Annual Security and Fire Safety Report  |  2012
Contact Us

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By
The Department of Campus Safety
Office of the Director

1 This report is also available on the World Wide Web at www.whittier.edu/campussafety
It is presented in a Portable Document Format (PDF) and can be
Viewed by using Adobe Acrobat Reader.
Phone Numbers & Resources

Department of Campus Safety (562) 907-4211
Student Health Center (562) 464-4548
Center of Advising & Academic Success (562) 907-4816
Dean of Students (562) 907-4233
Counseling Center (562) 907-4239
Housing and Residential Life (562) 907-4223
Facilities Management (562) 907-4528
Whittier College Information (562) 907-4816
Whittier Police Department (Business Line) (562) 567-9200
Whittier Fire Department (Business Line) (562) 698-7333

Campus Overview

Since its founding in 1887, Whittier College has been a place of academic innovation, where a community of learners pushes past constraints and "measured" ways of doing things, embracing the bold and the cutting edge. Here, students and professors alike reach across academic dividing lines to discover the interconnectedness of ideas. As a result, students gain an intellectual grounding that will serve them throughout their lives—as scholars, professionals, and responsible world citizens.

Whittier College is a four-year residential liberal arts college that pushes students to question the world around them and figure out their place in it. Located in the heart of Southern California near the bustling City of Los Angeles, Whittier is distinguished by its small size, pioneering faculty, and nationally recognized curriculum.
Crime and Reporting

Crime occurs in every American community and, unfortunately, the campus community is not immune. To a significant degree, campuses mirror the dynamics of the larger society. That does not mean, however, that they experience crime to the same degree. Typically, campuses have fewer crimes than the locales in which they are situated, and Whittier College is no exception. It is unfair and unwise to make assumptions about the level of campus crime based on the campus’ location, and it is equally unfair and unwise to make simple comparisons of crime statistics between or among colleges and universities. Many factors affect the level of crime at colleges, including such things as its enrollment, ratio of graduates to undergraduate students, types of programs conducted and so forth.

It is also important to keep in mind that much campus crime is committed by the members of the college community them. This is just one more way in which we are similar to virtually every other community. **Every member of the campus community student, faculty, staff or visitor should report any crime of which they are the victim or which they may have witnessed to the Department of Campus Safety and/or the Whittier Police Department.**

The long-standing policy ensures that responsible officials are able to target public safety resources properly. It also provides crucial information for public distribution to keep people aware. The table at the end of this report displays the numbers of certain categories of crimes reported to the Whittier College Department of Campus Safety during the last three calendar years. These are crimes committed against students, faculty, staff or visitors to Whittier College that have occurred on college-controlled property. The department tracks these crimes to assist us in developing crime suppression measures and prevention programs.

Special thanks to The University of Chapman Public Safety Department for their assistance and insight in developing this Annual Report.
The Department of Campus Safety

The Whittier College Department of Campus Safety consists of twenty four full-time staff members comprising the Patrol Division, Communications, Fire and Traffic and Parking. The Department of Campus Safety uses a variety of crime suppression and prevention methods including foot patrol, bike patrol, and vehicular patrol to monitor college activities 24 hours a day. The department also employs a broad array of electronic devices including video recording, fire alarms, intrusion alarms, card access systems, and blue-light emergency phones; which are located throughout the campus. Additionally, Campus Safety monitors a private 4-9-1-1 system to handle emergency calls on campus. Officers receive training in criminal law, patrol procedures, investigations, report writing, first aid, CPR, and in the use of Automatic External Defibrillators (AED).

Authority and Jurisdiction

The authority to enforce Whittier College Policy is established by the Board of Trustees. When and if the need arises, Campus Safety officers are authorized to make a citizen’s arrest of any and all persons creating disturbances against the general peace, interfering with the security of campus facilities or grounds, or interfering with or disturbing the safety and the general welfare of the college community. When such a citizen’s arrest is necessary, the Department of Campus Safety shall, as promptly as possible, notify the Whittier Police Department to come and render assistance as needed and necessary.

The Patrol Division of the Department of Campus Safety is primarily responsible for handling all emergency calls and crimes in progress. Ultimately, the main jurisdiction for investigating crimes on campus lays with the Whittier Police Department, however, the Department of Campus Safety assists in investigating non-violent property crimes that occur at the College. All crime victims and witnesses should immediately report crimes to the Department of Campus Safety and/or the Whittier Police Department. Prompt reporting will aid in apprehension of the offender and ensure timely warning notices and disclosure of crime statistics.

POET Identification Cards are required at all times while on campus and may be obtained at the office of Campus Safety.
Crime Prevention

Crime prevention is everyone’s responsibility. Without an aware and involved citizenry, no law enforcement or security agency can be effective in preventing crime. This is especially true in a college setting where overly repressive or intrusive security measures are incompatible with the academic mission. With this realization firmly in mind, Whittier College conducts a number of programs to educate members of the community and to create conditions conducive to a safe and secure atmosphere and environment.

The Department of Campus Safety Crime Prevention and Safety Education Unit conducts a number of seminars and workshops annually on such topics as personal protection, rape awareness, property protection, residence security and others upon request.

In addition to these programs, the Student Health Center and Psychological Counseling Services offer assistance in the areas of student counseling and health education for the campus community. These services include counseling, referral to other services and programs to aid in a time of need. The following programs are also available:

Blackboard Connect Emergency Alert Notification System sends emergency messages to your mobile or fixed device of choice so you get emergency messages quickly wherever you are. The Blackboard Connect Emergency Alert Notification System allows campus leaders and security professionals the ability to reach all students, faculty, and staff with time-sensitive information during unforeseen events or emergencies using voice, email and text messaging. To find out more and register to receive emergency notifications visit www.whittier.edu/campussafety/emergencyprocedures

Rape Awareness Defense (R.A.D.) R.A.D. is a unique crime prevention program just for women that focus on women’s safety and self-defense techniques. To schedule a RAD training seminar for your group please contact Officer Sgt. Manuel Davila at: mdavila@whittier.edu or Campus Safety at (562) 907-4211.
Bicycle Registration: The Department of Campus Safety offers a Bicycle Registration Program, in an effort to identify and recover bicycles on campus. Currently all bicycles maintained on campus must be registered with The Department of Campus Safety. Bicycle Permit Registration Forms are available online and at the Campus Safety Office. Once completed, a registration form must be submitted to the Campus Safety Office for processing (Service available Monday through Friday, 8:00 am to 4:00 pm).

A bicycle’s serial number is also required. Refer a to your owner’s manual to obtain this information.

Alcohol & Drug Abuse Programs Free, confidential counseling for alcohol and other drug abuse issues is available to students through the Counseling Center and Student Health Services (Health Center). Other referral resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all which might include a Fee. Students exhibiting signs of excessive alcohol consumption will, at the College official’s discretion, be transported via Emergency Medical Services (EMS) for medical attention or be observed by a Poet Monitor (see the Poet Monitor Policy) at the student’s expense in order to ensure the student’s health and safety. Failure to comply with the request of EMS or the Poet Monitor may result in disciplinary action.

SEE SOMETHING?  
SAY SOMETHING.  
DO SOMETHING.

Observed Behaviors This program is to raise awareness of the types of behaviors or difficulties in various settings besides the classroom. You may be the first person who is contacted by a troubled student. If you find yourself getting worried, alarmed, or threatened, say something and so something. It also provides a regular means of communication between the participating staff, faculty and Campus Safety Officers. The program creates an environment in which all sections of the campus community can pursue their lives and interest safety and free from the fear of crime.
POET EARLY ALERT PROGRAM (PEAP)

See Something, Say Something.

Whittier College has a student a team called PEAP (Poet Early Alert Program). The purpose of PEAP is to provide a timely and appropriate intervention to students demonstrating academic, physical or emotional behaviors that may stand in the way of personal and academic success. The PEAP team meets weekly to discuss student issues and develop individualized outreach plans to help students. The team adheres to legal, ethical, and professional standard guidelines.

Identifying Concerning Behaviors

The following are examples of concerning behaviors or situations:

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<tr>
<th>Concerning Behavior</th>
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<tr>
<td>High rate of absenteeism (more than 3)</td>
<td>Sleeping class</td>
<td>Alcohol or substance abuse</td>
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<td>Habitual Tardiness</td>
<td>Inadequate preparation</td>
<td>Illness</td>
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<td>Failures to turn in assignments</td>
<td>Missing homework</td>
<td>Poor social skills and/or lack of integrations into campus community</td>
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<td>Submission of poor quality assignments/papers or projects</td>
<td>Poor time management</td>
<td>Excessive work</td>
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<td>Missed tests, quizzes, or major examinations</td>
<td>Poor writing skills</td>
<td>Traumatic event</td>
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<td>Low test/quiz performance</td>
<td>Struggling with course materials</td>
<td>Unresolved financial issues</td>
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<tr>
<td>Classroom disruption, disrespect, etc...</td>
<td>Patterns of significant interpersonal conflict</td>
<td>Family concerns or issues</td>
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These are all examples of behavior that may cause concern, if you observe or become aware of situations, do one of the following.

1. Consult with College officials, colleagues, supervisors and report your concern
2. Fill out the online PEAP form Online Entry Forms
   a. Faculty – access the online PEAP form from Moodle Homepage
   b. Students & Staff – go to Click Here to submit a PEAP.

Being aware of stress signals may help you respond effectively.

Reporting an Immediate Threat

If you believe that an individual on campus has committed an act of violence, or is engaging in a behavior that raises the level of concern about your safety or the safety of other.

CALL CAMPUS SAFETY
(562) 907-4911 (OFF CAMPUS)
OR From any Campus Phone
X4911 immediately

If the threat is imminent or happening NOW, dial

911 Immediately
Victim Assistance Program
Crime Survivors is a victim’s advocacy group in both Los Angeles and Orange Counties. The vision of Crime Survivors is for victims of crime to recover from their experience mentally, physically, emotionally, and financially, by receiving the respect, support and protection from law enforcement, the judicial system, and the community. They can be contacted at [http://www.crimesurvivors.com](http://www.crimesurvivors.com)

Safety Tours
The Department of Campus Safety conducts these tours in conjunction with Facilities, and Residence Life staff. The tours take place on during a range of shift/hours to better gage the day to day operations, and to identify potential hazards to the safety of students, faculty, staff, and visitors on the college campus as well as student residential areas.

Immediate follow up and recommendations are made through the use of MAXIMO maintained by Facilities (Sodexo Education Facilities Services);

Light Survey’s
As part of the Safety Tour Campus Safety officers conduct monthly audits of both exterior and interior lights. The purpose for this audit is to report and identify locations of poorly lite areas and light fixtures that need repairing or replacement. Officers will also report lights that are out or need timer corrections.

The light survey is submitted to both the Dean of Students, Director of Facilities and Director of Campus Safety.

Work request for lights are submitted via MAXIMO reporting for resolution by facilities personnel.

CMMS – Computerized Maintenance Management System is utilized to fill work orders; and maintenance request. This management systems helps prioritize the college needs and to better service the operations.
Preparation of Annual Security Report

The preparation of the College’s annual report is a continual process. The Department of Campus Safety makes every effort to ensure that the report is complete and accurate. The process includes the gathering of a crime statistics from those individuals identified as campus security authorities and local law enforcement agencies where appropriate, as well as verification that there are no changes in policies or procedures from previous years with the office of Student Life. Once all the crime statistics have been collected from other sources, Campus Safety reconciles them with its own statistics to ensure that all offenses have been counted and that no incidents are counted twice. Once verification of a new or changed procedures and crime statistics the report is prepared for publication and distributed in an online version; printed versions are available upon request to the Department of Campus Safety. Completion of the annual security report, the crime statistics are submitted to the U.S. Department of Education.

Substance Abuse Policies

In compliance with the Drug Free Schools and Communities Act (Public Law 101-26) Whittier College prohibits the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students and employees. Any student or employee in violation of this policy is subject to disciplinary action, up to and including permanent expulsion or termination of employment. Importantly, college action is taken independently and regardless of any criminal action that may ensue. Specific regulations are contained in the student handbook and in the Alcohol and Substance Abuse policy, established by college committee.

Whittier College cooperates fully with the Whittier Police Department in the investigation of suspected illicit drug and/or alcohol use in the college community. Primary responsibility rests with the Whittier Police Department because of the College’s private status.

Campus Security Authorities

It is the policy of Whittier College that the following individuals and organizations within the College are designated as Campus Safety Authorities in the accordance with the guideline set forth by “Jeanne Clery”,

Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998”, and subsequent rules. As a campus security authority those enumerated individuals who become aware of a crime involving Whittier College or a member of our community must report it to the Department of Campus Safety.
All full-time members of the Department of Campus Safety.

Residential Life: Associate Dean of Students Life; Assistant Director of Housing & Residence Life

Athletics: Director of Athletics: Associate Director of Athletics; all Head Coaches & Assistant Coaches.

Student Life: Dean of Students; Associate Dean of Students; Career Development Counselors; and Director of Student Health Services. Disability, Culture Center, LEAP and Health Center

Academic Units
If someone has significant responsibility for student and campus activities he or she is a campus security authority. For example, a dean of students who oversees student housing centers or student co-curricular activities has significant responsibility for student and campus activities.

The function of a Campus Security Authority is to report to the appropriate law enforcement personnel, either Campus Safety or local police, those allegations of Clery Act crimes that he or she concludes are made in good faith. A Campus Security Authority is not responsible for determining whether a crime took place; that is the function of law enforcement personnel.

Certain individuals who have significant responsibility for student and campus activities are exempt from disclosing information:

Professional counselor: A person whose official responsibilities include providing mental health counseling to a members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. This means that a dean of students who has a professional counselor’s license, but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting. An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of individuals, who meets the definition of a counselor, is considered to be a counselor for the purposes of the Clery Act. An example would be a Ph.D. counselor-trainee acting under the supervision of a professional counselor at the institution.

Timely Warnings
The Director of Campus Safety or a designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the College community. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Campus Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members; therefore, a Timely Warning Notice would not be distributed. Sexual assaults are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Department of Campus Safety.
Timely Warning Notices may be distributed for other crimes as determined necessary by the Director or his or her designee in his or her absence.

**Monitorig Criminal Activity**
Each year the Department of Campus Safety makes an official request to the Whittier Police Department for statistics of criminal offenses which have not been reported to Campus Safety but occurred on campus, college-owned or -controlled non-campus property or on public property adjacent to the campus.

**Access to Campus Facilities**
Whittier College, while a private college, is in many respects a public resource. Our facilities are used not only by full-time community members, but also by many persons drawn to the campus for a variety of reasons. There is mutual benefit from such use; however, there are also those who come to Whittier College for unacceptable reasons. On the main campus those persons with legitimate business are welcome. Specific buildings, however, are not open to the general public. Entrance may be denied and the trespass laws invoked for persons found in or around our buildings without legitimate reasons.

After 11 p.m. the campus is closed to all but faculty, staff, students, and their invitees. Residential buildings are governed by specific access and occupancy rules. These rules are specifically described in the Whittier College Student Handbook and the Whittier College Guide to Residential Living. The exterior doors to all facilities are kept locked. Each residence unit is individually keyed. Trespassing laws are strictly enforced within the residence life areas of campus.

Vendors requiring access to buildings throughout campus must check in with the Campus Safety and receive a visitor's badge with access to the specific buildings. All vendors will be verified by their company before they are authorized to conduct their services.
Megan's Law and Sex Offender Registrant Information
The Campus Sex Crimes Prevention Act (CSCPA) of 2000, a federal law, requires institutions of higher education to provide the campus community with information on where they may obtain information on registered sex offenders in the state of California. It also requires sex offender registrants who are already required to register in the state to provide notice, as required under state law, to each institution of higher education for which the person is currently enrolled as a student, full- or part-time employee (with or without compensation), or those participating in a vocation (California Penal Code Section 290.009).

As the Department of Campus Safety is not a law enforcement agency, the registration process must be conducted at the City of Whittier Police Department.

In the state of California, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community. Public information regarding sex offenders in California may be obtained by viewing the Megan's Law website at www.meganslaw.ca.gov.

Requirements for viewing: Upon entering the website, you must read the disclaimer and agree to the terms and conditions.

Did you know?
Megan's Law is named after a 7-year-old Hamilton Township, New Jersey girl named Megan Nicole Kanka. On July 29, 1994, she was lured into her neighbor’s home with the promise of a puppy and was brutally sexually assaulted and murdered by a two-time convicted sex offender who had been convicted in a 1981 attack on a 5-year-old child and an attempted sexual assault on a 7-year-old. Sparked by community outrage, petitions began circulating throughout the state of New Jersey demanding the right to be made aware of sexual predators. Megan’s parents, Maureen and Richard Kanka, had gathered more than 430,000 signatures, and 89 days after Megan’s disappearance the first state law that mandated active community notification was signed into law, New Jersey’s Megan’s Law.

Federal Law
As a result of Megan’s death, the longstanding legal requirement prohibiting law enforcement from advising the public of serious and high-risk sex offenders living in a community was brought to national attention. On May 17, 1996, President Clinton signed the federal Megan’s Law (H.R. 2137), which "required the release of relevant information to protect the public from sexually violent offenders."
Emergency Response and Evacuation Procedures
Upon confirmation of a significant emergency or dangerous threat involving an immediate threat to the health or safety of students or employees occurring on or near the campus, Campus Safety will take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process using the Blackboard Connect Emergency Alert Notification System.

The only reason we would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so would compromise efforts to: assist a victim, contain the emergency, or otherwise mitigate the emergency. This could include a request from the local police or fire department to delay the message for these purposes. Confirmation of threats is made by a dispatched Campus Safety Officer or by information received from local police/fire authorities. If it is determined that notifications are to be made, the Director or their designee shall notify the dispatcher and initiate the notification.

The Emergency Notification System and Blackboard Connect Emergency Alert Notification System will be tested at least once per academic year. All community members are automatically in the system to be contacted via Whittier email. It is the responsibility of students, staff, and faculty to register their mobile devices and phone numbers in the Blackboard Connect Emergency Alert Notification System in order to receive text messaging, phone calls or voicemail messages.

Missing Student Notification Policy
In compliance with Section 488 of the Higher Education Act of 2008, the following policy and procedures have been developed to assist in locating student(s) living within on-campus housing, who, based on the facts and circumstances known to the College, are determined to be missing.
Most missing person reports in the college environment result from a student changing his or her routine without informing roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Safety or the Dean of Students Office. Every report made to the College will be followed up with an immediate investigation and once the student is determined to be missing, the steps outline below will be followed, typically within 24 hours. Depending on the circumstances presented to College officials, parents of missing students will be notified.
At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, the name and emergency contact information for the individual(s) they would like contacted in the event they are reported missing while enrolled at Whittier College.

GENERAL PROCEDURE:
A College official receives a report and collects the following information at the time of the report:

1. The name and relationship of the person making the report.
2. The date, time, and location the missing student was last seen.
3. The general routine or habits of the suspected missing student (e.g.-visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
4. The missing student’s cell phone number (if known by the reporter).

The College official receiving the report will contact Campus Safety and the Dean of Students Office. The Dean of Students and Director of Campus Safety will ascertain if/when information must be communicated to the other College officials.
Upon notification from any entity that a student may be missing, Whittier College may use any or all of the following resources to assist in locating the student:

A. Go to the student’s residence hall room
B. Talk to the student’s RA, roommate, and floor mates and friends (if possible) to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time and location the student was last seen.
C. Secure a current student ID or other photo of the student.
D. Call and text the student’s cell phone and call any other numbers on record
E. Send the student an email.
F. Check all possible locations mentioned by the parties above including but not limited to, library, residence hall lounges, student common lounges, fitness center, etc. Campus Safety will also check the College’s parking lots for the presence of the student’s vehicle, if one is so registered.
G. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking site such as Facebook and Twitter.

The College’s Information Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the College’s network.

Once all information is collected and documented and the Dean of Students (or a designee) is consulted, the College will contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.) If it is necessary to contact the local or state authorities, police procedures and protocol will be followed by the College.

**Whittier College Policy on Prevention of and Response to Rape and Sexual Assault**
Whittier College seeks to provide a working and learning environment that is supportive of scholarship and research, where the basis for interaction among all members of the college is mutual respect, cooperation, and understanding. Any form of sexual offense is a violation of both College Code of Student Rights and Responsibilities and state criminal statutes.

This policy has been created in a proactive and preventive posture in the hopes of creating a campus environment where these incidents can be minimized. When these offenses do occur, the focus of this policy is to provide due process for all parties involved and to insure that the complainant is not further victimized by the institutional procedures.
Any sexual offense is a significant issue which affects all members of the campus community. Recent and past events that have occurred either on-or off-campus can have an ongoing impact on an individual’s well-being, and may negatively affect the individual’s ability to participate in his or her role as a student. Of equal importance are the repercussions that these sexual offenses create for all members of the college community in fostering a climate of fear and distrust.

While education is the key to changing attitudes and beliefs that perpetuate sexual offenses, in particular sexual assault and rape, policies can also play a major role. Furthermore, it is the timely and professional handling of such matters that creates an overall perception of a college’s responsiveness to and concern for its members. Institutional procedures dealing with sexual offense and its aftermath can have a powerful effect in lessening its occurrence by increasing reporting and creating a climate where violence of any kind will not be tolerated.

Federal guidelines use the term “sexual offense” to cover a broad range of behaviors. This document will focus on the sexual offenses of rape and sexual assault because they comprise the most prevalent forms of sexual offenses at colleges and universities. Because of the nature of the acts, rape and sexual assault frequently go unreported. It is the college’s desire to create a supportive climate that will encourage victims and complainants to report incidents. While no one course of action is recommended, formal reporting of these incidents is the only mechanism by which offenders can be officially sanctioned, thereby reducing the risk of repeat occurrences. In the absence of formal reporting, informal reporting is essential for the institution to acquire an accurate account of the problem on campus. Reporting provides the opportunity for an understanding of the role the college can and should play in providing compassionate, effective intervention, support and remediation, and most importantly, to help prevent such incidents from occurring.
Definition of Terms

Respondent: refers to the individual named by a complainant who brings forward a complaint or makes a report.

Complainant: refers to the individual who may have been a victim of a rape or sexual assault who brings forward a complaint or makes a report.

Confidential Reporting: if a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors, campus health service providers, off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies, or clergy who will maintain confidentiality except in extreme cases of immediacy of threat of danger or abuse of a minor. Campus counselors and health services providers may be seen free of charge.

Private Reporting: those seeking to report misconduct may seek advice from certain resources that are not required to initially tell anyone else your private, personally identifiable information unless there is a pattern of abuse, cause for fear of your safety or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address discrimination, harassment, retaliation and/or sexual misconduct, such as a resident assistant (RA), faculty members, advisors to student organizations, career planning staff, admissions officers, LEAP staff, Campus Safety and others. If you are unsure of someone's duty and ability to maintain privacy, ask them before talking to them. They will be able to explain and help a reporting party to make decisions about who is in the best position to help. All of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about the report unless you give permission, except in the rare event that the incident reveals a need to protect you and/or other members of the community. If personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect privacy to the greatest extent possible.

Consent: to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. (California Penal Code: Section 261.6).

Formal Reporting: options complainants are encouraged to speak with College officials, such as the Title IX Coordinator, Deputy Coordinators, Dean of Student, Campus Safety, etc. to make formal reports of incidents of sexual misconduct. Complainants have the right, and can expect, to have complaints taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter, and only a small group of official who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant's right to privacy.

Informal Reporting: refers to the process in which a member of the college community tells a campus security authority (contact person) about an on- or off-campus incident. Unlike “formal reporting,” in which the goals are to identify the validity of charges brought forward and reach a just resolution, “informal reporting” is designed to provide a vehicle by which a member of the campus community can obtain information, support and assistance, which concurrently provides evaluative information for the campus. It is important to note that an individual may informally report an incident to adjudicating agencies without being required to pursue the matter further.
Rape: refers to vaginal-penile penetration (intercourse) that is accomplished by force, violence, duress, menace, or fear of immediate bodily injury on the person or another. Any vaginal-penile penetration, however slight, is sufficient to complete the act. It includes situations in which the accused has intercourse with a complainant incapable of giving consent (and this should be reasonably known by the perpetrator), does not have knowledge of the activity that is taking place, is unconscious or asleep, or when the complainant is prevented from resisting due to alcohol or drugs administered by or with the knowledge of the accused. (California Penal Code: Sections 261, 262, 163).

Physical abuse: of a member of the college community by a student is prohibited by Section 41301 of the California Code of Regulations.

Forcible rape: is also a crime under Sections of Sections 242 and 261 of the California Penal Code and Assembly Resolution No. 46. In the event of an alleged rape, the accused may sanctioned under the Code of Student Rights and Responsibilities as well as punished under criminal law.

Sexual assault: refers to acts that are accomplished by force or by threats of bodily injury and involve penetration, however slight, of a person's genitalia or anal openings in relation to the following: sodomy (anal intercourse); forced oral copulation (oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal). It also includes situations in which the accused sexually assaults a complainant incapable of giving consent (and this is known or should be reasonably known by the perpetrator), does not have knowledge of the activity that is taking place, is unconscious or asleep, or when the complainant is prevented from resisting due to alcohol or drugs administered by or with the knowledge of the accused (California Penal Code: Sections 286, 288a, 289, 243.4 and 261).
Policy Goals
The procedures outlined in this document were created to achieve the following goals:

- Provide prompt and compassionate support services. Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative response and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of rape and sexual assaults.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to rape and sexual assault are not tolerated.
- Ensure that the appropriate steps are followed in cases that are formally reported and referred for adjudication.
- Protect the rights of the complainant, the accused, and other parties involved in or affected by the case.

Intervention Strategies/Referrals
Contact Person (campus security authority)—any of a number of designated individuals, who because of their position and appropriate training, serve to make the complainant aware of available options and alternatives, to aid the complainant in making an informed decision as to a course of action, and to enable the complainant to follow through in that decision. The options and alternatives include but are not limited to:

- Obtaining counseling services
- Obtaining follow-up medical care
- Offering services of Support Person Program (SPP)
- Requesting academic or job-related assistance
- Pursuing mediation
- Exploring alternative housing
- Filing a Campus Safety report
- Pursuing conduct action through the Office of Dean of Student (hereafter referred to as the Dean of Students)
- Filing a police report
- Filing a civil suit
- Filing a restraining order
- Obtaining aid through Project sister
The Contact Person may also provide information to the accused or self-reported assailants about:

- The conduct process
- Individual rights
- Referral options

There are many possible responses that accompany rape and sexual assault that are usually most disruptive immediately following an incident. Therefore, prompt intervention can do much to mitigate this trauma and enhance recovery. Students are encouraged to utilize appropriate services whether or not they choose to file a formal report. Students needing resources or assistance relating to any of the matters covered by this policy are encouraged to contact the primary contact persons (campus security authorities) and/or off-campus resources who are listed under Procedures to Report Rape and Sexual Assault in this policy.

**Sexual Misconduct, and Sexual Assault, Involving Students**
Whittier College strives to create a respectful, safe, and non-threatening environment free from sexual misconduct that is safe for all of its community members to live, study, and work. Sexual misconduct in any form is prohibited, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct, all of which can be forms of sexual discrimination.

Sexual offenses are defined as any sexual act directed against another person, forcibly or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent. The inability to give consent may be a result of, but not limited to, intoxication or diminished capacity.

**Confidentiality**
Whittier College is committed to creating an environment that encourages students to come forward if they have experienced any form of sexual misconduct. The College will work to protect the identities and privacy of the students who seek help or who report sexual misconduct. However, federal laws place limits on the confidentiality of individuals whom students may contact for assistance. Different people, depending on their positions, have different obligations with regard to confidentiality. Students should always confirm whether confidentiality applies to the communication. Generally, confidentiality applies when a student seeks services from the following persons:
1. Psychological counselor
   a. Including counselors in Counseling Center
2. Health care provider
   a. Including medical staff at the Student Health Center
3. Personal attorney
4. Religious/spiritual counselor

Any other College employee cannot guarantee complete confidentiality. Information is disclosed only to select officials who have an essential need to know in order to carry out their responsibilities. As is the case with any educational institution, the College must balance the needs of the individual student with its obligation to protect the safety and wellbeing of the community at large. Therefore, depending on the seriousness of the alleged incident, further action may be necessary, including a campus security alert. The alert, however, would never contain any information identifying the student who brought the complaint.

Consent
Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement--through clear actions or words--to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in the sexual activity are responsible for obtaining consent—it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

Consent must be present throughout the ENTIRE sexual activity; at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

The inability to give consent may be a result of, but not limited to, the following individuals:
- Persons who are asleep or unconscious
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication
- Persons who are unable to communicate consent due to a mental or physical condition, including minors.

Sexual Misconduct
Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment as those behaviors are described later in this section. Sexual intimacy requires that all participants consent to the activity.

Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:
Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:

- Sexual intercourse (vaginal, anal, oral)
- Oral sex
- Rape or attempted rape
- Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object
- Unwanted touching of the genitals, buttocks, breast, or other body part
- Coercion or force to make someone else touch one’s genitals, buttocks, breast, or other body part
- Inducing consent through drugs or alcohol
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition

**Scope of Policy & Goals**

This policy applies to all faculty, staff, administration and students, volunteers, vendors, independent contractors, visitors and individuals employed, studying, living, or working at the College. This policy is designed to guide both complainants and respondents affected by sexual harassment, sexual violence, stalking, domestic or dating violence in providing a fair and equitable process for investigating and resolving this type of allegation. A complainant is defined as anyone who sees him/herself as a victim or survivor of sexual violence. A respondent is anyone accused of conduct defined in this document.

Expected to follow local, state, and federal laws, this policy applies to conduct on campus and at college-sponsored events that take place off campus and any electronic communication. If both the complainant and the respondent are members of the Whittier College community, this policy applies regardless of the location of the alleged incident.

The procedures outlined in this document were created to achieve the following goals:

- Provide prompt and compassionate support services.
- Provide a comprehensive framework in which the needs and decisions all parties concerned are central in determining further administrative response and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of rape and sexual assaults.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to rape and sexual are not tolerated.
- Ensure that the appropriate steps are followed in cases that are formally reported and referred for adjudication.
- Protect the rights of the complainant, the respondent, and other parties involved in or affected by the case.
Procedures for Handling Charges of Rape and Sexual Assault

Whittier College strives to create a respectful, safe, and non-threatening environment free from sexual misconduct that is safe for all of its community members to live, study, and work. Sexual misconduct in any form is prohibited, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct, all of which can be forms of sexual discrimination. Sexual offenses are defined as any sexual act directed against another person, forcibly or against that person’s will, or not forcibly or against the person’s will where the victim is incapable of giving consent. The inability to give consent may be a result of, but not limited to, intoxication or diminished capacity. Parallel Civil Suit and Criminal Prosecution.

The complainant making a formal report has the option to pursue both college sanctions against the respondent and criminal or civil suits at the same time. The complainant may choose to pursue only college conduct proceeding or only civil suit or criminal prosecution. As indicated in the Code of Student Rights and Responsibilities, college conduct proceedings may be carried out prior to, simultaneous with, or following criminal proceedings off campus.

In the interest of the complainant, the respondent, and the college a prompt hearing will be afforded and will take priority over other scheduled hearings. The intent is to solve the problem as expeditiously as possible, assuaging the fears of the complainant, reducing uncertainty for the respondent, preventing possible further incidents and allowing the healing process for all concerned to begin. {Reference WC Student Handbook}

Procedures for Handling a Sexual Offense

Students who are victims of a sexual offense are encouraged to notify Campus Safety or a member of the Student Life staff. Students also have the option to notify the Whittier Police Department and the option to be assisted by campus authorities in notifying these authorities. Students should note that physical evidence collected soon after the offense may be necessary to the proof of criminal sexual assault.
Reporting Offenses

Steps to follow if you become a victim of a rape:
1. Immediately report it to Campus Safety (562-907-4122) who will notify the Vice President and Dean of Students.
2. Get a medical examination at the hospital or at your private doctor right away. Note: Before seeing the doctor, the victim should not douche, bathe, shower, or change clothes, as this would destroy valuable evidence.

Individuals should inform the doctor of the act committed upon them.

The doctor should take semen smears and note any injuries.
1. The victim should inform Campus Safety of all details and give Campus Safety any clothing stained or torn during the attack.
2. Contact the Office of the Vice President and Dean of Students to discuss a change in the academic or housing situation after an alleged sex offense.

Protecting Evidence in Sexual Offense Cases
To assist law enforcement authorities in prosecuting violators of sexual assaults, victims should not destroy evidence that may be used in such prosecutions. This evidence could be destroyed by bathing and washing away residue of the violator’s semen, hairs, or DNA from their bodies, or by discarding soiled clothing that may still contain important evidence.

Emergency and External Reporting Options:
• Whittier Police Department
• Emergencies: CALL 911

Sexual Assault Response Team (SART)
• San Gabriel Valley Medical Center
  435 W. Las Tunas Drive
  San Gabriel, CA 91776
  (877) 209-3049
  Provides medical treatment and forensic exams

• LA County/USC Medical Center
  1200 N. State Street
  Los Angeles, CA 90033
  (323) 409-1000  (323) 226-3961
  http://www.lacusc.org/
  Provides medical treatment and forensic exams.

• Rape Treatment Center at Santa Monica-UCLA Medical Center Provides comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy, and accompaniment services
  (310) 319-4000, Ext. 3
Rights of the Complainant include:
- To be treated with respect by College officials.
- To take advantage of campus support resources (such as Counseling and College Health Services for students, Support Persons Program or EAP services for employees).
- To experience a safe living, educational and work environment.
- To have an advisor during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have complaints heard in substantial accordance with these procedures.
- To have an advisor during this process.
- To have complaints heard in substantial accordance with these procedures.
- To be informed in writing of the outcome/resolution of the complaint, sanctions where permissible and the rationale for the outcome where permissible.

Rights of the Respondent include:
- To be treated with respect by College officials.
- To take advantage of campus support resources (such as Counseling & Psychological Services, the Office of the Chaplains, and College Health Services for students, or EAP services for employees).
- To have an advisor during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To have complaints heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution of the complaint and the rationale for the outcome, in writing.

The Student Conduct Board is a formal proceeding not comparable to a criminal trial. Because the Conduct Board is an administrative process and not a court proceeding, people in attendance may be limited to Whittier College community members. The typical Conduct Board includes the following individuals/parties:
1. The Student Conduct Board Committee-comprised of a chairperson, one faculty, one staff, and two students
2. Complainant
3. Respondent
4. Support person for complainant and/or accused (typically Whittier College faculty, staff or student, advisors)

Failure to Appear

Respondent
After being notified of a Student Conduct Board meeting, a student is obligated to appear at the date, time, and place specified. If a student fails to appear for the Conduct Board, the Conduct Board may be conducted in the student’s absence and a decision may be rendered.
Title IX

Sexual Misconduct and Sex-Based/Gender discrimination can take many forms, including sexual harassment, sexual misconduct, rape, sexual assault, sexual battery, domestic or dating violence, interpersonal violence, stalking, or other forms of sex-based or gender harassment or discrimination.

These types of conduct are prohibited by the Student Conduct Code, Whittier College Harassment and Discrimination Policy and by law. To report an incident or file a grievance regarding a College department, employee, or student, there are many places you can start, including the following:

Non-Confidential Reporting:
The Department of Campus Safety: *Available 24 hours 7 days a week* (562) 907-4911
Dean of Students Office
(562) 907-4233
The Office of Human Resources. Available 8 a.m.-5 p.m. M-F
(562) 907-4583

- Resident Directors / Resident Advisors

Confidential Reporting:
Student Health and Wellness Center
Stella Wohlfarth, RN, MSN, BC, PHN
Hamilton House
13612 Philadelphia Street, Whittier, CA 90608
562-464-4548
Email: swohlfarth@whittier.edu
http://www.whittier.edu/studenthealth

Counseling Center
Rebecca Romberger, PsyD.
Director of the Counseling Center
Haverhill A (next to Campus Safety
(562)-907-4239
Email: rromberger@whittier.edu
http://www.whittier.edu/counseling

Any one of these individuals can help get you to the appropriate person to handle your specific concern. However, incidents involving gender discrimination or sexual misconduct in education programs – including rape, sexual harassment, and sexual assault – have specific regulations prescribed by Title IX of the Education Amendments of 1972 (“Title IX”).

Support Person Program (SPP)
The College's Support Person Program (SPP) provides complainants and respondents of sexual assault the support of a professional staff member who can assist in navigating the College’s conduct process and provide support. SPP is specially trained in the area of sexual misconduct and can provide counsel and help in understanding the available options.

http://www.whittier.edu/studentlife/supportperson

Support Persons include:

Carole Metzinger  
Coordinator of Disability Services  
Lower Level of Library  
562.907.4825  
cmetzinger@whittier.edu

George McKernan  
Director of Conference Services  
Mendenhall  
562.907.4226  
gmckernan@whittier.edu

Erlynne Ballo  
Assistant Director of CAAS  
Lower Level of Library  
562.907.4818  
eballo@whittier.edu

Joy Hoffman  
Director of Cultural Center  
Campus Center  
562.907.4963  
jhoffman@whittier.edu

Jenelle Hlavka  
Assistant Registrar  
Mendenhall  
562.907.4241  
jhlavka@whittier.edu

Kerry Klima  
Assistant Director of LEAP  
Campus Center  
562.907.4986  
kklima@whittier.edu

Juliette Cagigas  
Associate Director of Foundation Relations  
College Hall  
562.907.4942  
jcagigas@whittier.edu

Stephanie Hernandez  
HR and Student Work Placement Coordinator  
Mendenhall  
562.907.4615  
SChener4@whittier.edu

Shari Henderson  
Assistant Director of International Programs  
2nd Floor, Platner Hall  
562.907.4308  
Shenders@whittier.edu
Off Campus Confidential Resources:

Project Sister
Provides a 24 hour hotline, accompaniment program, Information and referral services, professional counseling series, support groups, and a walk-in clinic.
P.O. Box 1369
Pomona, CA 91769-1369
24 Hour Hotline: 909-6256-4357/Phone: 909-623-1619
info@projectsister.org
http://projectsister.org/services/crisis-intervention/

Peace over Violence
Provides comprehensive, free treatment for sexual assault survivors, including 24-hour emergency medical care and forensic service, counseling and psychotherapy, advocacy, and accompaniment services.
West San Gabriel Valley Center
892 N. Fair Oaks Ave., Suite D
Pasadena, CA 91103-3046
310-392-8381
213-626-3393
626-793-3385
info@peaceoverviolence.org
www.peaceoverviolence.org

Rape Abuse and Incest National Network (RAINN)
A confidential, anonymous national sexual assault hotline
1-(800) 656-4673
www.rainn.org

Rape Treatment Center at Santa Monica-UCLA Medical Center-Provides comprehensive, free treatment for sexual assault victims, including 24-hour emergency medical care and forensic services, counseling and psychotherapy, advocacy and accompaniment services.
(310) 319-4000, Ext. 3.
www.911rape.org

Confidential Medical Resources
Under California law, medical providers (but not psychological counselors) are required to notify law enforcement if a patient communicates a sexual assault has occurred. The patient has the right to request that a survivor advocate be present when speaking to law enforcement and to request that criminal charges not be pursued. Any additional information is covered under HIPPA.

Taxi vouchers are available from the Health and Wellness Center and Campus Safety to provide free transportation to local medical resources. A member of the Support Person Program is also available to accompany a survivor to off-campus resources.
Title IX refers to the following federal regulation:
No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.


The Title IX Coordinators are responsible for coordinating the College’s compliance with and responsibilities under Title IX. Major duties include, but are not limited to:

A. Being available to meet with individuals who believe sexual misconduct (including rape, assault, and harassment) has occurred.
B. Ensuring that reports and complaints are handled in accordance with established practices and standards
D. Personally investigating the incident or overseeing the investigation.
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Compliance

To comply with the disclosure requirement regarding crime statistics, the Department of Campus Safety annually publishes crime statistics for the past three years of crimes mandated by the Act. There are seven crimes that make up that mandate: Criminal Homicide; Sex Offenses; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson. To better understand the explanation of what the statistics represent a definition of terms follows.

Definitions:

**Criminal Homicide** is divided into two categories: Murder and Non-Negligent Manslaughter, and Negligent Manslaughter.

**Murder and Non-negligent Manslaughter** is defined as *the willful (nondelinquent) killing of one human being by another.*

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

**Sex Offenses** are separated into two categories: Forcible and Non-Forcible.

**Sex Offenses—Forcible** is defined as *any sexual act directed against another person, forcibly and/or against that person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent.* There are four types of forcible sex offenses:

- **Forcible Rape** is *the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).*

- **Forcible Sodomy** is *oral or anal sexual intercourse with 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.*

- **Sexual Assault With an Object** is *the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.*

- **Forcible Fondling** is *the touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental capacity.*

**Sex Offenses—Non-Forcible** are incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

- **Incest** is *non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
**Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault** is 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 of attempted theft of a motor vehicle.

**Arson** is 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 or of another, etc.

**Hate Crime Reporting**

Previous regulations required that any Clery Act crime, or a crime that involved bodily injury, that was committed against a person because of his/her race, gender, religion, sexual orientation, ethnicity/national origin or disability that was reported to local law enforcement agencies or a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias was reported as a hate crime. New legislation has added the crimes of theft, simple assault, intimidation, and destruction/damage/vandalism of property to the list of crimes that are reported in hate crime statistics.
Whittier College Fire Safety

The College Fire & Life Safety Officer(s) are responsible for the safety of the Whittier College community by mitigating potential fire hazards on campus. Prevention is accomplished through code compliance, coordinating inspections and maintenance of fire protection systems, and by means of educating and training the campus community. The Fire & Life Safety Officer(s) serve as the college liaison with the County of Los Angeles Fire Department along with The City of Whittier Code Enforcement in matters of permits, inspections, and pre-incident planning.

The Higher Education Opportunity Act
The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Whittier College.

Fire Protection Systems
The table below lists the fire safety systems in place at each residence hall and apartment complex at Whittier College. It also includes information on university-owned student houses.

Fire and Life Safety Officers:

Jose J. Padilla  
Assistant Director of Campus Safety  
Fire and Safety Coordinator  
jpadilla@whittier.edu

Jeremy Addcox  
Deputy Director of Campus Safety  
Fire and Safety Compliance Officer  
jaddcox@whittier.edu

Manuel Davila  
Sergeant  
Fire and Safety Medical Officer  
mdavila@whittier.edu

Flavio Sanchez  
Sergeant  
Fire and Safety Officer  
fsanchez@whittier.edu

<table>
<thead>
<tr>
<th>On Campus Housing</th>
<th>Fire Sprinkler System</th>
<th>Smoke Detectors Monitored by Alarm System</th>
<th>Single Station Smoke Alarms</th>
<th>Fire Drills Conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ball Hall</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Campbell Residence Hall</td>
<td></td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Harris A</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Harris B</td>
<td>Yes</td>
<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Harris C</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Harris D</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Johnson Residence Hall</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Stauffer Residence Hall</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Turner Residence Hall</td>
<td></td>
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<td>Yes</td>
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<tr>
<td>Wanburg Residence Hall</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Wardman Residence Hall</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Arbor Ridge Apartment Complex (Off Property)</td>
<td>No</td>
<td>Yes</td>
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<td>Yes</td>
</tr>
</tbody>
</table>
Fire Drills
Fire drills are conducted in each residence hall at the start of the fall and spring semesters. The drills are coordinated by the Department of Campus Safety with participation by the Residential Life staff. Drills are unannounced to students and occur at varying times and days. Residents are required to evacuate anytime a fire alarm sounds and failure to do so is subject to conduct review.

Building Evacuations
Be familiar with the locations and use of all emergency exits, manual fire alarms, and fire extinguishers in your area. You are encouraged to know the identity of the Resident Advisor and Assistant Directors for your area and work with them to map out a personal strategy to use in the event of a fire or other disaster.

ALWAYS treat every alarm as an emergency and exit the building immediately if an alarm sounds. Evacuate the building using the shortest and safest route, proceeding to the pre-designated emergency evacuation site.

In the Event of a Fire
Immediately pull the nearest fire alarm as you exit the building. When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you notice smoke, use an alternate escape route. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.

Always proceed to the emergency exit stairs and do not use the elevators. A fire can disrupt the operation of elevators and trap occupants inside. Once you are safely away from danger, calls Campus Safety at (562) 907-4911 and communicate the details of the fire. If you are off campus, dial 911. If you become trapped in a fire emergency, close all doors between you and the fire and stuff towels around the door cracks to keep out smoke. Wait at a safe window and signal for help by hanging a white sheet from the window.

Reporting of Fires
All fires on campus, even if already extinguished and regardless of size, should be reported by contacting the Department of Campus Safety at (562) 907-4911. Federal law requires the college to report on an annual basis all fires which occur in student housing.

NEVER RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A WHITTIER COLLEGE CAMPUS SAFETY OFFICER OR OTHER COLLEGE OFFICIAL.

Housing and Residence Life Policies and Procedures

Cooking / Kitchens - Cooking is allowed only in kitchens. Cooking in residence hall student rooms or in non-kitchen areas is strictly prohibited. Microwaves other than approved combination microwave/refrigerator units are prohibited in the residence halls.
Electrical Appliances - Clothing Irons, Coffee Makers, Micro-Fridge combos are approved appliances in the residence halls. Surge protectors and power strips are approved and must be used; there are absolutely no extension cords allowed in residence halls, apartments or houses. Due to the health and safety issues inherent in high-density living environments, the following are prohibited in the residence halls: hot plates, electric skillets, electric indoor grills, toaster ovens, toasters, hot oil popcorn poppers, halogen lights, sun lamps, hibachi's, electric heaters, rice cookers, tanning beds, sandwich makers, extension cords, multi-plug adaptors, decorative lights, refrigerators larger than 4.0 cubic feet, microwaves (other than the approved combination microwave/refrigerator) and other major appliances.

Possession of these items in a residential room, whether in use or not, constitutes a violation of this policy. Students found in violation of the policy may be subject to fines of per item. Contact Residential Life coordinators about appliances that are permitted in Residential Halls.

Health & Safety Inspections

At least twice a year, the Residential Life staff will conduct Health and Safety inspections. During inspections, if a room is found to have violations, action will be taken to address those violations. Residents who are found to be in violation of college policies during these inspections will be subject to fines, conduct review and/or loss of current or future housing assignments. Fines for violations range from $25-$350 per violation, and violators may also be subjected to conduct review. Residents may be fined if found with prohibited appliances listed under the fire safety policy. Potentially dangerous items found during Health and Safety inspections may be confiscated without the option of being returned.

In addition to fines and confiscation, some items may be destroyed, including but not limited to: Drugs, drug paraphernalia, directional signs, weapons, alcoholic beverages, or containers and candles.

Fire Safety Training

Each summer, prior to the return of students, the Fire & Life Safety Division conducts annual training for the Resident Advisors and Residential Life professional staff. Training covers:

- Fire prevention
- Current trends and national statistics of fires and causes on college campuses
- Building evacuations and emergency preparedness
- Life safety systems
- Hands-on fire extinguisher training

Fire Safety training is available to all students, staff, and faculty and can be customized for particular departments.
### CRIME STATISTICS CHART / 2010 - 2012 CLEARY CRIME CHART

**ALL RESIDENCE HALLS ARE ON CAMPUS**

#### 2010 CRIMINAL OFFENSES

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder Non-Negligent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offense (Including Rape)</td>
<td>0</td>
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</tr>
<tr>
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<tr>
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</tr>
<tr>
<td>Arson</td>
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<td>0</td>
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</tr>
<tr>
<td>Negligent Manslaughter</td>
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</tbody>
</table>

#### HATE OFFENSE

The following criminal offenses, manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534)

<table>
<thead>
<tr>
<th>Offense</th>
<th>On Campus</th>
<th>Residence Halls</th>
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<tr>
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</tr>
<tr>
<td>Robbery</td>
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</tr>
<tr>
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<td>Simple Assault</td>
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<td>Larceny - Theft</td>
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### CRIME STATISTICS CHART / 2010 - 2012 CLEARY CRIME CHART

### ALL RESIDENCE HALLS ARE ON CAMPUS

#### 2012 CRIMINAL OFFENSES

<table>
<thead>
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<th>Residency Halls</th>
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<th>Public Property</th>
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<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offense (Including Rape)</td>
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</tr>
<tr>
<td>Non-Forcible Sex Offense</td>
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<td>Robbery</td>
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### HATE OFFENSE

The following criminal offenses, manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can classified as Hate Crimes

As prescribed by the Hate Crimes Statistics Act (28 U.S.C 534)

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>On Campus</th>
<th>Residency Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<tbody>
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</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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</table>

**HATE OFFENSE**

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<table>
<thead>
<tr>
<th>Crime Type</th>
<th>On Campus</th>
<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<tbody>
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</tr>
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<td>Robbery</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Aggravated Assault</td>
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</tr>
<tr>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>Arson</td>
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<tr>
<td>Simple Assault</td>
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<td>0</td>
</tr>
<tr>
<td>Larceny - Theft</td>
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<tr>
<td>Intimidation</td>
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<tr>
<td>Destruction/Damage/ Vandalism</td>
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CRIME STATISTIC CHART / 2010 - 2012

Alcohol / Drugs $ Weapons Violation (ADW)

<table>
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<tr>
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<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
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</thead>
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<td><strong>2010 ADW /</strong></td>
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<tr>
<td><strong>Arrests</strong></td>
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<tr>
<td>Violations</td>
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<tr>
<td>Violations</td>
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<tr>
<td>Illegal Weapons Possessions</td>
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<table>
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<tr>
<th></th>
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<th>Residence Halls</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2011 ADW /</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arrests</strong></td>
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<td></td>
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<th>Public Property</th>
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<tbody>
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<td><strong>2012 ADW /</strong></td>
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<td><strong>Arrests</strong></td>
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<tr>
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<td>Violations</td>
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<tr>
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<tr>
<td>Illegal Weapons Possessions</td>
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**Disciplinary Referrals**

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2011 ADW / Arrests
Liquor Law Violations 32 0 0 0
Drug Law Violations 34 0 0 0
Illegal Weapons Possessions 0 0 0 0

2012 ADW / Arrests
Liquor Law Violations 32 0 0 0
Drug Law Violations 24 0 0 0
Illegal Weapons Possessions 2 0 0 0

As required by the Higher Education Opportunity Act of 2008, the following statistics are for fire incidents occurring in on-campus student housing for the years 2011 thru 2013.

<table>
<thead>
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<th>Residential Facility</th>
<th>Calendar Year 2013</th>
<th>Total Fires</th>
<th>Location</th>
<th>Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Damage Estimates</th>
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<th>Cause</th>
<th>Injuries</th>
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