



2014 Annual Security and Fire Safety Report

Claremont McKenna College, Claremont, California, 91711



Table of Contents

I. Introduction:

From the Vice President for Student Affairs, Admission, & Financial Aid	3
From the Interim Director of Campus Safety	3
Statement on Non-Discrimination, Equal Opportunity, and Related Laws	4

II. Annual Security Report:

Reporting Crimes and Other Emergencies:	5
Voluntary, Confidential Reporting	5
Reporting to Campus Safety	5
Emergency Phones	5
Anonymous Reporting	5
Reporting to Other Campus Safety Authorities (CSAs)	6
Pastoral and Professional Counselors	7
It's Up to Each of Us	7
Preparation of the Annual Security Report & Disclosure of Crime Statistics	7
About the Department of Campus Safety:	7
Role, Authority, and Training	7
Working Relationship with Local, State, and Federal Law Enforcement Agencies	8
Crimes Involving Student Organizations at Off-Campus Locations	8
Timely Warning Reports – Crime Alerts:	9
Purpose	9
Procedures	11
Emergency Response and Evacuation Procedures:	11
Emergency Management at CMC	11
Policy Statement Regarding The Claremont Colleges Emergency Response & Evacuation Procedures	11
Emergency Response Plans	11
Emergency Notification System	12
Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System	12
Determining the Appropriate Segment of Segments of TCC Community to Receive an Emergency Notification	12
Determining the Contents of the Emergency Notification	12
Procedures Used to Notify TCC Community	13
Enrollment In the College's Emergency Notification System	14
Security of & Access to College Facilities:	14
Special Considerations for Residence Hall Access	14
Security Considerations for the Maintenance of Campus Facilities	14
Campus Security Policies, Crime Prevention, & Safety Awareness Programs	15
Behavioral Intervention by the On-Call Deans Group	15
Explosives, Firearms, and Weapons:	15
Policy	15
Crime Prevention and Safety Awareness Programs	15
Student Conduct	16
Faculty & Staff Conduct	17
Parental Notification Policy	17
Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct:	18
An Overview	
Introduction: Prohibition on Discrimination, Harassment, Sexual	18

Harassment, and Sexual Misconduct	19
Reporting an Incident	19
Procedures Victims Should Know	19
On & Off Campus Resources	19
Accommodations	20
Victim Confidentiality & Marsy's Law	20
Education Programs	21
Conduct Proceedings:	21
Students	21
Faculty & Staff	22
Sex Offender Registration – Campus Sex Crimes Prevention Act (“Megan’s Law”)	22
Missing Student Notification Policy:	22
Provisions	22
Confidential Contact	22
Investigation	23
Notification Procedures	23
Daily Crime and Fire Log	23
CMC’s Policies Governing Alcohol and Other Drugs:	24
Alcohol and Other Drugs Policy	24
College Regulations Regarding Alcohol	24
College Regulations Regarding Other Drugs	25
Facts About Alcohol	25
California Laws Governing Alcohol & Drug Use on Campus	26
Related Offenses	27
Alcohol and Drug Policies Specific to Faculty and Staff	27
Drug Risks and Consequences	28
Drug and Alcohol Abuse Education Programs	28
Annual Disclosure of Crime Statistics:	30
Definitions of Reportable Crimes:	30
Primary Crimes	30
Hate Crimes	31
Dating Violence, Domestic Violence, and Stalking	32
2013 Crime Statistics Chart	33
College Areas and Campus Map	35
III. Annual Fire Safety Report:	37
Definitions	37
Residence Halls Fire Drills	37
Fire Safety	
2013 Fire Statistics for On-Campus Student Housing Facilities	38
Description of On-Campus Student Housing Fire Systems – Residence Halls and Apartments	38
Fire Safety Education and Training Programs for Students, Faculty, and Staff	39
Fire Incident Reporting	39
Plans for Future Improvements in Fire Safety	39
IV. Crime Prevention Tips	40



From the Vice President for Student Affairs, Admission, & Financial Aid

Dear Members of the CMC Community, Prospective Students & Employees, and Other Friends of the College,

It gives me great pleasure to provide you with a copy of the *2014 Annual Security and Fire Safety Report* for Claremont McKenna College.

As we have discussions on campus about personal and social responsibility at CMC, the topics of safety and security remind us that every member of the CMC community should make an investment in keeping the campus safe for each other. By fostering a community where individuals join the Campus Safety Office to take responsibility for safety and security, we create an environment where students, faculty, staff, and guests can feel safe in advancing the primary objectives of the College – to learn, live, and work.

This publication contains information about campus safety measures and reports statistics about crime in our community. It also contains information about alcohol, drugs, weapons, and sexual assault. I hope you will take some time to review this information so that you may become more informed about safety and security at CMC. Safety on campus is one of our highest concerns.

I welcome any comments or questions you may have about this report or the safety of the CMC community more generally.

Sincerely,

Jefferson Huang (jeff@cmc.edu, Kravis Center 139, (909) 621-8088)

From the Interim Director of Campus Safety

Dear Members of the CMC Community,

On behalf of the members of the Claremont University Consortium (CUC) Campus Safety Department, I want to thank you for your interest in our annual Fire Safety and Security Report. We publish this report because it contains valuable information for our campus community. We also publish the report to comply with the important provisions of the Clery Act. Campus safety and security and compliance with the Clery Act should be a part of everyone's responsibility at Claremont McKenna College (CMC).

We encourage you to review the information we have made available to you in this publication. You will find information about our organization including descriptions of certain services that we provide.

We join the CMC community in the commitment to foster a secure and supportive environment. We are proud to be an integral part of CMC's tradition of excellence. Campus safety and security is a collaborative effort. We partner with many departments at CMC that have a critical role in fostering campus safety, including the Dean of Students Office, the Human Resources Office, Facilities & Campus Services, CUC's Environmental Health & Safety Office, and other College offices. It has always been our goal to provide the highest quality of public safety services to the CMC community and we are honored to collaborate with the entire Claremont Colleges community. The men and women of the Campus Safety Department are committed to making the CMC campus a safe place in which to live, work, and study.

Sincerely,

Dean Manship (dmanship@cuc.claremont.edu, 150 E. 8th Street, (909) 621-8170)

Statement on Non-Discrimination, Equal Opportunity, and Related Laws

Claremont McKenna College does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. The College complies with all applicable state and federal laws, including, but not limited to:

- A. Title IX of the Higher Education Amendments of 1972
- B. Title VII of the Civil Rights Act of 1964
- C. California Fair Employment and Housing Act ("FEHA")
- D. California Unruh Civil Rights Act
- E. Family Educational Rights and Privacy Act of 1974
- F. Section 504 of the Rehabilitation Act of 1973
- G. Americans with Disabilities Act (the "ADA")
- H. Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act ("ADEA")
- I. Any other applicable federal, state, or local law addressing nondiscrimination and/or equal employment opportunity.

Inquiries concerning the application of these laws to this institution should be referred to the Title IX Coordinator or the Director of Human Resources.

II. Annual Security Report

Reporting Crimes and Other Emergencies

CMC and CUC's Campus Safety Department (Campus Safety) have a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately report all incidents to Campus Safety at 909-607-2000 to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage CMC community members to report crimes promptly and to participate in and support crime prevention efforts. The CMC community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the College may not be able to assure confidentiality and will inform you in those cases.

Anyone may call Campus Safety at 909-607-2000 to report concerning information. Callers may remain anonymous.

Reporting to Campus Safety

We encourage all members of the CMC community to report all crimes and other emergencies to Campus Safety in a timely manner. Campus Safety provides a dispatch center that is available by phone at 909-607-2000 or in person twenty-four hours a day at their office located at 150 East Eighth Street. Though there are many resources available, Campus Safety should be notified of any crime, whether or not an investigation continues, to assure that the College can assess any and all security concerns and inform the community if there is a significant threat to the CMC or the Claremont Colleges communities.

Emergency Phones

The College has installed 56 emergency phones throughout the campus, 8 of which are "blue light" phones. Phones are located in public areas of the campus including: parking lots, elevators, residence halls, administrative and classroom buildings, and also along some common walkways. Emergency phones provide direct voice communications to the Campus Safety Dispatch Center.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize the Campus Safety Silent Witness program that can be accessed through the Department's website:

<http://www.cuc.claremont.edu/campussafety/silentwitness.asp>

We do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. Please note that this website is not intended for reporting emergencies or crimes that are in progress.

Reporting to Other Campus Security Authorities (CSAs)

While the College prefers that community members promptly report all crimes and other emergencies directly to Campus Safety at 909-607-2000 and to the City of Claremont Police Department at 909-399-5411, 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 conduct 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.”

While the College has identified numerous CSAs, the following offices are common places where community members may report crimes:

Official	Campus Address	Phone Number
Campus Safety	150 Eighth Street	(909) 607-2000
The Dean of Students Office (including Deans and RAs)	Heggblade Center 400 E. Ninth Street	(909) 621-8114
Director of Human Resources	528 N. Mills Ave	(909) 607-1236
Vice President for Student Affairs, Admission, & Financial Aid	Kravis Center 888 Columbia Ave	(909) 621-8088
Vice President for Administration & Planning / General Counsel	Bauer Center 500 E. Ninth Street	(909) 607-8966

In addition, the on-site Directors of the CMC programs in Silicon Valley and Washington, DC, are designed as Campus Safety Authorities.

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by CMC to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them. The College designates the three Chaplains in the Chaplains Office as pastoral counselors, and the Counseling staff at Monsour Counseling and Psychological Services ("MCAPS") as the professional counselors.

It's Up to Each of Us

CMC takes great pride in the community and offers students, faculty members, and staff members many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, CMC has taken progressive measures to create and maintain a reasonably safe environment on campus.

Although CMC reviews its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus.

Preparation of the Annual Security Report & Disclosure of Crime Statistics

CMC and Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Campus Safety, information provided by other College offices such as the members of the Dean of Students Office, Facilities and Campus Services, other Campus Security Authorities, and information provided by local law enforcement agencies surrounding the main Claremont campus and other locations (including our spaces in Silicon Valley and Washington, DC). Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by CMC. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

CMC distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the College community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Campus Safety at 909-607-2000 or by visiting <http://www.cuc.claremont.edu/campussafety/reports.asp>. The College also discloses the availability of this report to prospective employees on the Application for Employment. The College also makes similar notification to prospective students and applicants through the Admission Office.

About the Department of Campus Safety:

Role, Authority, and Training

Campus Safety protects and serves the CMC community 24 hours a day, 365 days a year. Campus Safety is staffed by 12 full-time and 21 part-time uniformed Campus Safety Officers, 6 Dispatchers, 5 Sergeants, an Administrative Assistant, an Emergency Preparedness Program Manager, and a Director. In addition, any of the Claremont Colleges may choose to augment the safety and security services provided by Campus Safety with additional staff or private security services.

Campus Safety officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All officers successfully complete and receive certification for the following: guard registration, chemical mace, first aid and CPR, verbal judo, and other special trainings. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response at The Claremont Colleges. Campus Safety also provides support services tailored to meet the needs of the College including: high visibility patrols to prevent and detect crime; responding to suspicious activity and crime reports; response to medical emergencies, fire and intrusion alarms, traffic accidents; parking enforcement; and enforcement of The Claremont College rules and regulations.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

Campus Safety works closely and cooperatively with the City of Claremont Police Department. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local, county, state, and federal law enforcement agencies when they respond to campus.

Campus Safety does not participate in an Inter-municipal Mutual Aid Agreement that authorizes police officers and supervisors of the participating agencies to request mutual aid for incidents based upon a reasonable belief that such aid will enhance the public's and/or officer safety and efficiency.

Crimes Involving Student Organizations at Off-Campus Locations

CMC does not have any recognized student organizations at any off-campus locations (e.g. Greek-letter housing near campus or other satellite housing) requiring the monitoring of crimes involving CMC students by local law enforcement agencies. Nevertheless, Campus Safety relies on its close working relationships with local law enforcement agencies to receive information about incidents involving CMC students and recognized student organizations, on and off campus. In coordination with local law enforcement agencies, Campus Safety will actively work with local police to investigate certain crimes occurring on or near campus. If Campus Safety learns of criminal activity involving students or student organizations, it will coordinate with the appropriate external law enforcement agency to forward information about the situation to the Dean of Students Office, as appropriate.

CMC requires all recognized student organizations to abide by federal, state, and local laws, and College regulations.

Timely Warning Reports – Crime Alerts

Purpose

The purpose of this policy is to outline procedures The Claremont Colleges (TCC), will use to issue Timely Warning Notices in compliance with the Clery Act. TCC are comprised of, Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College in concert with the Claremont University Consortium (CUC).

Procedures

A Timely Warning Notice will be issued in the event any of TCC or the CUC receives notice of an alleged Clery Act reportable crime (identified below) occurring on campus, on public property within or immediately adjacent to one of the campuses of TCC, or in or on non-campus buildings or property controlled by any of TCCs, where the College determines, in its judgment, that the allegations present a serious or continuing threat to the TCC community. For purposes of this policy, “timely” means as soon as reasonably practicable, after an incident has been reported to: Campus Safety, one of the *Campus Security Authorities* (CSAs) identified by each College, or a local police agency. The Director of Campus Safety or in his/her absence or unavailability, his/her designee (generally the Operations Lieutenant or on-duty Sergeant), and the Dean on-call or the Senior Administrator on-call (as designated by each of the Colleges), impacted by the reported crime, are responsible for determining whether to issue a Timely Warning Notice.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes: arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act.¹ Timely Warning Notices also may be issued for other crimes as determined necessary by the Director of Campus Safety, Dean on-call or Senior Administrator on-call. CUC/TCC will issue a Timely Warning Notice even if insufficient information is available if it is likely that there is an ongoing threat to the community.

The above individuals determine if an alert should be sent and are the senders of the notices. In determining whether to issue a Timely Warning Notice, the responsible individuals described above will consider any factors reflecting on whether the reported crime represents a serious or continuing threat to the TCC community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the TCC community; and (f) the amount of information known by TCC and Campus Safety. TCC will follow its Emergency Notification procedures upon the confirmation of a significant emergency or dangerous situation (including a Clery report-able crime), involving an immediate threat to the health or safety of students or employees occurring on TCC.

The Timely Warning Notice Decision Matrix/Timely Warning Notice Determination Form will be used in the decision making process to document the decision to alert or not to alert the community. Once completed the form and any and all information related to the decision will be maintained by TCC for a seven-year period.

¹ A hate crime is a criminal offense of murder and non-negligent murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, domestic violence, dating violence, or stalking incidents, where the criminal offense was committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

Timely Warning Notices (Crime Alerts) will be distributed in various ways. A multi-modal integrated communications system for mass notifications is used to notify students and employees by way of e-mail, text messages and phone. Information will be provided on the Campus Safety website (cuc.claremont.edu/campussafety) and at the College website (cmc.edu/emergency) and alerts posted on bulletin boards throughout TCC. The particular circumstances will determine the method of notification. Generally, notification will occur through the e-mail system to all TCC students and employees.

The Timely Warning Notice will typically include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact local law enforcement and where applicable and appropriate, cautionary advice that would promote safety. In **no instance** will a Timely Warning Notice include the name of the victim or other identifying information about the victim. In developing the content of the Timely Warning Notice, Campus Safety will take all reasonable efforts not to compromise on-going law enforcement efforts. Campus Safety will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven-year period.

Anyone with information about a serious crime or incident is encouraged to report the circumstances to the Campus Safety by phone at 909-607-2000 or from campus phones at ext. 72000 and in person at 150 E. Eighth Street. If a report is made to other TCC official, those officials will immediately notify Campus Safety.



Emergency Response and Evacuation Procedures:

Emergency Management at Claremont McKenna College

The Emergency Management Program is the framework within which Claremont McKenna College (CMC) reduces vulnerability to hazards and responds to emergency situations. This framework protects the CMC community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to prevent, mitigate, protect, respond and recover from all threats associated with natural conditions, technology, and human actions. The College recognizes the following priorities:

- Life Safety & Welfare
- Continuity of Operations
- Protection of Property & Data
- Recovery

The CMC Emergency Management Program is based on the functions and principles of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the National Fire Protection Association Standard 1600, the National Response Framework, Department of Education Guidelines, FEMA's Comprehensive Planning Guide 101, and the requirements of the Occupational Safety and Health Regulations.

A summary of the College's emergency response procedures is located at: www.claremontmckenna.edu/emergency . Included in this website is detailed information regarding the College's emergency plan.

Policy Statement Regarding The Claremont Colleges Emergency Response and Evacuation Procedures

This policy statement summarizes The Claremont Colleges (TCC) and Claremont McKenna College's emergency response and evacuation procedures, including protocols for sending Emergency Notifications. An emergency is defined as a situation that present a significant emergency or dangerous situation at one of the TCC campuses or in the local area affecting the health and/or safety of TCC's community, in whole or in part (hereafter, Emergency). TCC are comprised of Pomona College, Claremont Graduate University, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College and Keck Graduate Institute, in concert with the Claremont University Consortium (CUC). This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

Emergency Response Plans

Each of TCC has an emergency preparedness committee that is responsible for the overall direction and planning for emergency situations on their campus or those that occur in the local or regional area affecting TCC. Under the direction of the CUC Emergency Preparedness Manager, each of TCC have developed comprehensive, all-hazards Emergency Response Plans which outline the steps the institution will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards TCC community may face. Information about Emergency Response Plans for each of TCC are located at <http://cmc.edu/emergency/>. Included at this web page is detailed information regarding TCC's Emergency Notification Policy, including how to enroll in the mass notification system, to ensure you receive emergency notices on TCC's and personal phones. The full Claremont McKenna College emergency management and response plan can be found here: cmc.edu/emergency/procedures.php

To ensure these plans remain current and actionable, each TCC conducts emergency management

exercises, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. After-action reviews of all emergency management exercises are used to document the exercise.

In conjunction with at least one emergency management exercise each year, each of TCC will notify their community of the exercise(s) and remind the community of the information included in TCC's publicly available information regarding Emergency Response Procedures.

Emergency Notification System

TCC is committed to ensuring TCC community receives timely, accurate, and useful information in the event of an Emergency. To support this commitment, TCC has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. The system used by TCC to integrate the mass notification process consisting of e-mail, text messaging, and telephones is Blackboard Connect5.

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

Campus Safety and/or other Claremont McKenna College first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of TCC or Claremont McKenna College community. Generally, Claremont McKenna College first responders become aware of these situations when they are reported to the Campus Safety Communications Center 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 to some or all members of TCC community, the first responders will notify the Campus Safety Department or other authorized TCC staff to issue an Emergency Notification.

TCC's authorized representatives, including Campus Safety supervisors, Claremont McKenna College On-Call Dean staff, or other delegated Emergency Management Team staff, will immediately initiate all or some portions of the Emergency notification system.

If, in the professional judgment of first responders, issuing an Emergency Notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the Emergency, TCC may elect to delay issuing an Emergency Notification. As soon as the condition that may compromise efforts is no longer present, TCC will issue the Emergency Notification to TCC community or applicable segment of the TCC community.

Determining the Appropriate Segment or Segments of TCC Community to Receive an Emergency Notification

TCC and local first responders on the scene of an Emergency will assist those preparing the Emergency Notification with determining what segment or segments of TCC community should receive the notification. Generally, TCC community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the Emergency Notification first. TCC may issue subsequent notifications to a wider group of community members. In addition to the Emergency Notification that may be issued via the Blackboard Connect5 mass notification system, TCC will also post

applicable messages about the dangerous condition on the their respective homepages to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the Emergency affects a significant portion of or the entire campus, TCC officials will distribute the notification to the entire campus and TCC community.

Determining the Contents of the Emergency Notification

The individuals responsible for issuing the Emergency Notification (usually the Campus Safety Communications Officers and supervisors) will, with the assistance of campus and local first responders, determine the content of the notification. TCC has developed a wide range of template messages addressing several different Emergency situations. The individual issuing the Emergency Notification will select the template message most appropriate to the situation and, in accordance with the following guidelines, modify it to address the specific Emergency. Those issuing the notification will use the following guidelines when determining the contents of the Emergency Notification:

1. The first message is intended to **Alert** the community (or appropriate segment of TCC community) of the Emergency and the actions they should take to safeguard their and their neighbor's safety. Messages distributed in this stage of a rapidly unfolding incident will generally be short, precise, and directive. Examples include:
 - "The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated building rally point."
 - "There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene."
2. The second message is intended to **Inform** the community (or appropriate segment of TCC community) about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include: "The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. The local utility company is responding along with facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to TCC or individual institution homepages for additional information or dial xxx-xxxx."
3. Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure TCC community that TCC or the college is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

Procedures Used to Notify TCC Community

In the event of an Emergency, TCC have various systems in place for communicating information quickly. Some or all of these communication methods may be activated in the event an Emergency Notification needs to be sent to all or a segment of TCC community. These methods of communication at Claremont McKenna College include the mass notification system, Blackboard Connect5, Claremont McKenna College's email system, campus bulletin boards, and/or emergency messages that scroll across computer screens. Claremont McKenna College will post updates during a critical incident on the official College website (cmc.edu) or our second, emergency website (cmcemergency.info).

Individuals may also call the CUC Campus Safety emergency line 909-607-2000 for a pre-recorded message about the emergency situation. If the situation warrants, TCC/CUC will establish a telephone call-in center to communicate with the campus community during the Emergency.

Enrollment in the College's Emergency Notification System

All CMC students, faculty, and staff members who provide the College with a cellphone number are automatically entered into the Connect5 system. Students may change their contact information through their student portal. Faculty and staff members are asked by the Human Resources Office to confirm their contact information annually.

Security of and Access to College Facilities

At CMC campus, administrative buildings are open from 8:00am until 5:00pm, Monday through Friday. Some academic and administrative spaces are open longer for student, faculty, and staff use. Access to individual classrooms and laboratories is limited to those who have an educational purpose to use those spaces after normal business hours. Similarly, access to most programs is limited to those enrolled in the program or otherwise authorized access. Only those who have a demonstrated need and approved by the Dean of Students are issued keys or door access cards to a building.

Many events held in CMC facilities are open to the public. Other facilities such as Huntley Bookstore and Honnold-Mudd Library are also open to the public.

Special Considerations for Residence Hall Access

On the CMC campus, all residence halls operate under a computerized access control system. Identification cards are coded so that only current CMC students are authorized electronic access to enter the residence halls; the system denies entry to all unauthorized persons. When a door is malfunctioning, the staff at Facilities and Campus Services should be notified for immediate repair. (For contact with Facilities and Campus Services *after* normal business hours, please see a Resident Assistant or call Campus Safety at (909) 607-2000.)

Remember to lock your residence hall doors and windows. All residence hall and apartment exterior doors are equipped with handles and/or crash bars to ensure a quick emergency exit.

Only current students, their registered guests, and College staff with a business purpose (including housekeepers, maintenance persons, and members of the Dean of Students Office) are permitted in the residence halls. Guests are issued a guest pass by the Resident Assistants, and they are expected to be accompanied by their host. It is the host's responsibility to ensure that his/her guest is aware of College policies, many of which are described on the guest pass. Guests are not provided with room keys or door access cards. All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to report individuals who cannot be identified as residents or the guests of residents. When Campus Safety receives a report of an unfamiliar person in a residence hall, an officer is dispatched to identify that person. The Resident Assistants live in their assigned residence halls when the College is in session. Campus Safety personnel also make regular patrols of the exterior areas near the residence halls. During the summer or other breaks in the academic calendar, exterior doors remain locked 24 hours a day.

Security Considerations for the Maintenance of Campus Facilities

CMC is committed to campus safety and security. At CMC, locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Sidewalks and building entrances are illuminated to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Facilities and Campus Services, in conjunction with representatives from the Dean of Students Office, conducts a “lighting and safety walk” of College property twice each year to evaluate campus lighting.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to Campus Safety.

Campus Security Policies, Crime Prevention, & Safety Awareness Programs:

In addition to the many programs offered by the Campus Safety and other CMC offices, the College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These programs include:

Behavioral Intervention by the On-Call Deans Group

In order to extend our efforts on emergency preparedness and prevention, CMC evaluates behavioral threats through the On-Call Deans (OCD) Group. The objective of the OCD is to put in place a structured process for evaluating potentially threatening situations that may occur at the College. The multi-disciplinary team is comprised of staff members from different offices within the CMC community. For more information about the OCD Group, please speak with a member of the Dean of Students staff in the Heggblade Center.

Explosives, Firearms, and Weapons

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on CMC owned or controlled property. The only exception to this policy is for authorized law enforcement officers, the full-time staff of the United States Army Reserve Officers Training Corps (Army ROTC), or others who have been specifically authorized by the College. Failure to comply with the CMC weapons policy will result in disciplinary and/or criminal action against violators.

Policy

1. Firearms may not be kept anywhere on the Claremont McKenna College campus. The use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County is prohibited by law.
2. State law, as well as Claremont McKenna College policy, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Furthermore, gasoline-powered scooters and motorcycles cannot be stored in individual rooms or elsewhere in residence halls at any time. Vehicles found to be stored in unauthorized areas will be towed and stored at the owner's expense.
3. Illegal knives, switchblades, and other blades which violate California State Law are prohibited. (See California Penal Code section 12020.)
4. BB guns, pellet rifles, and other weapons which propel projectiles are also prohibited and are not allowed on campus.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, the Campus Safety maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. If you or your organization would like to request a specific program, please contact Campus Safety at 909-607-2000.

Some of the special programs and services that are offered through Campus Safety include:

- Review of Services for Resident Assistants
- Review of Services for New Faculty Members
- Participation on Training Sessions for CMC's Incident Management Team
- Safety Escort Services
- Exterior and Interior Emergency Telephone Use
- Fire Alarm System Response
- Facility Surveys: checks of exterior lighting, doors, windows, hardware, and grounds

Student Conduct

The goals of the Dean of Students Office include the promotion of a safe, orderly, and civil College community and to encourage and inspire students to become good citizens by engaging in personal and social responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The Dean of Students Office is responsible for administering the *Basic Rule of Conduct* for students, which articulates the behavioral standards and the equitable procedures employed by the College to respond to allegations of student misconduct. On issues of student conduct, CMC does not differentiate between undergraduate and graduate students; all student conduct policies apply to all students. The *Basic Rule of Conduct* can be found within the *Guide to Student Life* and the *Student Conduct Process*, both of which are available on the CMC Dean of Students website.

The *Basic Rule of Conduct* for students is administered at all College property and may also address off campus student misconduct when a student's behavior affects a College interest.

Students who are found responsible for violations may be subject to sanctions ranging from a Conduct Warning up to Suspension or Expulsion from the College. Students residing in College housing may also lose the privilege of living on campus for violating rules and regulations or conditions of the housing contract. The full list of sanctions can be found on pages 13 and 14 of the *Student Conduct Process*, found on the Dean of Students website.

In many cases the Dean of Students Office will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of himself/herself or other persons or property or is an immediate threat to disrupt essential campus operations, a staff member from the Dean of Students Office may assign an Interim Suspension, a "no-contact order", or other actions, designed to protect the health and safety of the community and members therein.

The Dean of Students Office may conduct re-enrollment reviews for students with known behavioral problems.

Any individual or entity may report an allegation of student misconduct to the Dean of Students Office, a Resident Assistant, or a Campus Safety Officer where the incident occurred.

Several offices at CMC provide outreach programming designed to inform and educate students and to promote College principles.

Please visit the Dean of Students Office online website (cmc.edu/dos) and go to the “Policies and Procedures” section, where you may find the following documents related to student conduct: *The Guide to Student Life*; the *Discrimination, Harassment, and Sexual Misconduct Policy*; *Student Conduct Process*; the *Hazing Policy*; and the *Civil Rights Grievance Procedures*.

If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Dean of Students Office in the Heggblade Center.

Faculty & Staff Conduct

Employees of CMC who are not students (generally “Faculty and Staff”) are expected to abide by the rules of conduct presented in the Staff Handbook. This handbook can be accessed at: cmc.edu/hr/staffhandbook. (Note, login credentials are required. If you are not a member of the CMC community but have questions about this, please contact the Director of Human Resources.)

Information about grievances against Faculty members and grievances by Faculty members against Academic Administrators can be found here: <http://www.cmc.edu/dos/pdf/CMC-Procedures-Student-FacultyGrievancesAgainstFacultyMembersandFacultyGrievancesAgainstAcademicAdministrators.03.18.09.pdf>

Employees of The Claremont Colleges who work at the Claremont University Consortium are governed by CUC conduct policies and their respective departments.

Parental Notification Policy

Federal legislation authorizes CMC to disclose disciplinary records concerning violations of the College’s rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of whether the student is a dependent or whether the student consents to such disclosure.

The Family Education Rights and Privacy Act (FERPA) also permits the College to report incidents or behaviors to parents or legal guardians of dependent students in cases where a student is unable to make normal decisions for themselves or when it is necessary to protect the health or safety of the student or others. Such a disclosure shall be restricted to appropriate parties and will be made on the basis of a good-faith determination based on the facts that are available at the time.

Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct: An Overview

In order to maintain a safe learning and working environment for all Claremont McKenna College community members, CMC does not condone sexual misconduct of any kind. On August 15, 2014, the College adopted a policy on *Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct*. The full version of that policy can be found here:

http://www.cmc.edu/dos/pdf/Discrimination_Harassment_Sexual_Misconduct_Policy_8-20-2014.pdf

The College's definitions and policy in this area is more extensive than required by the Clery Act. However, in an effort to provide the information required by the Violence Against Women Act (VAWA), the following excerpts from the policy are provided here to meet the "good faith effort to comply" with VAWA and the Clery Act.

Introduction: Prohibition Against Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct

It is the Policy of Claremont McKenna College to maintain an environment for students, faculty, and staff that is free of racial, sexual, and other forms of unlawful discrimination and harassment, including sexual misconduct. All members of the College community should be aware that the College is concerned about unlawful discrimination and harassment, and is prepared to take prompt remedial action to prevent and address such behavior and remedy its effects.

This Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct Policy (the "Discrimination and Harassment Policy" or the "Policy") addresses the College's commitment to addressing unlawful discrimination and harassment, including sexual harassment and sexual and gender-based misconduct, within our community, pursuant applicable law.

Discrimination and harassment includes discrimination and harassment on the basis of race, color, religion, sex, gender, gender identity, sexual orientation, age (over 40), religious belief, national origin, marital status, physical or mental disability, or any other consideration made unlawful by federal, state, or local law. Sexual harassment and sexual misconduct are specific forms of harassment and are strictly prohibited by the College. Retaliation is prohibited against a person who reports, complains about, or who otherwise participates in good faith in any matter related to this Policy.

The College's process for investigating and responding to reports of violations of this Policy, including the procedures related to the imposition of interim measures or disciplinary measures against an individual alleged to be responsible for a violation, is set out in the College's Civil Rights Grievance Procedures ("Grievance Procedures," or "Grievance Process").

As described in more detail there, possible sanctions for violations of this Policy include up to:

- Suspension or expulsion for students;
- Dismissal or termination of employment for faculty and staff members; and
- Banning from campus and termination of contractual arrangements for third parties.

Any sanction(s) will be structured to end the conduct, prevent its recurrence, and remedy its effects on the individual(s) affected by the conduct and the College community. Not all violations will be deemed equally serious offenses, and the College reserves the right to impose different sanctions depending on the severity of the offense and take non-disciplinary, administrative actions as appropriate.

Reporting An Incident

If a student, employee, or visitor has been the victim of an incident of sexual violence they should immediately report it to the CMC Title IX Coordinator at 909-621-8114. In the case of an emergency or ongoing threat, get to a safe location and please report the incident by calling 911. Local police may be contacted at 909-399-5411.

Students may also report incidents to the Title IX Deputy in the Dean of Students Office at 909-621-8114, or the Heggblade Center. Staff members may report to the Title IX Deputy in Human Resources at 909-607-1236, or 528 N. Mills Ave. Faculty members may report to the Title IX Deputy in the Dean of the Faculty's Office at 909-621-8117, or Bauer North, office 225.

Claremont McKenna College officials will assist any victim in notifying law enforcement, including local police, if they elect to do so. Victims are also entitled not to report to law enforcement. Any student or employee who reports an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options.

A sexual assault is 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, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Procedures Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence or stalking occurs it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

On & Off Campus Resources

Both CMC and local community also offer other important resources to the victims of sexual violence including medical treatment, counseling and advocacy they may wish to utilize. Monsour Counseling and Psychological Services (MCAPS) is available to assist any student free of charge and will help them consider their options and navigate through any resources or recourse they elect to pursue. A victim need not make a formal report to law enforcement or CMC to access these resources that include the following:

- **Medical:**

Pomona Valley Medical Center (designated SART medical provider)
1798 N. Garey Avenue, Pomona, CA 91767
909-865-9500

Confidentiality: Although information provided to medical providers is generally protected by confidentiality, medical providers in California are required to notify law enforcement if a patient tells medical personnel that they have experienced sexual violence.

- **Crisis Counseling: Sexual Assault & Intimate Partner Violence:**
 Project Sister Family Services
 On-Campus Counseling Services (Tuesdays): 909-623-1619 (during normal business hours)
 24/7 Crisis Hotline 800-656-4673 (projectsister.org)
 Confidentiality: Provides “strict confidentiality” – except in extreme circumstances, neither law enforcement nor the College will be notified.
- **Intimate Partner Violence:**
 House of Ruth Hotline 877-988-5559 (houseofruthinc.org)
 Confidentiality: Provides “strict confidentiality” – except in extreme circumstances, neither law enforcement nor the College will be notified.

Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence, CMC is committed to providing them as safe a learning or working environment as reasonably possible. Upon request CMC will make any reasonably available change to a victim’s academic, living, transportation, and or working situation. Students may contact the Dean of Students Office (Heggblade Center, 909-621-8114) for assistance, and employees may contact the Human Resources Office (528 N. Mills Ave, 909-607-1236) for assistance.

If a victim reports to law enforcement, they may assist them in obtaining a restraining order from a criminal court. CMC is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. CMC is also committed to protecting victims from any further harm, and appropriate agents of the College may issue a temporary no-contact order pending the outcome of any conduct proceeding.

Victim Confidentiality & Marsy’s Law

CMC recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to victims. California’s “Marsy’s Law” (California Constitution Article I, Section 28 (b) provides some protections of victim’s confidential information or records. For more information about these protections and Marsy’s Law, please see: http://oag.ca.gov/victimservices/content/bill_of_rights

Reports made to CMC officials and identifying information about the victim shall not be made public.

Reports made to medical professionals, licensed mental health counselors, and Chaplains will not be shared with third parties except in cases of imminent danger to the victim or a third party.

Education Programs

CMC is committed to increasing the awareness of and preventing sexual violence. All incoming students are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that CMC prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- “Haven” online training about sexual violence for all new and returning students
- “Teal Dot” Bystander Training programs
- Workshops and skits presented during New Student orientation
- Training for faculty during Faculty Meetings
- Programs at the Marian Miner Cook Athenaeum
- “Take Back the Night” Marches every spring semester

Conduct Proceedings:

Students

From Student Conduct Process (August, 2014):

Claremont McKenna College is an educational institution of post-secondary learning. As such, it maintains expectations its members conduct, who are students (undergraduate and graduate), faculty, and staff. These expectations are designed to support the educational mission of the College and constitute the framework on which others depend.

Claremont McKenna College advances its mission through two interdependent commitments to the growth of our students’ intellectual strengths and to their personal and social responsibility and accountability. The College has adopted the *Basic Rule of Conduct*, which describes the College’s overarching expectations for student conduct, and other College policies (including, but not limited to, those contained in the *Guide to Student Life*) to further student development as responsible and mature adults, to support positive and healthy social interactions rooted in responsible decision-making, to promote the health and safety of members of the College community and its guests, and to maintain an environment that facilitates and promotes the broad educational mission and purpose of the College.

The Student Conduct Process (the “Process”) applies to students only. The College maintains similar but distinct expectations and procedures for investigation and response to alleged conduct by faculty and staff. If you have any concerns about the conduct of a faculty or staff member, please see one of the deans in the Dean of Students Office.

The full *Student Conduct Process* can be found here:

<http://www.cmc.edu/dos/pdf/Student-Conduct-Process-2014-09.pdf>

Faculty & Staff

From the *CMC Staff Handbook*:

CMC expects that all Employees will perform to the best of their abilities at all times. There will be occasions, however, where Employees perform at unsatisfactory levels, violate policies, or commit acts that are inappropriate. As previously noted, employment may be terminated at will by the Employee or Claremont McKenna College at any time with or without cause and without following any system of discipline or warnings. Nevertheless, Claremont McKenna College may choose to exercise its discretion to utilize forms of discipline that are less severe than termination in certain cases. Examples of such less severe forms of discipline include verbal warnings, written warnings, probationary action and demotion.

Although one or more of these steps may be taken in connection with a particular Employee, no formal order or system is necessary. An Employee may, of course, resign at any time. Claremont McKenna College may also terminate the employment relationship, at any time, without following any particular series of steps whenever it determines, in its own discretion, that such action should occur. This policy or practice does not alter an Employee's at-will status with the College.

The full *CMC Staff Handbook* can be found here:

https://www.cmc.edu/hr/staff_handbook/section3.php#conduct_s3

Sex Offender Registration – Campus Sex Crimes Prevention Act (“Megan’s Law”)

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. The State of California maintains a database of convicted sex offenders who are required to register their home addresses. This California database can be found at: <http://www.meganslaw.ca.gov/disclaimer.aspx?lang=ENGLISH>

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).

When it is determined that a residential student is missing from the College, staff at CMC, in collaboration with Campus Safety and local law enforcement, will be guided by this Missing Student Notification Policy and related procedures.

Provisions:

This policy contains the official notification procedures of Claremont McKenna College (The “College”) for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 488(j).

Confidential Contact:

Students who reside in on-campus housing are encouraged to identify an individual to be their missing person emergency contact and to confidentially register that person’s contact information with the Dean of Students Office and Campus Safety. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. Students may update their missing person

contact and their emergency contact information at any time by notifying the Dean of Students Office. This information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as required by law.

Investigation:

If any member of the Claremont McKenna College community has reason to believe that a student may be missing he or she should immediately notify the Dean of Students Office at 909-621-8114 (Monday-Friday, 8:00 am to 5:00 pm) or Campus Safety at 909-607-2000.

The College will initiate an investigation into any report of a missing person as soon as this information is received by the College or Campus Safety. If a student is determined to have been missing for twenty-four (24) hours, the College and/or Campus Safety will notify the appropriate law enforcement agency and initiate the notification procedures as set forth in this policy.

Notification Procedures:

In accordance with general institutional emergency notification procedures, when a CMC student is thought to be missing from the campus, a member of the Dean of Students Staff should be notified immediately. Specifically, the Resident Assistants, a professional staff member in the Dean of Students Office, the Vice President for Student Affairs, Admission, & Financial Aid, Campus Safety, or the on-site program director (for off-campus programs) should be contacted so that they can coordinate efforts to locate the student. The designated On-Call Dean will be notified immediately of any students thought to be missing. He/she has the authority and the responsibility for coordinating the efforts made by the College to assist the student and the student's family.

The appropriate Dean of Students representative, or other designated individual, will begin to coordinate College efforts to find a missing student, including searches on a student's use of their ID card around the College, checking social networks, and the possibility of contacting a local law enforcement agency that has jurisdiction in the geographical areas around the specific campus location.

Daily Crime and Fire Log

Campus Safety maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. Campus Safety publishes the Daily Crime and Fire Log, Monday – Friday, when the College is open. The daily logs are available for viewing 24 hours per day to members of public. This log identifies the type, location, and time of each criminal incident reported to Campus Safety.

The most current 60 days of information is available at the Campus Safety building located 150 Eighth Street. Upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

CMC Policies Governing Alcohol and Other Drugs

Alcohol and Other Drugs Policy

Approved August, 2012

Claremont McKenna College is committed to providing a vibrant community that supports the educational mission of our residential college and supports the academic and personal growth of our students. The College expects students to conduct themselves in a responsible manner. The irresponsible, abusive, or illegal consumption of alcohol and/or use of other drugs can result in negative consequences for the individual and the community including, but not limited to: antisocial behavior, personal injury, driving under the influence, damage to property, and alcohol addiction.

Students are expected to understand and uphold the expectations outlined in this Policy and encourage others to do the same. Actions which encourage the irresponsible, abusive, and/or illegal consumption of alcohol or other drugs are prohibited and are subject to disciplinary action. The influence of alcohol or other drugs is not an excuse for unacceptable behavior and will not be seen as a mitigating factor in any proceeding to resolve alleged violations of College policy.

Claremont McKenna College complies with all federal, state, and local laws and regulations governing the sale and/or purchase of alcohol and the service of alcoholic beverages by all members of the Claremont McKenna College community. Claremont McKenna College complies with all federal, state, and local laws governing the possession, use, sale, and distribution of illegal drugs and controlled substances. The College expects that these laws and the College guidelines outlined here will be adhered to on campus and at all events and activities associated with the College (see also “the Event Registration and Hosting Guidelines”). The College cannot and will not protect any student from the consequences of their illegal actions or from legal liability.

Alleged violations of this Policy will result in disciplinary action including sanctions up to suspension or expulsion from the College. Moreover, the Omnibus Drug Initiative Act of 1988 gives courts the authority to suspend eligibility for Federal student aid when sentencing for an individual convicted of possession or distribution of a controlled substance.

CMC has a legal obligation to cooperate with law enforcement officials. The assistance of law enforcement agencies will be requested in cases involving serious threat or injury.

College Regulations Regarding Alcohol:

Members of the College community are expected to comply with the following regulations regarding the responsible use of alcohol on campus and at College sponsored events, whether on or off campus:

1. The purchase, possession, or consumption of alcohol (including beer, wine, and liquor) by any person under the age of 21 is prohibited.
2. Providing alcohol or access to alcohol to individuals under the age of 21 is prohibited.
3. Alcohol may not be served or consumed at events open to the public, such as intercollegiate athletic contests, or outside the confines of a registered and fenced event area.
4. When alcohol will be served at a College sponsored or affiliated event (including student hosted events) and students will be present, the event must be registered and approved by the Dean of Students Office. Such events must comply with the Event Registration and Hosting Guidelines.
5. The sale of alcohol is prohibited.

6. Student body fees collected by the College may not be used to purchase alcohol.

College Regulations Regarding Other Drugs:

1. The use, sale, manufacture, possession, and/or distribution of illegal drugs or drug paraphernalia is prohibited. Distribution includes providing, sharing, jointly purchasing, or otherwise making available any of the above substances to others.
2. The use or sale of legally prescribed medication in a manner in which the medication was not intended, including use by someone other than the person to whom the medication was prescribed, is prohibited.
3. Medical Marijuana: CMC complies with Federal law regarding the use and possession of marijuana; marijuana use on campus is prohibited even if the student's use meets the qualifications of the California Compassionate Use Act. A student who qualifies for compassionate use under state law should speak with the Dean of Students regarding their option to live off campus. Documentation of medically prescribed marijuana will not exempt a student from complying with this Policy.

Facts About Alcohol:

1. The average serving of wine (4 oz), beer (12 oz), or hard alcohol/liquor (2 oz) contains approximately the same amount of alcohol.
2. It takes approximately one hour for the body to process (oxidize) the amount of alcohol in an average serving.
3. If a person drinks slowly (one average drink per hour or less), there is less likelihood of intoxication. A faster rate of consumption will produce a buildup of alcohol in the bloodstream, resulting in intoxication.
4. Eating before and while consuming alcohol will slow the rate at which alcohol is absorbed into the bloodstream.
5. Diluting alcohol with another liquid such as water slows down the absorption, but mixing alcohol with a carbonated beverage increases the rate of absorption.
6. The body oxidizes alcohol at a fairly constant rate. Nothing will accelerate the sobering-up process. You can give a drunk person gallons of coffee, for example, and the result will not be sobriety, but a wide-awake drunk.
7. Alcohol depresses the central nervous system. The relaxed "high" people often feel from drinking results from the alcohol depressing upper levels of the brain that store learned behavior such as judgment and self-control. Higher levels of alcohol depress deeper levels of the brain producing increased impairment.
8. Consuming alcohol while taking over-the-counter or prescription medications or illegal drugs is dangerous and presents serious health and safety concerns.

California Laws Governing Alcohol & Drug Use on Campus

Members of the CMC community are expected to be familiar with federal, state and local laws regarding alcohol and other drugs. The following list provided for as a reference but is not all inclusive:

Underage Drinking

It is illegal for anyone under 21 years of age to attempt to purchase, purchase, consume, possess, or knowingly and intentionally transport any liquor, malt or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

Public Drunkenness

It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity.

Public drunkenness is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Public drunkenness also leads to other behaviors and important health concerns. Oftentimes public drunkenness contributes to many criminal mischiefs and disorderly conducts on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

Driving Under the Influence (DUI)

In California, it is illegal to operate a motor vehicle with a Blood Alcohol Concentration level (BAC) or .01% BAC if you are under age 21, and it is illegal to operate a motor vehicle with a BAC of .08% at any age. Drivers under age 18 may not operate a motor vehicle with ANY measurable BAC. Penalties for a first offense include jail time of 4 days to 6 months, fines of up to \$1,000, driver's license suspension of 30 days to 10 months, and required installation of an Interlock Ignition Device.

Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical test (e.g. breath, blood, or urine). This implied consent means that a person doesn't have the right to an attorney before testing. If a person refuses to submit to a chemical test: 1) the test will not be conducted; 2) the person's license will be suspended for one year; 3) the person will most likely be charged with DUI.

Container Laws

In California, it is illegal to possess an open container of an alcoholic beverage in a car, even if that beverage has not been consumed.

Alcohol and Drug Laws

- For More Information About Alcohol Laws in California, please refer to the Guide to California alcohol statutes: <http://www.alcoholpolicy.niaaa.nih.gov/APISStateProfile.html?state=CA>
- Marijuana possession (California Health & Safety Code section 11357)
- Marijuana cultivation (California Health & Safety Code section 11358)
- Possession for Sale of Marijuana (California Health & Safety Code section 11359)
- Transportation of Marijuana (California Health & Safety Code section 11360)
- Possession of Drug Paraphernalia (California Health & Safety Code section 11364)
- Unauthorized Possession of Controlled Substances (California Health & Safety Code sections 11350 & 11377)
- Possession for Sale of Controlled Substances (California Health & Safety Code section 11351 & Sec. 11378)
- Transportation of Controlled Substances (California Health & Safety Code section 11352 & Sec. 11379)
- Possession with intent to manufacture methamphetamine (California Health & Safety Code section 11383)
- Open Container Laws (California Vehicle Code Sections 23221 - 23229 VC)

Related Offenses

Possession of Small Amount of Marijuana

A person is unlawful when he unknowingly, knowingly or intentionally possesses a small amount of marijuana (Hashish), a Schedule I substance, and is not authorized by law to possess such substance, and is outlined under the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

Persons engaged in such activity will most likely face criminal charges and be charged with a violation of the student code of conduct.

Possession of Drug Paraphernalia

A person is unlawful when he possesses, with the intent to use, drug paraphernalia which is used for packaging, manufacturing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

Synthetic Marijuana

Effective March 1, 2011 the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. This drug may also known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma.

Alcohol and Drug Policies Specific to Faculty and Staff

Claremont McKenna College seeks to maintain a work and educational environment that is safe for Employees and students and conducive to hard work and high educational standards. The College complies with all appropriate federal, state and local regulations regarding illicit use of drugs and the abuse of alcohol in the workplace.

Drug and alcohol use is highly detrimental to the work place and to the efficiency and productivity Claremont McKenna College desires to promote. The use, possession, distribution or sale of drugs or alcohol, or being under the influence of drugs or alcohol, is strictly prohibited while working or while on Claremont McKenna College premises. Violation of this policy will result in disciplinary action, possibly including discharge. This policy is not construed to prohibit the use of alcohol at social or business functions sponsored by the College where alcohol is served. However, Employees must remember their obligation to conduct themselves properly at all times while at College sponsored functions or while representing the College at off-campus events.

Legally prescribed medications are excluded from this rule and permitted only to the extent that the use of such medications does not adversely affect the Employee's work ability, job performance, or the safety of that individual or others. Employees using prescription drugs that may impair their abilities are to notify their supervisor in advance so that appropriate precautions may be taken.

Drugs Risks and Consequences

- Alcohol and other drug use during pregnancy increases risk of physical harms to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.

For more information visit the National Institute on Drug Abuse (NIDA) website: www.drugabuse.gov

Drug and Alcohol Abuse Education Programs

Resources for Students

CMC is concerned about the harm that can come to students who use and abuse drugs, including alcohol. CMC has a strong support structure for students concerned about or involved in the abuse or misuse of alcohol and use or abuse of other drugs, including Resident Assistants, deans, sponsors, faculty members, counselors, chaplains, and many others. Campus resources include:

Health Education Outreach (HEO): (909) 607-3602

Monsour Counseling and Psychological Services (MCAPS): (909) 621-8202

Student Health Services: (909) 621-8222

For after-hours emergencies contact Campus Safety: (909) 607-2000

Resources for Faculty and Staff

Claremont McKenna College wishes to assist Employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to provide time off. The Employee may use any accrued sick time or vacation benefits while on leave. The College's health benefits will be administered as under the FMLA policy.

If an Employee requests time off to participate in such a program, Claremont McKenna College will also make reasonable efforts to keep the fact that the Employee enrolled in the program confidential.

The College reserves the right to request proof of the Employee's attendance in a rehabilitation program.

Nothing in this policy shall be construed to prohibit the College from refusing to hire, declining a request for a leave, or discharging an Employee who, because of the Employee's current use of alcohol or drugs, violates CMC's policies, or is unable to perform his or her duties in a manner which would not endanger his or her health or safety or the health or safety of others.

Annual Disclosure of Crime Statistics

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. Campus Safety maintains a close relationship with all police departments where CMC owns or controls property to ensure that crimes reported directly to these police departments that involve the College are brought to the attention of Campus Safety.

Campus Safety collects the crime statistics disclosed in the charts through a number of methods. Campus Safety dispatchers and officers enter all reports of crime incidents made directly to the department into a records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that Campus Safety maintains, the statistics below also include crimes that are reported to various Campus Security Authorities (CSAs) as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

Primary Crimes:

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

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

Sex offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. *Rape* — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. *Fondling* — *The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- C. *Incest* — *Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- D. *Statutory Rape* — *Nonforcible sexual intercourse with a person who is under the statutory age of consent.*

Robbery – is 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 – is 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 – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is the theft or attempted theft of a motor vehicle.

Arson – 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:

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of prejudice 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.

Dating Violence, Domestic Violence, and Stalking

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:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 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,
- 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.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession.

Campus crime statistics must be reported by location: On campus (owned, contiguous, educational or student-used); In Dormitories or other student residences (within the on-campus area); Non-campus buildings or property (fraternities, non-contiguous owned and student-used); and Public Property (streets, sidewalks, lots adjacent to campus).

The annual report is to be made available to all currently enrolled students and all employees by October 1 each year. The report must also be provided to any prospective student or prospective employee upon request. The report must be distributed to all current students and employees by one of the following: directly by publications and mailings; by the US Postal Service; by campus mail; email or a combination of these methods. Posting the Annual Campus Safety Report on an Internet or Intranet Web site is also permissible as long as the required recipients are notified and provided the exact (URL) Internet or Intranet web site at which the report is posted.

2013 Claremont McKenna College Crime Statistics Chart

Offense		On-Campus	*Residential Facility	Non-campus Building or Property	**Public Property
Criminal Homicide					
<i>Murder and Non-negligent Manslaughter</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
<i>Negligent Manslaughter</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
Sex Offenses					
<i>Rape</i>	2011	1	1	0	N/A
	2012	2	2	0	N/A
	2013	3	2	1	N/A
<i>Fondling</i>	2011	4	4	0	N/A
	2012	2	0	1	N/A
	2013	5	4	0	N/A
<i>Incest</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
<i>Statutory Rape</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
Robbery	2011	0	0	0	N/A
	2012	4	0	0	N/A
	2013	0	0	0	N/A
Aggravated Assault	2011	1	0	0	N/A
	2012	1	0	0	N/A
	2013	1	0	0	N/A
Burglary	2011	21	13	7	N/A
	2012	17	14	1	N/A
	2013	16	10	1	N/A
Motor Vehicle Theft	2011	3	0	1	N/A
	2012	6	0	1	N/A
	2013	6	0	0	N/A
Arson	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A

Other Offenses		Arrest				Judicial Referral			
		On-Campus	Residential Facility	Non-campus Building or Property	**Public Property	On-Campus	Residential Facility	Non-campus Building or Property	**Public Property
Liquor Law Violations	2011	2	2	0	N/A	13	13	0	N/A
	2012	0	0	0	N/A	8	4	0	N/A
	2013	1	0	0	N/A	14	14	0	N/A
Drug Abuse Violations	2011	0	0	0	N/A	3	3	0	N/A
	2012	0	0	0	N/A	5	5	0	N/A
	2013	1	0	0	N/A	5	5	0	N/A
Illegal Weapons Possession	2011	0	0	0	N/A	2	2	0	N/A
	2012	0	0	0	N/A	0	0	0	N/A
	2013	0	0	0	N/A	1	1	0	N/A

VAWA Amendment Offenses

<i>Dating violence</i>	2011	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A
	2013	1	1	0	N/A
<i>Domestic Violence</i>	2011	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A
	2013	0	0	0	N/A
<i>Stalking</i>	2011	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A
	2013	0	0	1	N/A

Hate Crimes:

2011 There were no reportable hate crimes

2012 There were no reportable hate crimes

2013 There were no reportable hate crimes

* Residential statistics are a subsection of the On-Campus totals

** Statistics were requested from Claremont Police Department, but not available in a usable format for Clery reporting

College Areas and Campus Map

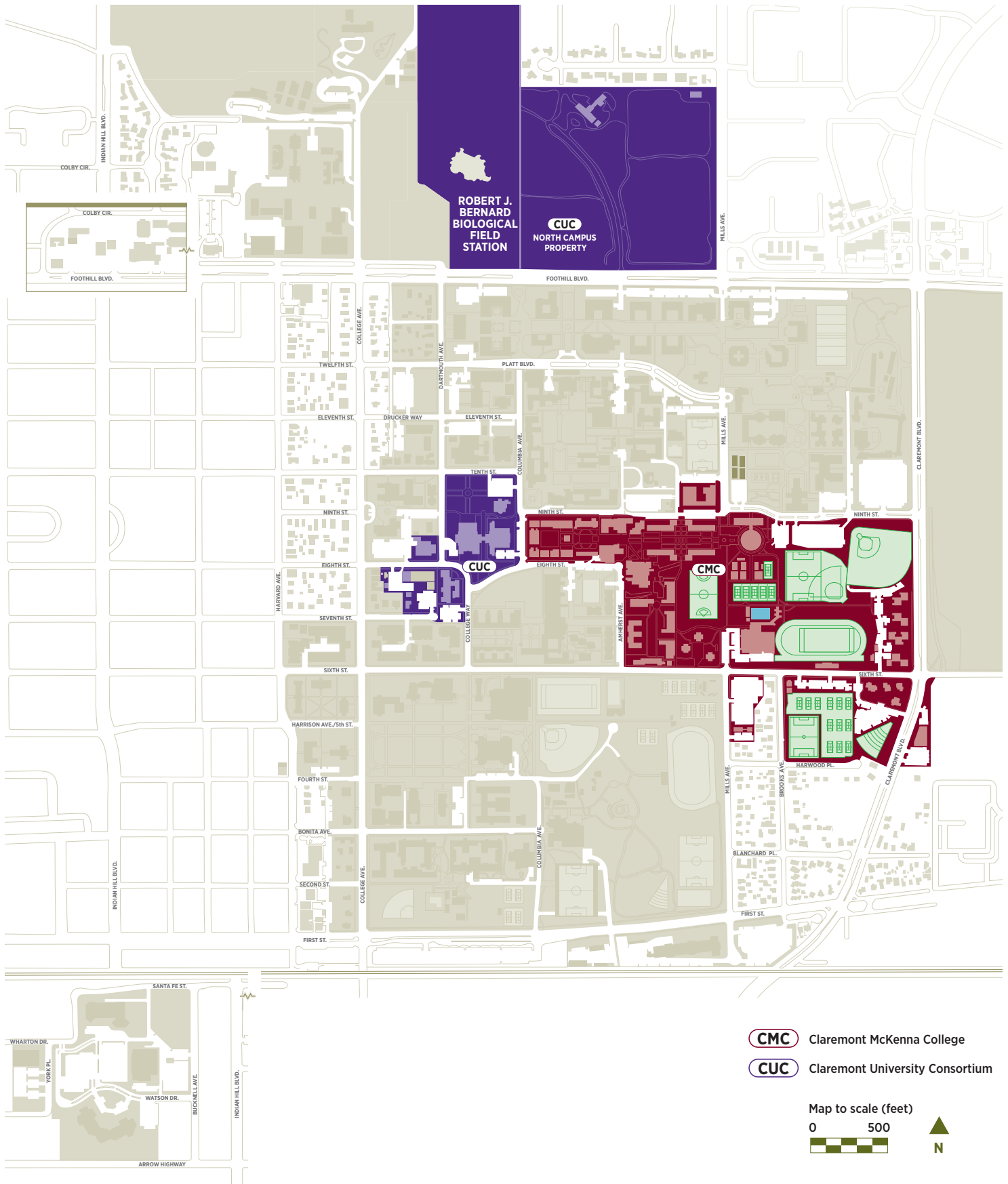
Claremont McKenna College owns or controls space for educational purposes at the following four locations:

- In the Town of Claremont, California:
 - Main campus, business address: 500 E. Ninth Street, Claremont, CA, 91711
- In Washington, DC:
 - 1101 17th Street NW, Suite 604, Washington, DC, 20036
- In Silicon Valley, California, at three locations:
 - Office: 1096 Pomeroy Ave, Santa Clara, California, 95051
 - Classroom: (Google Campus) Building CL-5, 1500 Crittenden Lane, Mountain View, California, 94043
 - Residences: 555 W. Middlefield Road, Mountain View, California, 94043
- In Lee Vining (near Mono Lake), California:
 - Science Research Cabin: 677 Log Cabin Mine Road, Lee Vining, California, 93541

Although not required by current law, the College is working to create new maps that will more closely delineate the residential, academic, and CUC functions of our Claremont campus, and also any contiguous public property. At present, we offer the following “boundary” map of the Claremont campus which includes some disaggregated functions of the College.

The Claremont Colleges

Claremont McKenna College



III. 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 Claremont McKenna College.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act:

On-Campus Student Housing – A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Residence Hall Fire Drills

Fire drills and/or fire system tests are conducted in all on-campus residence halls during the school year to allow occupants to become familiar with and practice their evacuation skills. The drills are conducted by the Resident Assistants and Facilities and Campus Services. All College residence halls have emergency evacuation plans.

Fire Safety

CMC takes Fire Safety very seriously and continues to enhance its programs to the College community through education, engineering and enforcement. Educational programs are presented throughout the year to Resident Assistants, Building Attendants, Food Service Staff, and Teachers at the CMC Children's School.

CMC has been a leader in ensuring the safety of students, faculty, staff and visitors who live and work in College operated residences. Automatic sprinkler systems and fire alarm systems are recognized engineered building features that help to provide for a safe living environment. All College operated residence halls and apartments are provided with automatic sprinkler systems, smoke detectors, and building fire alarm systems to provide early detection and warning of a possible fire emergency.

The College maintains and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate National Fire Protection Association Standard to ensure system readiness and proper operation in the event of a fire emergency.

Additional protection is provided by Campus Safety Officers who are trained for initial response to fire incidents occurring at CMC facilities. Officers provide assistance in building evacuation and extinguishment / confinement of small fires.

Fire Statistics for On-Campus Student Housing Facilities

There were no fires in any on-Campus Housing Facilities in 2011 or 2012. In 2013, there was one fire:

Building Name	#	Date	Cause	Inquiries Requiring Treatment	Deaths Related to fire	Property Damage Value (\$)	Report Number
Appleby	0	0	0	0	0	0	0
Auen	0	0	0	0	0	0	0
Beckett	0	0	0	0	0	0	0
Benson	0	0	0	0	0	0	0
Berger	0	0	0	0	0	0	0
Boswell	0	0	0	0	0	0	0
Crown	0	0	0	0	0	0	0
Fawcett	1	9-Nov-13	cigarette	0	0	\$776.00	783479
Green	0	0	0	0	0	0	0
Marks	0	0	0	0	0	0	0
Phillips	0	0	0	0	0	0	0
Stark	0	0	0	0	0	0	0
Wohlford	0	0	0	0	0	0	0
Apartments - All	0	0	0	0	0	0	0

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

Building Name	Year Built/Renovated	Fireproof Frame	Sq. Ft. Protected	Wet/Dry	Fire Alarm
Appleby	2003	Yes	15,680	Wet	Yes
Auen	2008	Yes	24,629	Wet	Yes
Beckett*	2013	Yes	12,257	Wet	Yes
Benson**	2014	Yes	17,928	Wet	Yes
Berger**	2013	Yes	17,528	Wet	Yes
Boswell	2003	Yes	15,742	Wet	Yes
Crown	2008	Yes	37,257	Wet	Yes
Fawcett	2008	Yes	24,629	Wet	Yes
Green	2003	Yes	15,677	Wet	Yes
Marks**	2014	Yes	18,744	Wet	Yes
Phillips	2013	Yes	13,286	Wet	Yes
Stark	1997	Yes	32,400	Wet	Yes
Wohlford	2003	Yes	16,270	Wet	Yes
Apartments (All)	1996	No	41,941	Wet	Yes

* An addition to Beckett Hall was completed in the late summer of 2014. The new square footage of this building will be updated in the 2015 Fire Report.

** Construction of additional spaces are underway in Benson, Berger, and Marks Halls in 2014-2015. The spaces are to be completed in summer 2015. The square footages presented here are pre-construction.

Fire Safety Education and Training Programs for Students, Faculty and Staff

The College's Emergency Preparedness program provides training to the Resident Assistants, Building Coordinators, Housekeeping Staff, and Teachers in the Children's School on these topics:

- Fire prevention
- What to do in the event of a fire
- How to report a fire or other emergency
- Use of fire extinguishers and other safety systems

Fire Incident Reporting

Students, faculty, and staff are instructed to call 9-1-1 to report a fire emergency.

Non-emergency notifications (e.g. evidence that something burned) are made to:

- Resident Assistants or the Dean of Students Office (Heggblade Center)
- Facilities & Campus Services (Story House)
- Campus Safety (150 E. Eighth Street)

Plans for Future Improvements in Fire Safety

CMC continues to monitor trends related to residence hall fire incidents and alarms to provide a fire safe living environment for all students. New programs, policies, and systems are developed as needed to help insure the safety of all students, faculty and staff.



The Kravis Center Living Room

IV. Crime Prevention Tips

While the CMC campus is a reasonably safe environment, crimes do occur. We offer the following safety tips so that you may increase your awareness of measures that you can take to protect yourself, other CMC community members, and property.

- Exterior doors should never be propped open. A propped door puts everyone at risk.
- Residence hall room doors should be locked at all times even when leaving for a short time.
- Keys or key-cards should be carried at all times and never loaned to others.
- Exercise good judgment when walking, jogging, or engaged in solitary activity, especially at night. Consider working out in one of our indoor exercise facilities.
- Engrave, mark, and/or photograph your property and record serial numbers and property description.
- Consider not bringing expensive jewelry, valuable property, and important keepsakes to campus.
- Purses, backpacks, and other personal property should not be left unattended or unsecured in office buildings, libraries, and other common use areas.
- Parked cars should be locked at all times and valuables should be concealed.
- Become familiar with the location of emergency phones throughout the campuses and use them if you have an emergency or observe criminal or suspicious activity.
- Program the phone number of Campus Safety (909-607-2000) and your Resident Assistant into your cellphone.
- Travel across campus with a friend, sticking to lighted paths and walkways. When this is not possible, you may call Campus Safety to request an escort.
- All crimes and suspicious persons should be reported to Campus Safety immediately.

It is most helpful to Campus Safety if you can provide your name, telephone number and location as well as the following information on any crime suspect: physical appearance, clothing, height, weight, coloring, approximate age, sex, scars, or other noticeable features (glasses, facial hair, etc.), and whether or not s/he displayed or threatened a weapon. If a vehicle is involved, please note: last direction of travel, license plate number and state, make and model of the vehicle, color and body type, and other identifying marks (rust, dents, etc.).

Theft

Theft is a common occurrence on college campuses. Oftentimes this is due to the fact theft is a crime of opportunity. Confined living arrangements, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Occupants of the residence halls often feel a sense of security and home atmosphere and become too trusting of their peers, while others leave classrooms and laboratories unlocked when not occupied for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim of theft:

- Keep doors to residence halls, labs, and classrooms locked when not occupied
- Do not provide access to unauthorized persons in buildings or classrooms
- Do not keep large amounts of cash with you
- Lock all valuables, money, jewelry, checkbooks, and passports in a lock box or locked drawer
- Take a photograph of any valuable possessions, including makes, models, and serial numbers, and email it to yourself so that you can access it later
- Using a personal engraver, mark specific identifying symbols into your items
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time
- Don't lend credit cards or identification cards to anyone
- Report loitering persons or suspicious persons to police immediately; don't take any chances

Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involve fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

There are measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a reason to trust them and the release is for good reason
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information
- Complete a credit check frequently to assure there is no suspicious activity
- Examine financial information often to assure all transactions are authorized and accounted for
- Use computer security software on computers and install firewalls
- Report any suspicious computer activity (possible email scams) to your Resident Technology Assistant (RTA) or computer lab manager.

Important Contacts

- Campus Safety Office, 150 E. Eighth Street, 909-607-2000
- Dean of Students Office, Heggblade Center, 400 E. Ninth St, 909-621-8114
- Human Resources Office, 528 N. Mills West, 909-607-1236
- Dean of the Faculty's Office, Bauer North 225, 909-621-8117
- Monsour Counseling and Psychological Services (MCAPS), Tranquada Center, 757 College Way, 909-621-8202
- Student Health Services (SHS), Tranquada Center, 757 College Way, 909-621-8222
- Health Education Outreach (HEO), Tranquada Center, 757 College Way, 909-607-1147
- The Washington (DC) Program, 1101 17th St NW, Suite 604, Washington, DC., 202-833-4946
- The Silicon Valley Program, 1096 Pomeroy Ave, Santa Clara, California, 95051, 408-899-6928
- Claremont Police Department, 570 W. Bonita Ave, 909-399-5411 (business) or 9-1-1 (emergency)