posted in hallways and gathering areas on campus. Additional copies are available from Campus Safety.

After the Northridge earthquake in 1994, the need was recognized for an out-of-state telephone message to keep family and friends of Occidental apprised of the status of the College after a natural disaster or other emergency. The message is updated as the situation demands. It plays twice for the

caller, then automatically disconnects. The number is 1-866-961-3300. Share it with your family and friends. Emergency information will also be posted on the College website, Facebook and Twitter accounts as necessary.

Disaster Preparedness and Response Plan

The Emergency Operations Plan is the foundation and guide for response by administration, faculty, staff and students of Occidental College to a disaster that might occur on or near campus. The purpose is to protect life, property, and the environment and to maintain the basic operations of the College following a disaster. The intent is to make the plan flexible, so the details of specific incidents will 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 will remain the same. The complete Emergency Operations Plan, “Common Sense Advice for Earthquakes” and a disaster preparedness checklist are available at <http://www.oxy.edu/campus-safety/emergency-preparations-response-plans>.

Emergency Response Exercises

Annually, the College conducts emergency management exercises to test emergency procedures. The scenarios for these exercises change from year to year, and include several departments from across the campus.

Disaster preparation and response drills occur each year. Occidental College participates in the Great California ShakeOut Drill held each year in October as well as a campus-wide drill in the spring. Regular, unannounced fire drills that stress safe evacuation, assembly and accountability are held in the residence halls. Documentation of the drills are kept in the EH&S and Campus Safety offices. Should a drill be called while you are on campus, please respond with a serious attitude. Your contribution will help make the training exercise more realistic and meaningful and help your overall preparedness.

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 notification.

The College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Occidental uses an emergency notification system to provide alerts via OxyAlert. OxyAlert is an

emergency notification service available to students, 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 it is necessary to issue an Emergency Notification, the Director of Campus Safety and/or the Chief of Campus Safety or designees will collaborate in developing the content and delivery method of the Emergency Notification. Time permitting, additional input may be garnered from other sources. Any of the above individuals 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

The Campus Safety Department 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, first responders will notify supervisors in Campus Safety or other 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 victim or to contain, respond to, or otherwise mitigate the emergency, the College may elect to delay issuing an emergency notifications.

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 office responsible for issuing the emergency notification (usually 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 develop the most succinct message to convey

the appropriate information to the community. The goal is to ensure that individuals are aware of the situation and they know the 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 these methods of communication may be activated in the event of emergency notification to the campus community. These methods of communication include the mass notification system OxyAlert, the College's email system, Facebook and Twitter accounts, and verbal announcement 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 its 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 and steps the College has taken to address the emergency. Primarily, Communications and Marketing are responsible for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms and for maintaining communications with national, regional, and local news and radio outlets.

Enrolling in the University's Emergency Notification System

The College encourages members of the campus community to enroll in the OxyAlert system by visiting MyOxy and clicking on the OxyAlert link under the Employee Services or Student Services tab. We encourage faculty, students and staff to regularly update their information at the same site.

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, such as lights out and broken windows and locks. 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 must wear identifying badges when working on campus. They must check in and out with the Facilities Management Department 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 and 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/life safety systems and oversees construction projects involving these systems. EH&S also manages hazardous materials, hazardous waste removal, asbestos and 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. Burned-out lights are replaced promptly.

As needs are identified, new sidewalks are installed. New streetlights and pedestrian walkway lights are added as new parking areas and walkways are developed or as 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 and inviting and is used by community members and others drawn to the campus for a variety of reasons. Persons with legitimate business are welcome. However, entrance may be denied and the trespass laws invoked for persons found on campus without legitimate reasons.

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 to use department facilities after hours. 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, five days a week during the academic year.

All residence halls are locked 24 hours a day. For the safety of all residents and the protection of personal property, all members of the campus community are strongly urged not to prop open any locked door. Campus Safety officer patrols as well as frequent rounds by the Residence Education staff help to enforce this policy.

Also owned and maintained by the College are a fraternity house and 44 rental houses, all located in the campus neighborhood.

Student Housing Information

Occidental houses approximately 1,700 students in 16 residence halls. All entrances to residence halls are locked 24 hours a day. To gain access, visitors must notify their hosts of their arrival and ask to be met at the door. Three professional staff community directors supervise six graduate assistants and 51 resident advisors assigned to residence halls. Professional residence life staff members are on duty 24 hours a day. Safety and security issues are included as part of resident advisor staff's thorough 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. The 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 only have smoke detectors in the hallways and student rooms. Bell-Young Hall, Berkus Hall (formerly Rangeview Hall), Braun Hall, Chilcott Hall, Erdman Hall, Newcomb Hall, Pauley Hall, Stearns Hall, Stewart-Cleland Hall, and Wylie Hall have installed fire alarm sprinkler systems which are monitored by an outside company that alerts both the Los Angeles Fire Department and the Campus Safety Department when activated. Campus Safety conducts "surprise" fire drills in all residence halls at least once each term. Evacuation results are 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 misdemeanor charges, including a citation and possible disciplinary action.

During the winter break, all residence halls rooms are secured. Students requiring housing at that time must make prior arrangements with the Office of Residence Education and Housing Services.

Exterior locks to each building are temporarily changed during the winter and summer breaks to increase security of the facilities. Additional information about student housing can be found at: <http://www.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. In addition, they 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 instruct RAD self-defense workshops. 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 wherever they go. By carrying a whistle and agreeing to use it only in cases of emergency, and to report the sound of a blown whistle to the Campus Safety emergency line (323-259-2511), participants in the Whistle Alert Program join in partnership to support a safer campus.

Crime Prevention and Safety Awareness Programs

- Safety Escort Program – ongoing dusk-to-dawn safety escorts available through Campus Safety on campus and within established escort zone.
- Hall Spreads – a partnership with Residence Education to present crime prevention programs at hall meetings.
- Orientation – participation at check-in with information table for new students and parents.
- Health and Wellness Fair – participation in annual event with safety and crime prevention information.
- Community Meetings – partnership with the 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.
- Operation ID – a program to loan engraving pens to students for the purpose of identifying personal property.
- RAD Training – Rape Aggression Defense training.

Center for Gender Equity / Project SAFE

Project Safe offers on-going educational efforts to provide gender equity / sexual assault information and advocacy. Specific programming included:

- 3/1/12 – presentation by and discussion with Dr. Jackson Katz (facts about sexual violence and strategies to enlist me in the effort to reduce all forms of men’s violence toward women.
- 3/2/12, 3/15/12, 3/25/12, 4/15/12 – Project SAFE Greek Workshops
- 4/10/12 – Project SAFE / Men in Solidarity Workshop
- 4/16/12 – Take Back the Week Kickoff (initial event to week of programming – annual participation in national campaign of sexual assault awareness)
- 4/16/12 – Project SAFE / Clothesline Project (annual participation in national campaign against sexual violence)
- 4/17/12 – Project SAFE – Ally / Bystander Training
- 4/20/12 – Take Back the Night Vigil (annual participation)
- 8/?/12 – Project SAFE training of Orientation Team
- 8/?/12 – Orientation Speaker
- 9/25/12 – Project SAFE Faculty / Staff Training (How to Support a Survivor of Sexual Assault)
- 9/27/12 – Participation in annual RAINN Day (Rape Abuse & Incest National Network’s annual day of action)
- 9/?/12 – 10/?/12 – Project SAFE Presentations / Workshops (Norris Residence Hall, Phi Psi, Delta, Gamma, Kappa, Theta, Los Compadres, Honor Board)
- 10/29/12 – Peace Over Violence speaker on domestic violence
- 10/29/12 – Domestic Violence Ally Workshop
- 11/1/12 – Domestic Violence Poster Campaign

Programming Offered During Orientation

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

Residential Education and Housing

- Alcohol Awareness - ongoing passive and active programming in the residence halls to help students gain knowledge about alcohol and its effects. Includes mandatory attendance at residence hall spread; alcohol and drug policy discussions, including the amnesty policy and

community standards; safe drinking; learning the physiological response to alcohol; watching out for friends; alcohol facts and myths; bulletin board education and awareness information.

- Sexual Assault Awareness – ongoing residence hall spread programming includes information on Project SAFE; safe sex; sexual assault; 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

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 and arrows and hunting 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 item that is furnished as a weapon in will be treated as a violation of College policy; items include, but are not limited to use of a fake or toy gun, brandishing a pocket knife, or a hand held under clothing to simulate a weapon.

Missing Student Notification Policy

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

Occidental takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Occidental students living in College-owned 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 residing 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. This information will include the following:

- Students have the option of designating one or more individuals to be contacted by Occidental not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Residential Education and Housing Services Office.

- This information will 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 24 hours after the time that the student is determined to be missing, in addition to the missing student's contact person(s).
- Occidental will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
- If Occidental 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 will initiate the emergency contact procedures in accordance with the student's designation.

Occidental will 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 Occidental Campus Safety by calling 323-259-2599.
- Once Occidental receives a missing student report the following offices will be notified:
 - Vice President of Student Affairs and Dean of Students
 - Residential Education and Housing Services
 - Campus Safety
- Any official missing person report relating to this student shall be referred immediately to Campus Safety.
- If Occidental, after investigating the official report, determines the student has been missing for more than 24 hours, the College will contact the local law enforcement agency 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, the 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 on campus public locations 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 access 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 last login and use of the Occidental email system.

If there is any indication of foul play, the Los Angeles Police Department will immediately be contacted for assistance.

Daily Crime and Fire Logs

The Department of Campus Safety publishes a Daily Crime and a Fire Log of all crime and fire incidents reported to the department, Monday – Friday, on College business days. The log is available 24 hours per day to members of public and can be viewed at <http://www.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 the Department of Campus Safety.

The most current 60 days of information is available in the Campus Safety office, located in the Facilities Management building. Upon request, copies of any Daily Crime and Fire Log older than 60 days will be made available, within two business of a request.

ALCOHOL AND OTHER DRUGS POLICY

Occidental's alcohol and drug policy complies with the requirements set forth by the Drug-Free Schools and Community Act Amendments of 1989 (Public Law 101-226; final regulations published on Aug. 16, 1990) that require the College to certify to the U.S. Department of Education by Oct. 1, 1990, that it had adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by its students.

The Occidental College Code of Student Conduct states unequivocally that the illegal possession, use, and distribution of alcohol and other drugs will not be tolerated. It is the college's policy to provide a

learning, living, and work environment that is free of illicit drugs, tobacco smoke, and the unlawful use or abuse of alcohol. Students found to be in violation of the Alcohol and Other Drugs Policy are subject to disciplinary action, although the Medical Amnesty clause enables students to seek help for intoxicated students without placing themselves in jeopardy of disciplinary action.

The office of Residential Education and Housing Services, in collaboration with the Emmons Student Wellness Center and the Office of Student Conduct, offers alcohol and drug abuse education programs throughout the year. Programs for groups and individuals are also available through the Emmons Student Wellness Center and through recovery support groups both on and off campus in the Occidental community at large. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential in accordance with Federal and State laws.

All incoming first-year students are required to participate in an alcohol survey tool known as Alcohol Wise. The program consists of a mandatory online course that covers all the basics regarding alcohol use and abuse in six independent areas. The inventory takes approximately two hours to complete with a shorter follow up program two months after matriculation.

The Occidental College Alcohol and Other Drug Policy and the Sexual Misconduct Policy are distributed to all students at the beginning of the fall and spring semesters through the clearance process. Each student is responsible for being familiar with the content of the entire Code of Student Conduct.

The possession, sale or the furnishing of alcohol on the campus is regulated by the Occidental College Alcohol and Other Drugs Policy and California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the shared responsibility of the Campus Safety Department and Residence Education & Housing Services. The campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety Department and Residence Education & Housing Services. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. It is also a violation of the College alcohol policy for anyone to consume or possess alcohol in any public area of the campus without prior approval. Organizations or groups violating alcohol and other drug policies or laws may be subject to sanctions by the College.

If you or someone you know is experiencing difficulty with regard to the use or abuse of alcohol or other drugs, there are resources available to provide information, assessment and treatment.

Information and Referrals:

**Pasadena Council on Alcoholism
And Drug Dependency**
1245 E. Walnut Street
Pasadena, CA 91106-1878
626-795-9127

Al-Anon Family Group, INC.
Central Office
4936 Lankershim Blvd.
North Hollywood , CA 91601
818-760-7122

Narcotics Anonymous Help Line
626-303-4156

Inpatient and Outpatient Treatment Programs

BHC Alhambra Hospital
4619 N. Rosemead Blvd.
Rosemead, CA 91770
800-235-5570

Alcoholics Anonymous
L.A. Central Office
4311 Wilshire Blvd. #104
Los Angeles , CA 90010
Main Los Angeles Office 323-936-4343
Glendale Branch 818-242-1350

**Della Martin Center for Behavioral Sciences
At Huntington Hospital**
100 W. California Blvd.
Pasadena, CA 91109
800-310-9855

For additional information on resources in this area, consult with the staff at Emmons Student Wellness Center or visit <http://www.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, 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 – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

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 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.

CRIME STATISTICS

As part of an internal review, Campus Safety conducted an internal audit of 2010 and 2011 records and corrected statistical information in several categories per the Uniform Crime Reporting (UCR) definition. In addition, 2010 and 2011 numbers have been revised to conform with the Clery Act’s definition of off-campus public property, e.g. “public property that immediately borders and is accessible from the campus – sidewalk-street-sidewalk.” Previously, Occidental incorrectly defined off-campus property for Clery purposes as everything within the bounds of Campus Safety’s Escort program: Eagle Rock Boulevard to the west of campus, Las Colinas Avenue on the north, Avenue 50 on the east and York Boulevard on the south. The 2012 numbers reflect the correct definition.

Offense	Year	On Campus	On Campus Student Housing (subset of On Campus)	Non Campus Buildings or Property	Adjacent Public Property
Criminal Homicide					
Murder/Non-Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Sex Offenses					
Sex Offenses - Forcible	2010	*6 (18)	** 6 (14)	* 0 (1)	0
	2011	11	***11	0	0
	2012	6	5	1	0
Sex Offenses - Non-forcible	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Robbery	2010	0	0	0	1
	2011	1	0	0	0
	2012	0	0	0	1
Aggravated Assault	2010	1	0	0	0
	2011	2	1	0	0
	2012	0	0	0	1

Burglary	2010	15	9	4	0
	2011	32	12	0	0
	2012	20	8	0	0
Motor Vehicle Theft	2010	1	0	0	1
	2011	1	0	0	2
	2012	0	0	0	3
Arson	2010	1	1	0	0
	2011	0	0	0	0
	2012	0	0	0	0

*The numbers in parentheses are reports that were gathered through an anonymous survey conducted by Project SAFE in spring 2010. The survey allowed individuals to self-report sex offenses or individuals to report sex offenses suffered by a friend. 19 of the 25 total reports are from this anonymous survey.

** The location was not clearly identified for 4 of the reported sex offenses. Although those assaults may not be reportable, they have been included in the numbers in the residence hall category.

***The location was not clearly identified for one of the reported sexual assaults. Although that assault may not be reportable, it has been included in the numbers in the residence hall category.

Liquor Law Arrests	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals for Liquor Law Violations	2010	389	362	26	7
	2011	242	212	12	10
	2012	311	294	2	0

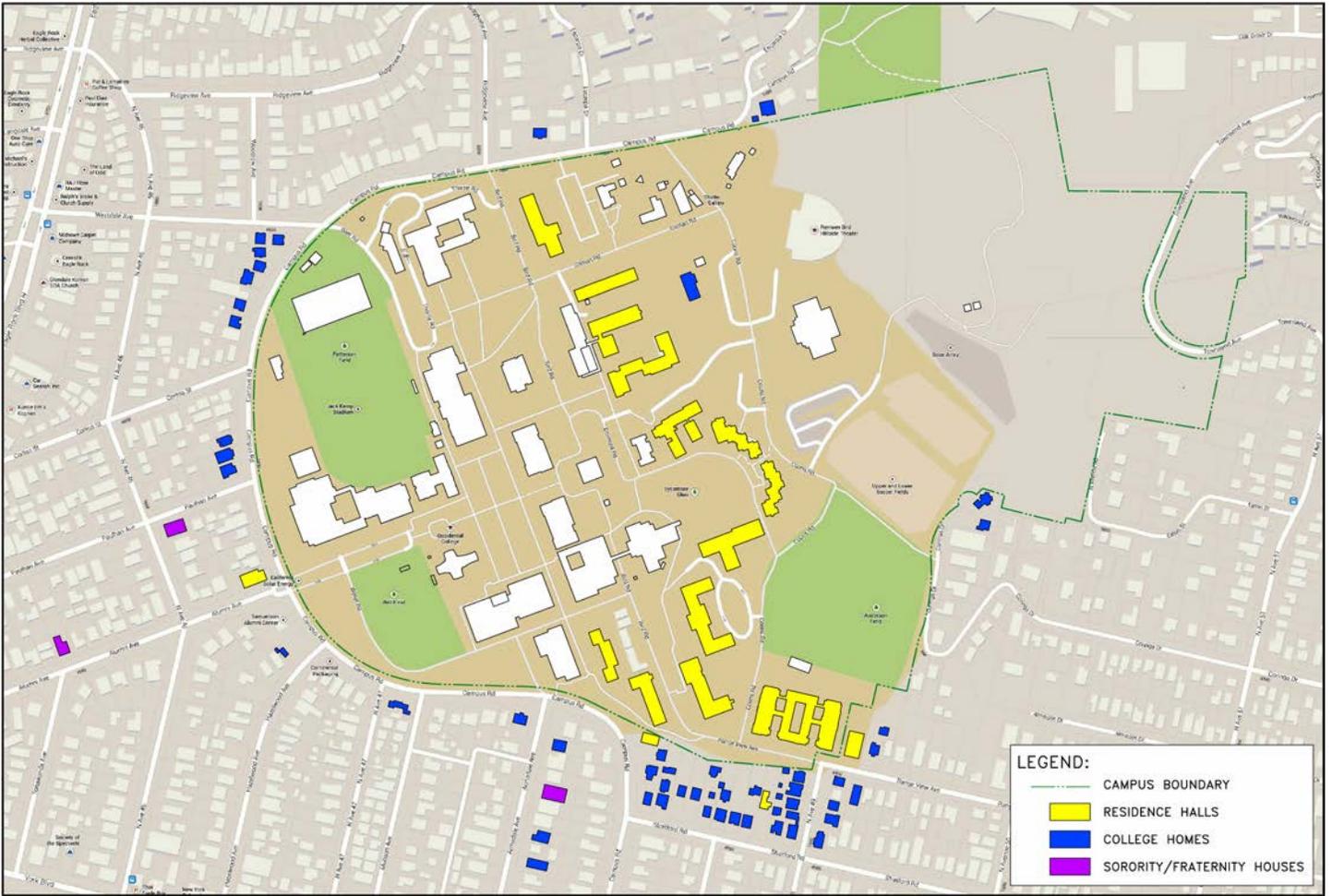
Drug Law Arrests	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals for Drug Abuse Violations	2010	147	141	0	6
	2011	125	97	7	7
	2012	100	42	0	1
Weapons Possession Arrests	2010	0	0	0	0
	2011	0	0	0	0
	2012	0	0	0	0
Disciplinary Referrals for Weapons Violations	2010	0	0	0	0
	2011	0	0	0	0
	2012	1	1	0	0
False Fire Alarms (includes intentional & nuisance fire alarm system activations)	2010	0	0	0	0
	2011	0	4	0	0
	2012	0	3	0	0

	On Campus	On Campus Student Housing (subset of On Campus)	Non Campus Buildings or Property	Adjacent Public Property
Hate Crimes:	3- Vandalism. Bias: (3)Sexual orientation (1)Race	2- Vandalism. Bias: (2) Sexual orientation	0	1- Assault. Bias: (1) Sexual orientatio n
Hate Crimes - 2010	0	0	0	0
Hate Crimes - 2011				1- Aggravat ed Assault. Bias: Sexual orientatio n
Hate Crimes - 2012	2- Vandalism. Bias: Sexual orientation	2- Vandalism. Bias: Sexual orientation		n

Non Campus Buildings
or Property include: (1)
3 sorority houses
recognized by the
College and a storefront
location at 2106
Colorado Blvd, Los
Angeles, CA 90041
(Urban Environmental
Policy Institute). LAPD
reported no Clery
crimes at these
locations.

(2) the OXY UN
Program in New York
City leases classroom
and residential facilities
for students
participating in the fall
term program. NYPD
reported no Clery
crimes at these
locations.

MAP OF CLERY REPORTABLE AREAS:



ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Occidental.

Policies

For the health and safety of all members of the community, students are expected to comply with all fire and safety regulations required by the College or 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 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 from Campus Safety. A fine of up to \$500 may be assessed for any person who does not exit a building during a fire alarm.

- 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 who are responsible for misusing smoke detectors will be charged for repair and/or replacement costs and face disciplinary action. Please report any problems with smoke detectors to Residence Education and 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 Occidental and Residence Education and Housing Services policies.

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

Fire Reporting

Anyone knowing about a fire should immediately report the incident to the following:

- Report a Fire in Progress immediately to 911 (from a cell phone) 9-911 from a campus phone.
- Campus Safety Department 323-259-2511
- Risk Manager 323-259-2646
- Environmental Health & Safety Manager 323-259-2933

Student Housing Emergency Evacuation

Upon activation of the residence hall fire alarm system all students and their guests must exit the building through the nearest safe exit and proceed to an assembly point and check-in and receive further instructions from staff or Campus Safety. Residence Education staff is trained to assist in the sign-in and verification of 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 an 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.

Prohibited Items in Student Rooms

All policies regarding use of electrical appliances are subject to change and approval by Residence Education and 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:

- No smoke-generating machinery is permitted in and around the residence halls (including during special events and programs) because of the possibility of triggering false fire alarms
- Gasoline and kerosene-powered machinery such as motorcycles or mopeds and any other combustible items including combustible engines, flammable liquids, non-electric lanterns, portable barbeque grills, and large combustible decorations.
- Candles, incense, oil burners, and other similar items requiring an open flame for use.
- Natural trees and evergreens.
- No 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 which uses over 800 watts of electricity (with the exception of hair dryers), and/or any appliance that does not meet current UL specifications.
- Possession of refrigerators over 3.3 cubic feet (with the exception of microfridges), Only one refrigerator allowed per room. Refrigerators must have a grounding prong (3 prongs) on a heavy-duty cord and may not be placed in closets.
- Extension cords longer than 10 feet; multiple cords and outlets. 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.
- Possession of any type of upholstered furniture or mattresses not provided by the College which do 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, or placing anything on outside window ledges and balconies, or hanging anything on or from interior room ceiling, sprinklers, or fire detectors. Exceptions may be made with the approval of the Assistant Dean for Residence Life and Housing Services.
- Satellite dishes, radio/television antennas.

Fire Safety Education & Training Programs

Residential Education staff (FTEs & RAs,) receive safety training which includes fire safety awareness; fire prevention; fire and emergency response; disaster preparedness; and how and when to use a fire extinguisher and a fire hose. There is also an exercise in the use of incident tracking forms. The United Educators video “Dorm Fire Safety” and/or “Get Out and Stay Alive” are shown.

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

Future Improvements of Fire Safety

1. Adding fire sprinklers to the rest of the residence halls. Currently this occurs with large remodel projects. Three residence halls got systems in 2008.

2. Updated fire alarm panel in Stewart-Cleland Hall completed in summer of 2011 as part of bathroom remodel project.
3. Updated fire alarm system in Pauley Hall completed in summer of 2012 as part of a bathroom remodel project.
4. Additional training of employees and students.
5. Evacuation exercises using the mass notification systems.

Description of On-Campus Student Housing Fire Safety Systems—Residence Halls/Apartments

There are several elements to fire safety in Occidental residence halls including building fire detection and suppressions systems, training, regular fire drills, mandatory evacuations for any fire alarm activations, and 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. The following systems are currently in place in the College's student housing facilities:

- 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 and do not report to the fire alarm panel. Emergency lighting is supplied by battery-powered bug-eye lights and exit signs.

- 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. Emergency lighting is supplied by battery powered bug-eye lights and exit signs.

- 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. Emergency lighting is supplied by battery powered bug-eye lights and exit signs.

- 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. Emergency lighting is supplied by battery powered bug-eye lights and exit signs.

- Braun Hall

Braun Hall has a partial fire sprinkler system that covers the trash chute and storage rooms on the 1st 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. Emergency lighting is supplied by battery powered bug-eye lights and exit signs.

- 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. Emergency lighting operates off of an inverter and battery bank.

- Pauley Hall

Pauley Hall has a partial fire sprinkler system that covers the trash chute and several storage rooms on the 1st 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. Emergency lighting operates off of an inverter and battery bank.

- 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, which is regularly tested and shared with Wylie Hall.

- 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 supplies emergency lighting, which is regularly tested and shared with Bell-Young.

- Rangeview Residence Hall

Rangeview Residence Hall has a fully automated 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.

- Berkus House (1601 Campus Road)

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 Rangeveiw (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.

2010/2011/2012 Fire Statistics for On-Campus Student Housing Facilities

Residence Hall	Fires	Year 2010 2011 2012	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Fire Drills 2010	Fire Drills 2011	Fire Drills 2012
Newcomb Hall	0		N/A	0	0	0	3	3	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	1	2010	Burning towels in stairwell	0	0	0	2	2	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 Residence Hall	0		N/A	0	0	0	2	2	2
Berkus Hall (1601 Campus Road)	0		N/A	0	0	0	2	2	2
Theme House (1480 Campus Road)	0		N/A	0	0	0	0	1	2

Food Justice House (4863 Stratford Road)	0		N/A	0	0	0	0	0	0
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2012 Alarm statistics:

- Number of false alarms –
 - Pull station activation for no reason: 3
 - Smoke detector activation due to cooking: 17
 - Smoke detector activations for other reasons: 12
 - Activations of other fire safety devices besides smoke detectors or pull stations: 0

Important Phone Numbers and Other Contact Information

Emergency Services

Fire, Paramedics and/or Police..... EMERGENCY 9-911 (from a campus phone)

..... 911 (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 efficiently bring them to your location

Non-emergency (323) 344-5701 or(877) ASK-LAPD

Department of Campus Safety

EMERGENCY (323) 259-2511

Non-emergency 24-hour on-call services..... (323) 259-2599

Environmental Health and Safety (323) 259-2933

Facilities Management

Business hours..... (323) 259-2651

After hours, weekends, holidays (323) 259-2599 (Campus Safety)

Health Concerns

Emmons Student Wellness Center

Business hours..... (323) 259-2657

Oxy 24/7 confidential hotline..... (323) 341-4141

Resources for Students

Title IX Coordinator..... (323) 259-1338

Survivor Advocate (323) 259-1359

Project SAFE (323) 341-4750

24/7 Confidential Hotline (323) 341-4141

Student Advocacy and Accountability (323) 259-2870

Office of the Dean of Students (323) 259-2661

Residential Education and Housing Services (323) 259-2531

Office of Religious & Spiritual Life (323) 259-2621

Resources for Employees

Employee Assistance Program (323) 259-2613

Office of Religious & Spiritual Life (323) 259-2621