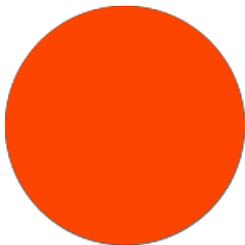


# **ArtCenter** **College of Design** 2018 Annual Security Report

Completed in partial fulfillment of the requirements  
of the Jeanne Clery Disclosure of Campus Security Policy  
and Campus Crime Statistics Act (Clery Act)



## MESSAGE FROM THE PRESIDENT OF ARTCENTER COLLEGE OF DESIGN

Dear ArtCenter Community,

ArtCenter has long held the belief that our campuses must inspire creativity, enhance learning and spark dialogue. But we achieve none of that if our surroundings are not safe. In whatever context—studying in the classroom, relaxing in the dining room, working at our desks, sketching in the rooftop garden or attending a lecture—it is imperative that all our students, faculty, staff and visitors have a secure place to learn and create.

**Every member of the ArtCenter community has a stake in providing a safe environment for our community; and all of us must be committed to keeping our campuses secure and crime-free. As a college, it is our duty and desire to ensure that ArtCenter is a place where everyone feels safe and valued.**

This Annual Security Report presents the safety and security policies, procedures and services at ArtCenter. It highlights on- and off-campus resources that can better prepare all of us for maintaining a secure learning environment. It contains as well important information about campus crime statistics for the calendar years of 2015, 2016 and 2017 for our two campuses, as defined and required by the federal law known as the Clery Act. In addition, this Report includes notifications about the Campus Sex Crimes Prevention Act and the Violence Against Women Reauthorization Act.

If you have any questions, comments or concerns about this report, ArtCenter's emergency preparedness and incident response or general safety and security at ArtCenter, please contact Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456.

**Working together, we will all contribute to the safety and security of our campuses.**

Lorne M. Buchman, Ph.D.  
President  
ArtCenter College of Design

## **CAMPUS SECURITY MISSION STATEMENT**

The mission of the ArtCenter College of Design Campus Security Department is to provide and maintain a safe and secure environment in which ArtCenter's educational mission can be achieved.

The Campus Security Department strives to achieve this mission by means of community-based security. Developing a strong relationship with our student body and all employees is essential to fulfill our mission in delivering a high standard of customer service to our community in an effective, responsive and professional way. The Campus Security Department is dedicated to remaining vigilant and protecting the ArtCenter community from harm or theft. The emphasis is to keep our campus community safe and secure by means of crime prevention, through 24-hour patrols, after-hours safety escorts and regular review and follow-up to all incidents. The Campus Security Department has the ability to deploy resources in areas of concern to address issues and to help prevent crimes from occurring; we encourage students, faculty and staff to "think safety."

### **Our motto:**

"If You See Something... Say Something."

### **From the Chief:**

"Students First, Mission Always."

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## **INTRODUCTION TO ANNUAL CAMPUS SECURITY REPORT**

### **Purposes and preparation of this report**

In compliance with the federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (often referred to as “the Clery Act”), ArtCenter College of Design (“ArtCenter”) provides this 2018 Annual Security Report (“Report”). In this Report is information about key institutional policies, procedures for reporting suspicious and criminal activities, resources for personal safety, crime prevention information and ArtCenter’s crime statistics for the last three calendar years.

This Report includes information gathered from the campus community and the appropriate local public agencies. Campus information is collected from all departments and employees who receive and manage relevant information throughout the year. This Report is drafted, edited and finalized by the Director of Campus Security.

This Report shows the commitment of ArtCenter to provide policies, practices and outreach activities that support the safest community possible for all to work, teach and learn. Crime prevention and safety takes the cooperation and collaboration of the entire community. ArtCenter’s Campus Security Department appreciates working with the entire ArtCenter community to maintain a proactive approach to public and personal safety.

(Throughout this Report, if an individual person is identified by position or title, it should be understood that any designee of that same person may also carry out the duties and responsibilities described, as needed or appropriate. Also, for the purposes of this Report, references to “employees” should be understood to include faculty/instructors, administrators and staff and the term “staff” is used to refer to employees who are not faculty.)

### **What Is the Clery Act?**

The Clery Act, codified at 20 USC § 1092(f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with the Clery Act. Howard and Connie Clery initiated the law originally enacted by Congress in 1990 as the Crime Awareness and Campus Security Act of 1990, after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report every year by October 1 that contains three years of crime statistics and certain policy statements, including sexual assault policies that assure victims’ basic rights. A summary of the Clery Act is available from the Clery Center for Security On Campus at: [clerycenter.org/summary-jeanne-clery-act](http://clerycenter.org/summary-jeanne-clery-act) and the full text of the Clery Act is available at the Federal Register: [gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf](http://gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf).

## **Compliance with the Clery Act**

This Report is completed by ArtCenter Campus Security in compliance with the Clery Act. This Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from, the campus.

In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students have engaged at off-campus locations or within student organizations that are officially recognized by ArtCenter, is gathered from police agencies.

This Report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

## **Geographic areas**

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus property, public property and non-campus property.

“Campus property” is described as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if the property is used by students and supports institutional purposes. Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purpose of reporting.

Throughout this Report, ArtCenter defines its “campus” as all properties collectively located on the Hillside and South campuses. Specifically, ArtCenter’s campus property locations include the following:

Hillside Campus: 1700 Lida Street (including the Ellwood building, Annex, Sinclaire Pavilion, parking lots and immediately surrounding areas)

South Campus: 950 S. Raymond Avenue, 870 S. Raymond Avenue, 888 S. Raymond Avenue and 1111 S. Arroyo Parkway.

Unless otherwise indicated, the information in this Report pertains to both campus locations.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes.

Crimes occurring on “public property” must also be reported in the crime statistics.

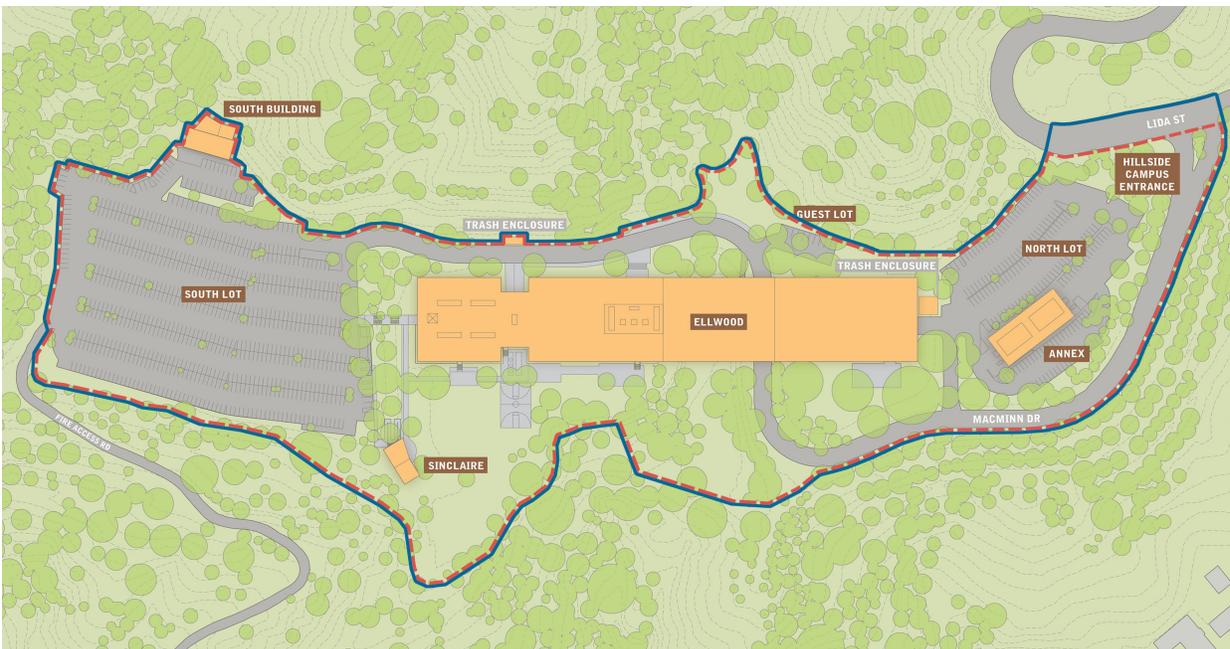
ArtCenter’s Hillside Campus is adjacent to publicly accessible areas on Lida Street, continuing to Linda Vista Avenue. (These public properties include designated public transportation stop locations.)

ArtCenter’s South Campus is surrounded by publicly accessible areas (sidewalks, streets, commercial spaces, etc.) on South Raymond, South Arroyo Parkway and Glenarm Street.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported.

ArtCenter does not own or control any non-campus buildings or properties.

Campus property of ArtCenter is identified on the following two maps:





### For more information

Additional crime prevention and personal safety information is available in the Security Command Center. Crime statistics will be available at the reception desks at all campuses. The Center for the Student Experience (CSE) also maintains related information and pamphlets. Safety and security information can also be located in various campus publications and communications that are directed towards students and employees.

### Accessing the Annual Security Report

An electronic copy of this Report can be downloaded as a free PDF file from: [cms.artcenter.edu/assets/9383/src/Annual\\_Security\\_Report\\_2017.pdf](https://cms.artcenter.edu/assets/9383/src/Annual_Security_Report_2017.pdf). A print copy of this Report can be obtained for free from the Security Command Center.

The Campus Security office is where all persons can go to report crimes and emergencies.

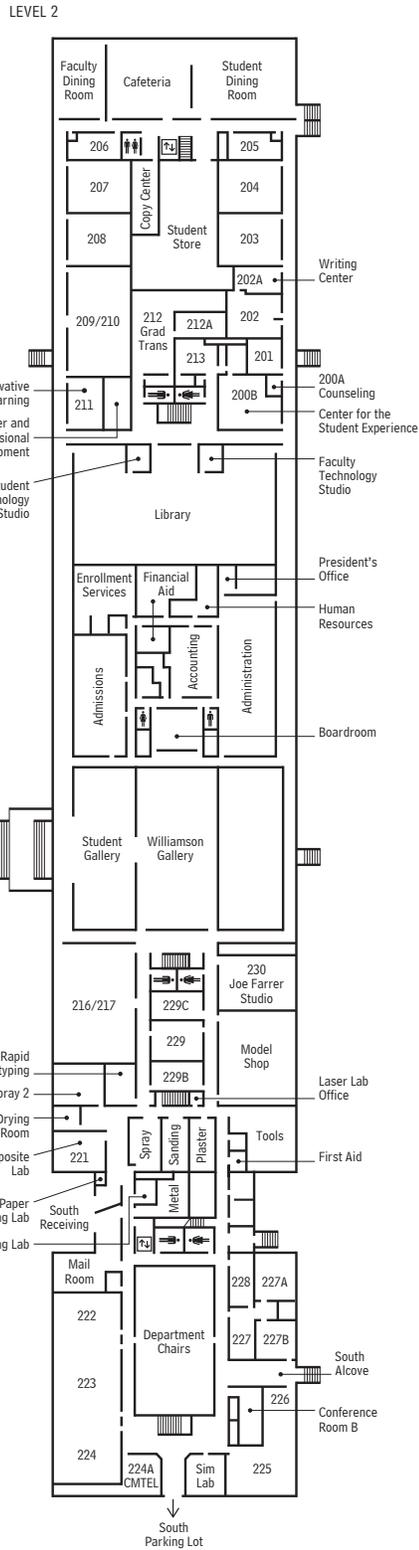
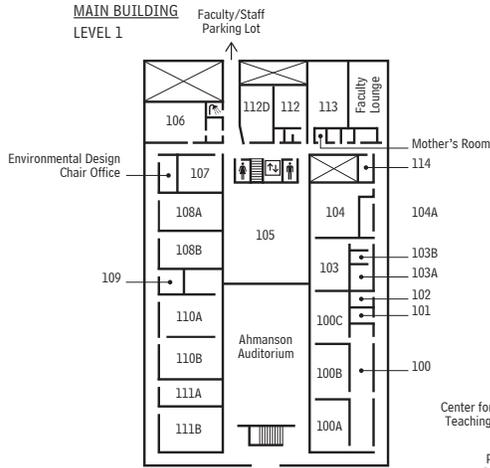
Additional information or questions about Campus Security or this Report can be directed to the Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456.

### Building maps of campus locations

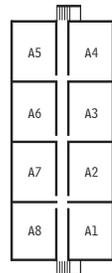
See following pages.

# ArtCenter College of Design Ellwood Building

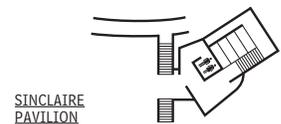
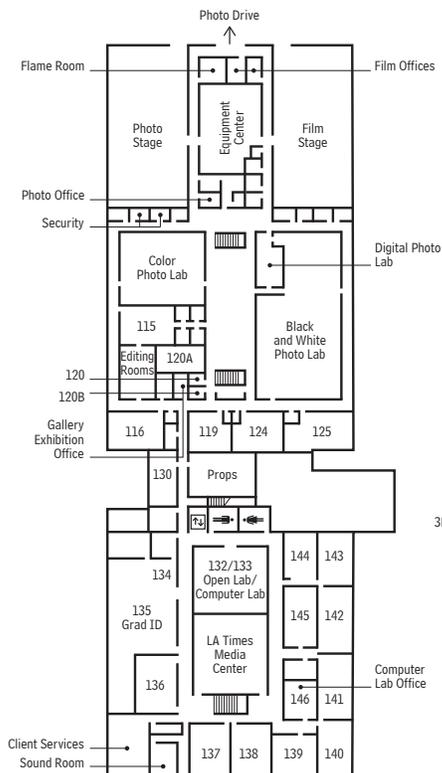
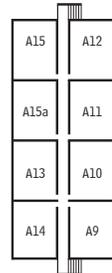
1700 Lida Street, Pasadena, California 91103



**ANNEX LEVEL 1**



**LEVEL 2**

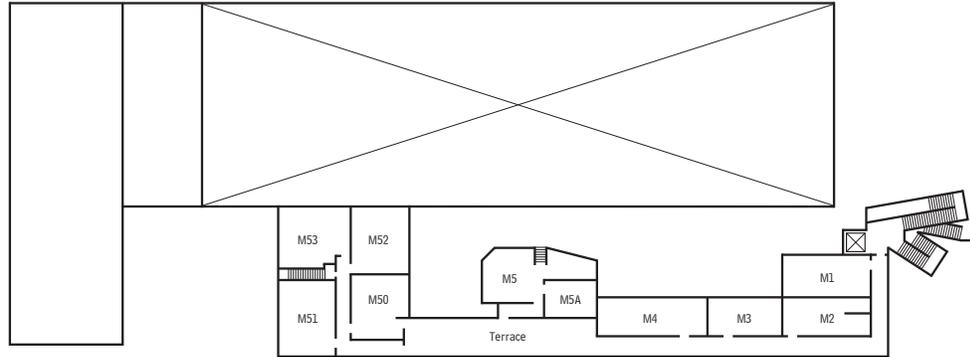




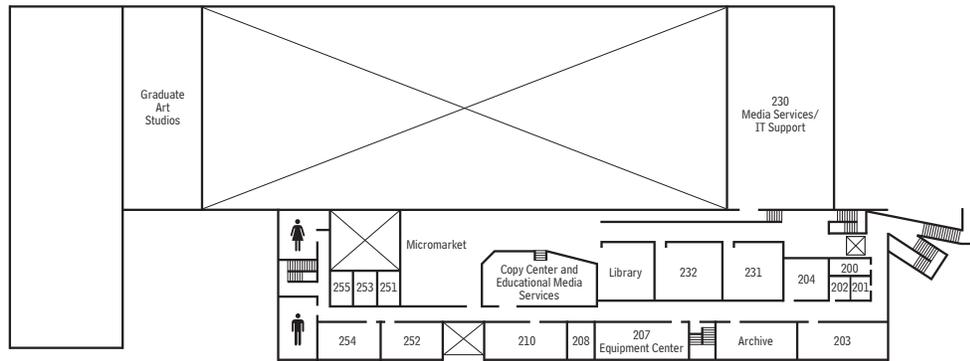
# ArtCenter College of Design 950 Building

South Campus, 950 S. Raymond Avenue, Pasadena, California 91105

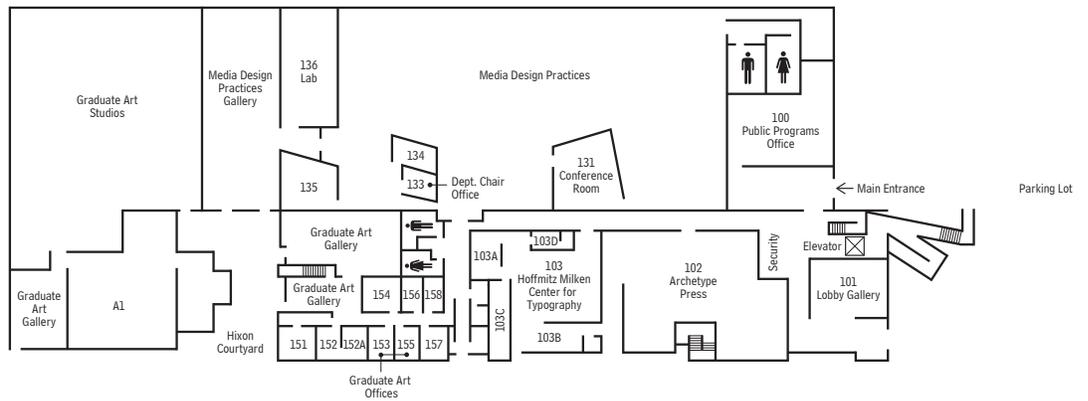
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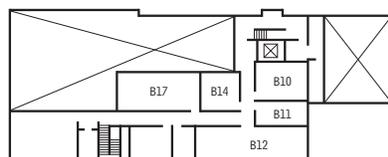
LEVEL 2



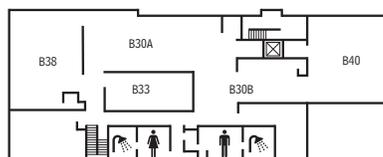
LEVEL 1



LEVEL B1



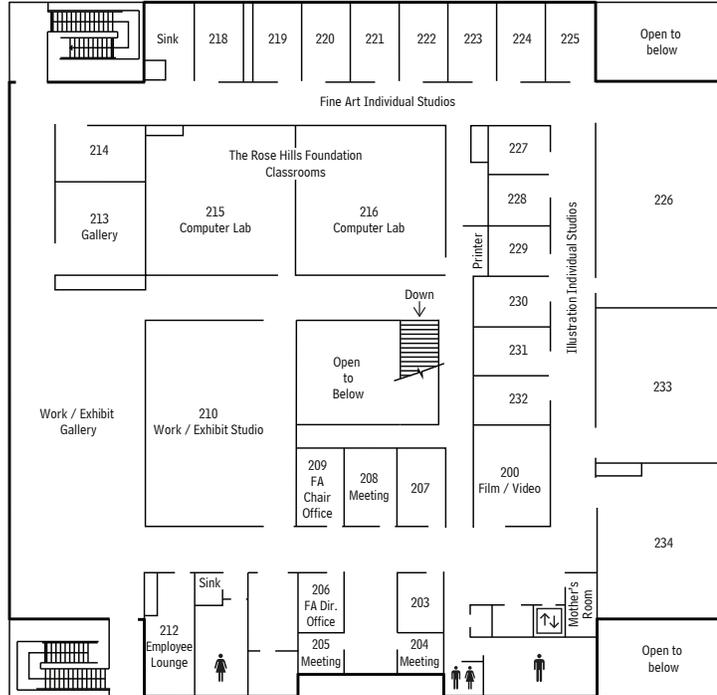
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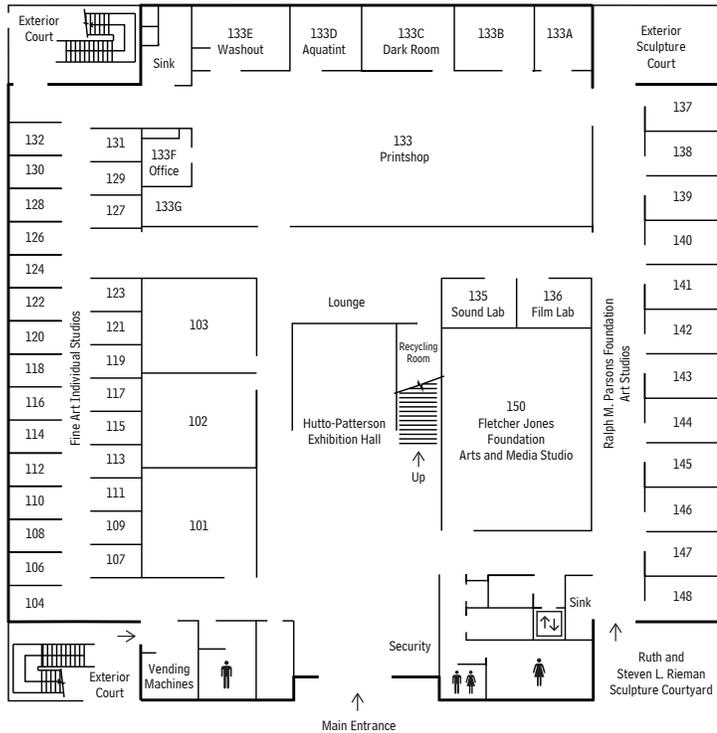
# ArtCenter College of Design 870 Building

South Campus, 870 S. Raymond Avenue, Pasadena, California 91105

LEVEL 2



LEVEL 1



## **REPORTING CRIMES AND EMERGENCIES**

Any crime, suspicious activity or emergency should be reported to the Campus Security Department. ArtCenter's security officers will respond to any incident on campus and a report will be initiated and an investigation will be conducted. It will be determined at the time of the investigation if the Pasadena Police Department should be notified or if other emergency personnel will be contacted.

### **Emergency telephone numbers**

The Campus Security Department should be contacted promptly for all campus emergencies at 626 396-2211.

### **Campus operations and campus security resources**

Student identification must be displayed, when requested, in order to gain access to campus after closing. General hours of business operations and ArtCenter instruction are detailed below:

#### **Hillside Campus**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 7 a.m.–11 p.m.

Security Command Center: Monday–Friday, 24 hours. Closed on Saturday and Sunday.

The Hillside front gate closes at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification. To obtain entrance after 11 p.m., please contact the Campus Security Department at 626 396-2299. Do not use the emergency phone unless it is an emergency.

#### **South Campus (950 S. Raymond)**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 24 hours a day.

Public Programs Office: Monday–Thursday, 9 a.m.–9 p.m., Friday, 10 a.m.–5 p.m.

South Campus closes to the public at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification.

#### **South Campus (870 S. Raymond)**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 24 hours a day.

South Campus closes to the public at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification.

#### **South Campus (1111 S. Arroyo)**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 24 hours a day  
 South Campus closes to the public at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification and approval from Department Chair.

### **Emergency preparedness and safety outreach/education**

Crime prevention is a top priority at ArtCenter. In conjunction with various campus departments, ArtCenter provides programs to enhance personal safety and teach proactive crime reduction strategies. ArtCenter's crime prevention strategy involves proactive area patrols of the campus, along with education and training provided to community members. This approach is intended to minimize or eliminate criminal opportunities and encourage community members to take responsibility for their own safety. The cooperation, involvement and personal support of students and employees in campus safety are crucial to the success of ArtCenter's crime prevention efforts.

Each campus community member must assume responsibility for their own personal safety and for the security of their personal belongings by taking simple, common sense precautions. Awareness of one's environment and one's surroundings is a good place to start. Most crimes can be prevented. At ArtCenter, crime prevention is a partnership between ArtCenter and you. Individuals can prevent crime by making informed choices about their behaviors. In general, following these safety tips can enhance personal security:

- Never take personal safety for granted.
- Walk in a group, if possible. If you have to walk alone, request a safety escort by calling the Campus Security Department at 626 396-2299.
- Avoid isolated or dark areas.
- Know the location of emergency phones.
- Carry your keys and a whistle in your hand prior to exiting a building and getting to your vehicle.
  - New students receive a whistle during ArtCenter's orientation program prior to Week 1. Continuing students may request a whistle from the Campus Security Command Center on the Hillside Campus.
- Lock your car at all times and store valuables out of sight.
- Report suspicious-looking individuals promptly to Campus Security.
- Do not leave valuables such as backpacks, smartphones or laptop computers unattended for any length of time.
- Carry your student identification at all times. Students are required to provide their identification cards to Campus Security staff when requested.
- Be aware of your surroundings; avoid shortcuts through dark, secluded areas. Stay where other people are visible.
- Avoid hats or other items that restrict your vision.
- Avoid earphones that restrict your hearing.

- Carry with you only the cash, credit cards and identification that you expect you will need.
- Close all windows and lock all doors when leaving your vehicle and park in a well-lit area, if possible.
- Lock all doors when driving your vehicle.
- Do not attach your identification to your keys or mark your keys with your name and address.
- Report lost or stolen keys, identification, credit cards, etc. as soon as possible to the issuing authorities.
- Whenever possible, avoid unsafe confrontations and stay alert to be a good witness if called upon to do so.

Program the Campus Security Department emergency telephone number into your mobile device(s) and contacts list/address book and mark it as a “favorite” for easier access to communicate any on-campus emergency: Campus Security (Emergency) 626 396-2211.

Learn and understand how your mobile device(s) can make emergency calls. Program your local police department into your contacts list for emergencies off-campus. (The information line for the Pasadena Police Department is 626 744-4501.)

Be aware that in California, emergency calls to “911” will first be routed to California Highway Patrol, which will then re-route your call to a more local responder. This may result in a delay in response/service. You can assist the responders in this situation by clearly identifying your location or by calling a local emergency number right away.

As an external resource to share with friends and family, ArtCenter utilizes a toll-free emergency information hotline that plays recorded voice information about any emergency situation that may have affected phone communication to campus phone system. Please provide your loved ones with this number: 800 314-7705. (They can call this number if they ever think that they cannot reach you because of an emergency situation they fear has affected you at ArtCenter and they will hear a recording clarifying any emergency status affecting ArtCenter.)

## **SAFETY AND SECURITY POLICIES AND PROCEDURES**

### **Campus emergency contacts**

Call the Campus Security Department at 626 396-2211 to report all emergencies, including fires, fire alarms, bomb threats, police emergencies, injuries requiring any type of medical assistance, hazardous material incidents or any other issue that would require an immediate response.

Provide the following information when placing an emergency call:

- Your name
- Your location (e.g., building, room number)
- Nature of the emergency
- Your call-back telephone number

The Campus Security Department will always dispatch officers if a call is placed to 626 396-2211, even if a call is placed later to cancel the emergency response.

Other helpful campus safety and security alternate contacts:

- Campus Security (Emergency) 626 396-2211 or ext. 2211 (Hillside Campus and South Campus)
- Campus Security (non-emergency) 626 396-2299 (Hillside Campus)
- Campus Security (non-emergency) 626 396-4220 (South Campus 950 building)
- Campus Security (non-emergency) 626 396-4330 (South Campus 870 building)
- Campus Security (non-emergency) 626 396-4300 (South Campus 1111 building)
- Campus Security (Hillside and South Campus) 626 396-2225
- Director of Campus Security 626 396-2456
- Vice President, Facilities and Campus Planning 626 396-2292

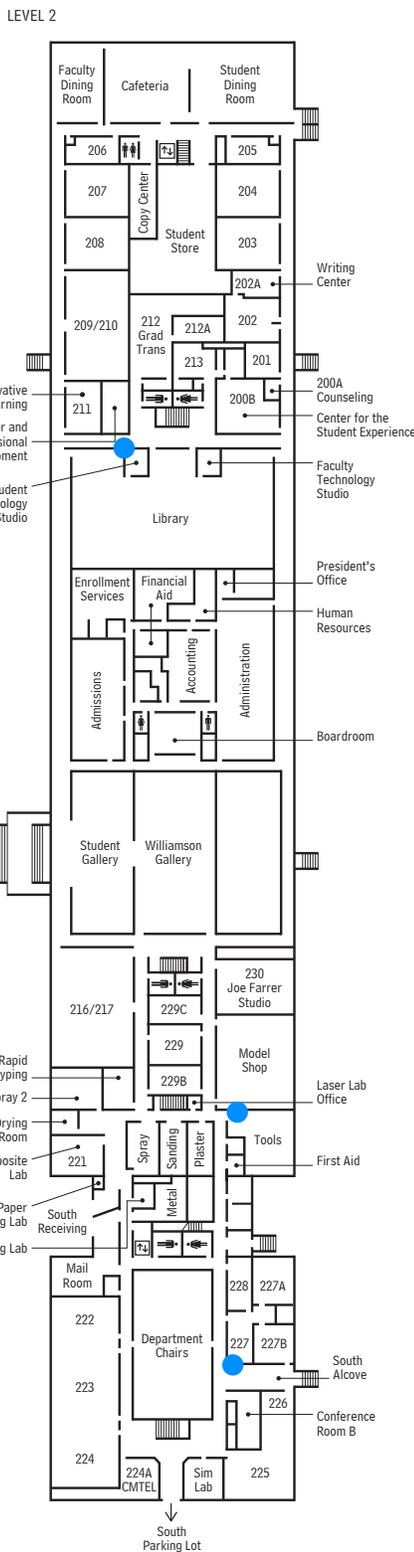
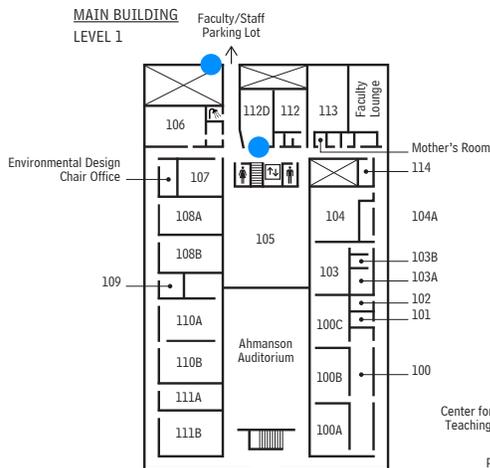
There are emergency telephones identified by blue lights and text markings located strategically around the ArtCenter campus. They allow an individual in need of assistance to speak directly with a member of the Campus Security Department. The dispatcher will send the appropriate emergency personnel to the caller's location. This will include Campus Security staff and/or local police department or local fire department personnel.

See following pages for maps of emergency telephone locations, marked by blue dots.

# ArtCenter College of Design Ellwood Building

1700 Lida Street, Pasadena, California 91103

● Emergency phone

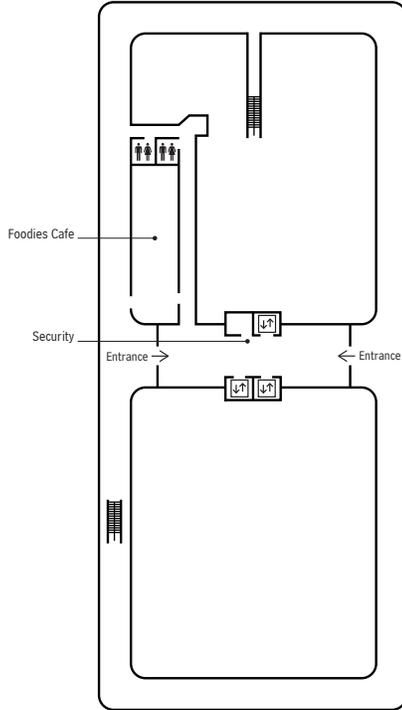


# ArtCenter College of Design 1111 Building

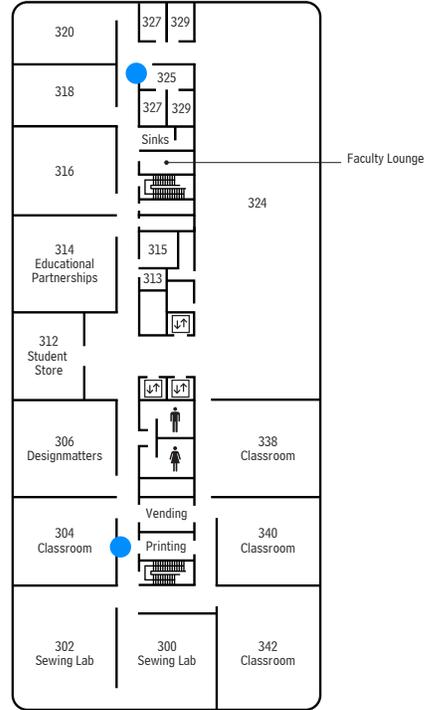
South Campus, 1111 S. Arroyo Parkway, Pasadena, California 91105

● Emergency phone

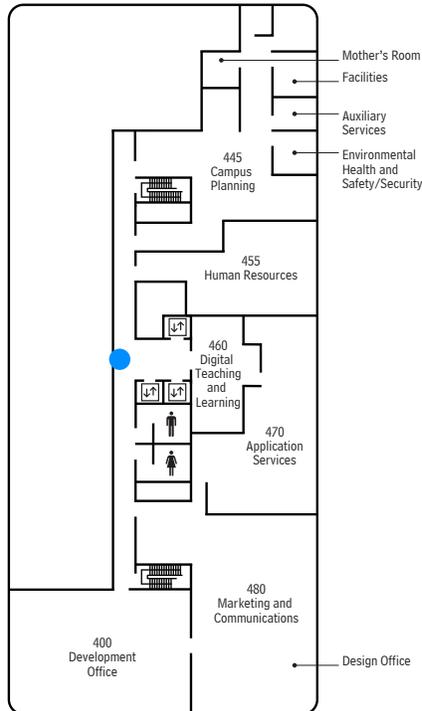
FIRST FLOOR



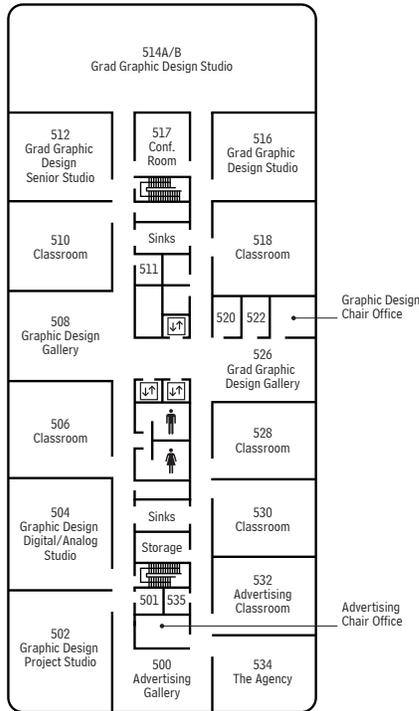
THIRD FLOOR



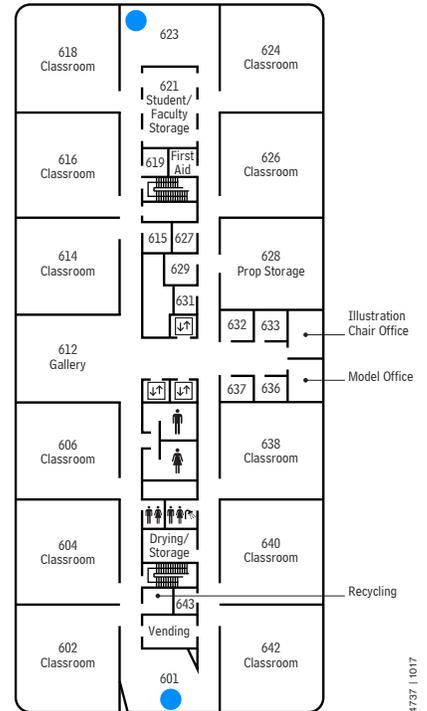
FOURTH FLOOR



FIFTH FLOOR



SIXTH FLOOR

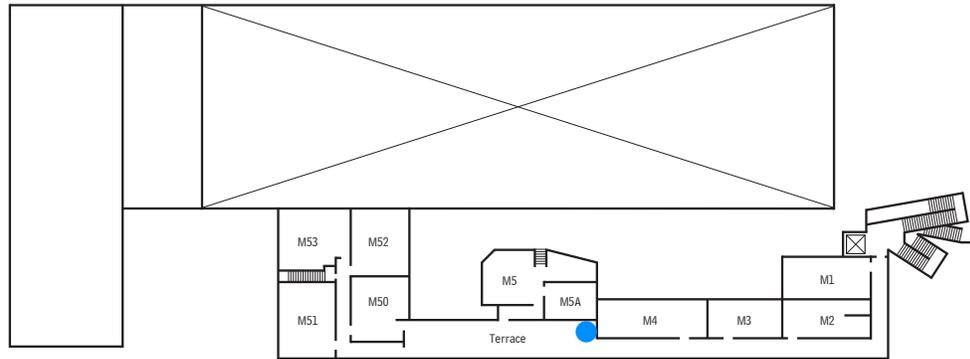


# ArtCenter College of Design 950 Building

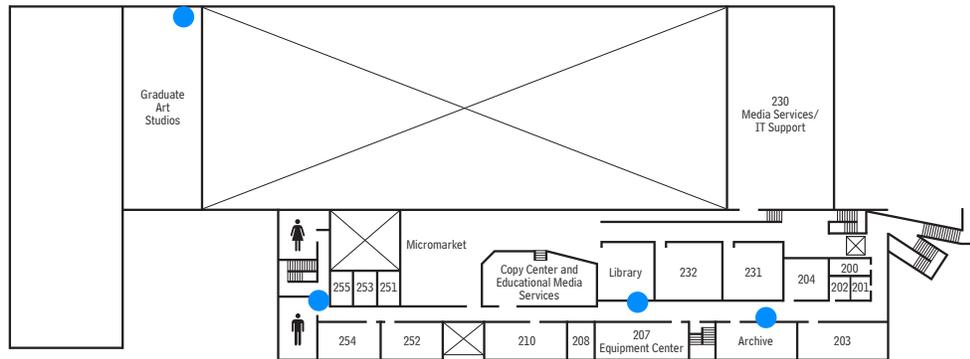
South Campus, 950 S. Raymond Avenue, Pasadena, California 91105

● Emergency phone

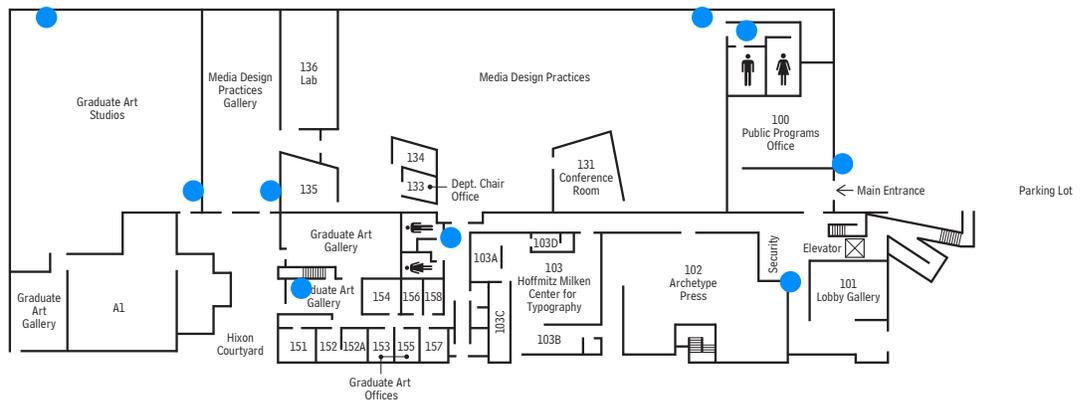
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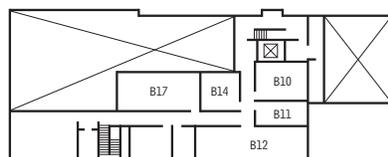
LEVEL 2



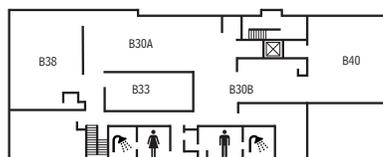
LEVEL 1



LEVEL B1



LEVEL B3



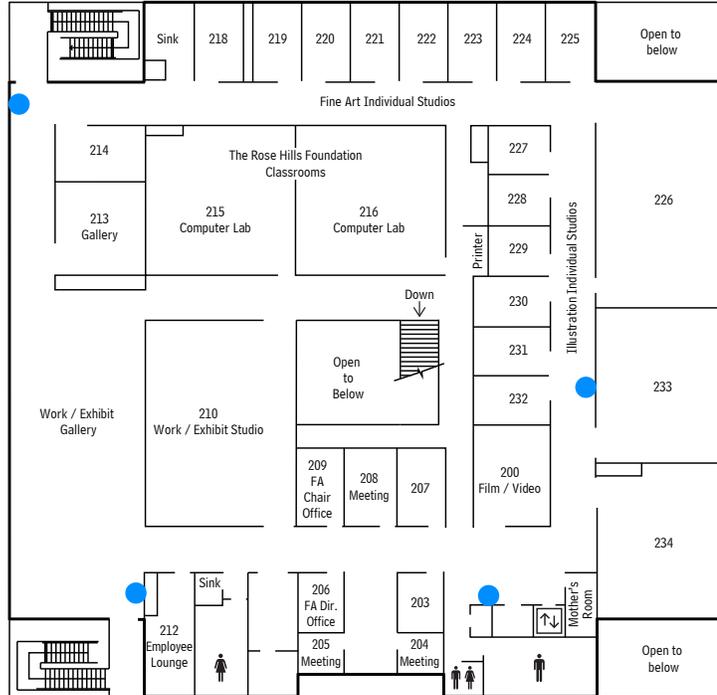
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# ArtCenter College of Design 870 Building

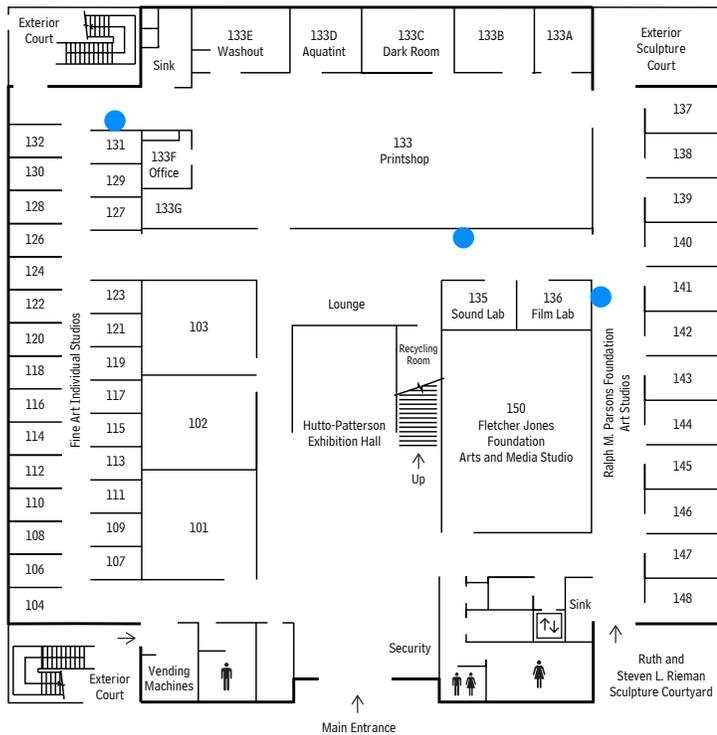
South Campus, 870 S. Raymond Avenue, Pasadena, California 91105

● Emergency phone

LEVEL 2



LEVEL 1



## **Emergency notification**

ArtCenter's Emergency Notification System ("ENS") through Blackboard Connect allows ArtCenter to contact all members of the ArtCenter community in the event of an emergency. In the event of an emergency, ArtCenter uses this alert system to contact faculty, staff and students via phone call, SMS text message and/or email with instructions for responding to the event.

It is important that students and employees keep their emergency contact information up-to-date with ArtCenter. A test is conducted each term, to allow all employees and students to view their emergency contact information. If student emergency contact information has changed or is incorrect, it can be updated at [Inside ArtCenter](#) or by contacting the Enrollment Services office. Employees should periodically review and update/confirm personal contact information through the ArtCenter's internal website. The information provided is kept confidential and used only in the event of an emergency or for occasional testing. By providing this information, students and employees become active partners in ArtCenter's efforts to make the community safer and to help us respond quickly and effectively in case of an emergency.

Situations for which the ENS will be used may include but are not limited to facility emergencies, potentially life-threatening situations on campus, extreme weather conditions, fire and earthquake. Except for standard testing of the emergency notification system, ArtCenter will never use the system to send non-emergency, routine or spam messages.

Note: text message recipients can opt-out of future emergency notifications. Students should contact/email Enrollment Services to opt-out of emergency notifications. Employees should contact/email Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456 to opt-out of text message emergency notifications.

Similarly, while all official ArtCenter communications are sent to individuals' ArtCenter email accounts, students and employees can establish forwarding options to ensure delivery to their personal email accounts.

For questions about the Emergency Notification System, contact the Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456.

The ENS also may be employed to issue a "Timely Warning," as defined later in this Report.

## **Emergency response procedures**

The Campus Security Department is responsible for developing contingency plans and continuity planning requirements.

## **Emergency response testing**

ArtCenter conducts emergency response exercises each year, such as tabletop exercises and tests of its ENS. These tests are sometimes conducted with the local police and fire departments. The tests are designed to assess and evaluate the emergency plans and capabilities of ArtCenter. Tests may be announced or unannounced. Campus Security officers and members of ArtCenter's emergency response team have received training in Incident Command and Responding to Critical Incidents on Campus.

When a serious incident occurs that causes an immediate threat to the campus, the first responders on campus are usually the Campus Security Department, the Pasadena Police Department and/or the Pasadena Fire Department. All departments responding typically work together to manage the incident. Depending on the nature of the incident, mutual aid has been established with other local or federal agencies and local colleges. General information about the emergency response and evacuation procedures is publicized and available as part of the Clery Act compliance efforts.

The ENS is tested annually.

## **Emergency operations team**

Responses to an emergency are coordinated by the Emergency Operations Team, a senior management team that will meet at a designated location on campus, the Emergency Operations Center ("EOC"). This group will coordinate ArtCenter emergency services by deploying response teams across the campus and prioritizing operations to ensure that ArtCenter's most urgent needs are met. The Emergency Operations Team is trained as a Community Emergency Response Team by the Pasadena Fire Department.

ArtCenter's Senior Vice President and Chief Financial and Administrative Officer, with support from the Director of Campus Security and the Vice President, Facilities and Campus Planning, oversees responses to any emergency situation and is responsible for the emergency planning for ArtCenter. The Director of Campus Security will also act as the Incident Commander during an emergency. In the event of an emergency, the duties of this position include:

- Ensure a proper response of all faculty, staff students and visitors during an evacuation.
- Ensure that the necessary emergency equipment is available at the EOC and can be immediately dispatched to another designated location, at request.
- Ensure that all Emergency Response Team Members and Zone Coordinators adhere to the evacuation procedures.
- Receive updated status reports on all buildings, classrooms, faculty, staff, students and visitors.
- Liaise with arriving emergency services personnel, providing information on location of the

emergency, type of emergency, location of personnel and layout of the building.

- Help control re-entry into the building until cleared to do so by responding emergency services or a member of the Emergency Response Team.
- Ensure assistance is provided to any individuals who required assistance when evacuating the building.
- In a large-scale campus emergency, help coordinate staff in handling minor problems.
- Keep all faculty, staff and students up-to-date on temporary closures of the campus, special alerts and other pertinent information.
- Update all emergency plans, policies and procedures.

ArtCenter recognizes the need to be prepared for critical incidents. Under the guidance of the Emergency Response Team, several departments and offices work together to prepare for, prevent, respond to and recover from emergency situations.

In conjunction with local first responders, ArtCenter's Emergency Response Team, the Pasadena Police Department and the Pasadena Fire Department, ArtCenter is well prepared to respond to a full range of critical incidents.

### **Emergency operations plan**

ArtCenter's Emergency Operations Plan includes any emergency situation that is significantly larger than a small-scale incident and which requires coordinated action among multiple groups. This Plan also includes larger regional events such as earthquakes, fire and any incident that affects more than one of ArtCenter's campuses and/or the surrounding areas.

The Director of Campus Security and the Director of Facilities are responsible for Fire Safety and Emergency Planning and the coordination of all emergency response and recovery plans and the activation of the EOC. The Campus Security Department prepares and schedules training and conducts drills and educational outreach to better prepare all employees and students.

Fire Safety programs are managed year-round and include fire prevention inspections and training.

### **Emergency response team and zone coordinators**

Designated ArtCenter employees serve as members of the Emergency Response Team and Zone Coordinators for individual buildings. Their assignment is to assist in coordinating response to an emergency, ensuring that the appropriate initial action has been taken, including activation of a fire alarm and notifying the Campus Security Department when it is necessary to contact emergency service personnel.

Responsibilities of these specific individuals during an emergency may include:

- A quick check of the office, classroom and immediately surrounding areas to ensure that everyone has been notified of the need to evacuate the building.
- Advise all occupants NOT to use the elevators and direct them to the nearest stairway.
- Direct occupants to an alternate exit if unable to exit through the nearest stairway or exit door because of smoke, fire or other hazards.
- Ensure proper assistance is provided for any disabled occupants who are unable to use the stairway.
- Provide any information to the Incident Commander regarding any disabled individuals who would require evacuation assistance, any problems requiring immediate assistance from emergency services or any occupants who are not accounted for.

There are several pre-designated Zone Coordinators who are identified by a yellow vest and hardhat who will be available upon notification of an emergency or fire alarm in the building. Zone Coordinators have been trained to coordinate evacuations, shelter-in-place and actions for earthquakes, power outages, medical emergencies and other hazardous emergency responses.

### **Activation of emergency plan**

The Emergency Operations Plan may be activated at the direction of the President, Senior Vice President and Chief Financial and Administrative Officer, Director of Campus Security or the Vice President, Facilities and Campus Planning.

If a major emergency occurs on campus, the Campus Security Department is responsible for providing initial emergency notification to the Senior Vice President and Chief Financial and Administrative Officer and the Emergency Response Team members. A full mobilization of the Emergency Response Team should occur, along with the possible notification and mobilization of Zone Coordinators.

In certain situations, only the Emergency Response Team will be notified and may be asked to respond or be placed on call. Some notifications may involve extreme weather, an issue that occurred off campus but may affect ArtCenter or an issue that occurred on campus that can escalate to a higher level. A limited number of personnel may be asked to respond.

### **Media relations**

The Vice President of Marketing and Communications serves as the primary contact for public information in an emergency situation as ArtCenter's media relations designee. Their primary function is to gather key information and to disseminate it. The priorities are:

- Develop accurate internal and external information for release.

- Monitor media to verify the information is accurate.
- Coordinate, news media, websites, social media and Emergency Notification System messages.

A media relations section will be set up in the EOC to keep track of information, externally and internally. A media relations designee will report to the Incident Commander to obtain information on the status of the emergency and ArtCenter. The media relations designee will provide updated information to ensure any information given internally or externally is accurate.

## **Emergency procedures (by type of incident or action)**

### **After-Hours access**

Identifying and recording the presence of all persons entering or leaving the building after normal business hours is essential. Although this is the basic responsibility of the Campus Security Department, campus community members will be notified periodically of appropriate entrances and exits to be used before and after normal business hours. The notices will contain instructions for the general public attending events, meetings, etc. All occupants must comply with such notices. All campuses are accessible only to students, faculty and staff with valid credentials and/or access control badge after 11 p.m.

Students may gain after-hours access to specific classrooms provided they have special permission. After-hours entry and use of classrooms by students must be approved by each student's Department Chair via email to the Campus Security Department. Students using designated areas must present student identification when requested. If the student does not possess an ID, all attempts will be made to identify them through the school's records. If the Campus Security Department is unable to verify the identification of the student, they will be asked to leave the building and go through the proper channels when requesting use of a classroom after-hours. It is the responsibility of the student to verify with the Director of Campus Security or designee, or the Director of Facilities that permission has been granted.

If special access is granted, the individual's name will be placed on a security access list. After hours, the security officer may ask students for their identification cards and check the security access list. All students and employees must have a valid identification card to show security, upon request. Anyone who does not have the proper identification or is not on the approved list, will not be allowed on campus and will be asked to leave. Visitors are not permitted on campus after 11 p.m.

Special after-hours access to campus is a privilege extended to students. If a student is found damaging any equipment or facilities in any way or behaves in a way that could endanger the student or others, that student may be held legally responsible. In addition, future access may be denied and formal disciplinary action may be taken.

### **Violent intruder/active shooter on campus plan**

The primary goal of this plan is to assure the safety and health of staff, faculty and students and minimize casualties at ArtCenter in the event of an active shooter/violent intruder attack. The plan is designed to establish procedures and actions that will provide guidance and response options to those on or near the campuses.

#### Procedure

If a violent intruder is on the ArtCenter campus, timely dissemination of information and decisive response activities by campus occupants, is critical. The following procedure describes the actions that will most increase the survivability for students and employees of a violent intruder attack:

#### Announce and update

A key factor in surviving an active shooter situation is possessing timely and accurate information that an attack is underway and where the assailant is. With that information, occupants of a facility may make important tactical decisions: to escape, to lockdown, to distract, resist or defuse an attack.

The following factors should be considered when providing and updating information about an attack that is underway:

- An announcement, using plain-language, should be made using all communication resources, including the Emergency Notification System (ENS), portable two-way radios, public address system, telephone or any other communication media
- Information provided should include the location of the assailant, their direction of travel and if appropriate, their description and actions
- Incident and attacker information should be immediately reported to law enforcement to make their response as rapid and effective as possible
- Occupants of the facility should be ready to provide updated information about the location and actions of the perpetrator to others in facility, to the Security Command Center and to police responders
- The “announcement” of an attack underway may be the sounds of gunfire, shouts, screams or other sounds of conflict. It should not be assumed that the absence of an official announcement or notification indicates that all is well. You may be the first to learn of an attack and should be prepared to initiate the alert system

If there is an accessible escape path, attempt to evacuate the premises.

#### Evade/Escape (run)

No two violent incidents are exactly alike. It is important to consider potential evaluations routes from wherever you are, including unconventional routes such as through a window or alarmed door. Tactical information gleaned from announcements or alerts should be used to develop an escape plan, moving away from danger and toward safety.

The following are circumstances to consider when escaping or evading:

- Be aware of potential escape/evacuation routes wherever you are.
- Pre-plan escape routes from your work areas, preferably in multiple directions.
- In an attack, think strategically based upon what information you have to decide your direction of escape.
- Help others escape if possible, but do not delay if others cannot or will not leave.
- Leave belongings behind.
- Run to a location that is a safe distance from the attacker.
- When possible, keep solid objects or structures between you and an attacker.
- If someone is shooting at you, make yourself a difficult target by running fast and zigzagging.
- Do not go to your car because of the possibility of traffic slowing your escape.
- Call 911 when you are in a safe location and check-in with authorities.

#### Lockdown (hide)

If escape is not possible, get to a place that can deny or limit the attacker's access to students and staff. Make a plan on how to distract and resist the attacker should the attacker breach your secure point.

- Hide in a location that can be secured against an attacker.
- Lock the doors and barricade entrances with furniture or other items.
- Turn off lights, draw blinds, remain quiet and spread out within the room.
- Turn off the sound and vibration on cell phones.
- Make a plan to distract and resist the attacker if necessary – look around for things you can use to fight the attacker, e.g., a fire extinguisher or other items, should the attacker breach your secure lockdown perimeter.
- If you cannot get to a secure location, conceal yourself from the attacker.
- Do not come out until you hear an “all clear” from a credible source (e.g., ArtCenter's public address system or ENS).

#### Defuse/De-escalate

Defusing or de-escalating an attack should be considered as a last resort, when no other response action is viable. The purpose is to convince the attacker to stop the attack, to delay the attacker until police arrive or to give others time to escape.

Never seek out a threat. Attempt to defuse only when confronted by an attacker. These measures may include:

- Remain calm.
- Listen actively.
- Empathize.
- Assume an open stance; do not present a threat unless you plan to fight.
- Words used should convey understanding and empathy and an interest in peacefully resolving the situation.

### Distract/Disrupt

The purpose of distraction and disruption actions is to diminish the shooter's ability to shoot accurately, if escape or lockdown are not possible or successful. Shooting accurately is a complex process that can be compromised by a variety of actions performed by a potential target.

These measures may include:

- Throw objects at the attacker to distract or disable the person.
- Yell, scream or make other noise.
- Turn off the lights.
- Run or move quickly to create distance from the attacker or to affect an escape from the attacker.
- While locked-down, occupants should plan, prepare and arm themselves to distract or resist an attacker.

### Resist/Fight (take action against the attacker)

As an absolute last resort (e.g., you are unable to evacuate and attacker is advancing toward your barricaded location) and only when your or others' lives are in imminent danger, attempt to incapacitate the active shooter. The intent is not to hunt down or attack an armed intruder. The intent is to survive until police arrive. The following are guidelines to consider:

- Act as aggressively as possible against the attacker.
- Identify objects that could be used as weapons.
- Do not give up, do not be passive.
- Make a plan with others to work as a team to distract, disrupt and resist an attack.
- Control the attacker's weapons and remove them from their possession.
- Pile on and restrain the attacker until police arrived to take the attacker into custody.
- Know that you may use whatever force is necessary to defend yourself.

### When law enforcement arrives on campus

- Remain calm and follow officers' instructions.
- Do not attempt to talk to the officers unless you are asked for information.
- Do not make any quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Raise your hands and keep them visible at all times.
- Do not hold a weapon or object that might be seen as a weapon, as you may be mistaken for an attacker.

### Information that may be needed by law enforcement or the 911 operators:

- Location and description of the attacker(s).
- Number of attackers, if more than one.
- Direction of travel of the attacker.
- Types of weapons seen.
- Number of known casualties or injuries.

**Blood-Borne Pathogens Exposure Control Plan**

A blood-borne pathogen is an organism that is present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B (“HBV”) and human immunodeficiency virus (“HIV”).

ArtCenter is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan is provided to eliminate or minimize occupational exposure to blood-borne pathogens in accordance with federal (“OSHA”) standard 29 CFR 1910.1030, “Occupational Exposure to Blood-Borne Pathogens.”

ArtCenter’s Facilities Department is responsible for implementation of the Exposure Control Plan and will maintain, review and update the Exposure Control Plan at least annually and whenever necessary, to include new or modified tasks and procedures. Contact the Director of Facilities at 626 396-2263 for more information.

Those employees who may have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in the Exposure Control Plan.

ArtCenter’s Facilities Department will provide and maintain all necessary personal protective equipment, engineering controls (e.g., sharps containers), labels and red bags as required by all legal standards. Facilities will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact the Director of Facilities at 626 396-2263 for more information.

The Campus Security Department will be responsible for ensuring that all medical actions required by professional standards are performed and that appropriate employee health and OSHA records are maintained. Contact the Director of Campus Security at 626 396-2456 for more information.

ArtCenter ensures that all employees with occupational exposure participate in a training program provided during working hours at no cost to employees. The training generally is provided at the time of initial assignment to a task where occupational exposure may take place and at least annually thereafter. ArtCenter provides additional training when changes affect the employee’s occupational exposure. Records of training are maintained in employees’ personnel files.

The Facilities and Campus Security Departments will be responsible for training, documentation of training and making the Exposure Control Plan available to employees, OSHA and National Institute of Occupational Safety and Health representatives. Contact the Director of Campus Security at 626 396-2456 for more information.

See pages 27–44 for the Exposure Control Plan:

## **ARTCENTER COLLEGE OF DESIGN BLOOD-BORNE PATHOGENS EXPOSURE CONTROL PLAN**

### **Purpose**

The purpose of the Blood-borne Pathogens Exposure Control Plan for ArtCenter College of Design is to inform employees of the possibility of occupational exposure to blood-borne pathogens, to ensure appropriate control measures are instituted upon exposure and ensure that information and training concerning the hazards of exposure are transmitted to employees.

### **Revisions**

The Exposure Control Plan should be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures, which affect occupational exposure and to reflect new or revised employee positions with potential occupational exposures.

### **Definitions**

**Blood-borne pathogens**—Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

**Contaminated**—The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.

**Decontaminate**—The use of physical or chemical means to remove, inactivate or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

**Dermatitis**—Inflammation of the skin from any cause.

**Exposure incident**—A specific eye, mouth, mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

**First aid incident (blood-borne pathogens)**—This occurs when, as a collateral duty to their routine work assignment, an employee renders first aid assistance in the presence of blood or other potentially infectious materials.

**Mucous membrane**—Lining of the hollow organs of the body; notably the mouth, nose, stomach, intestines, bronchial tubes and urinary tract.

Potentially infectious materials— These include blood, plasma, semen, vaginal fluids, fluids around joints (synovial), brain (cerebrospinal), abdominal (peritoneal) and baby (amniotic), as well as any fluids tinged with blood. Blood-borne pathogens in urine, feces (bowel movement), tears and saliva have not been shown to cause disease unless there is blood present.

Parenteral—Piercing mucous membranes or the skin barrier through such events as needle sticks.

Regulated waste—Liquid or semi-liquid blood or other potentially infectious materials or contaminated items that would release blood or other potentially infectious material in a liquid or semi-liquid state if compressed.

Source individual—Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal precautions—An approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.

**Responsibilities**

The following responsibilities shall exist for development, implementation and administration of the Blood-borne Pathogen Program within ArtCenter:

The Environmental Health and Safety Director will list job classifications or persons and their related tasks which could reasonably be expected to have the potential for occupational exposure to blood or other potentially infectious materials.

\_\_\_\_\_ will prepare a schedule for implementing the Blood-borne  
*Responsible person/department*

Pathogen Exposure Control Plan. The schedule will include dates when list of affected employees will be prepared; dates when training will be offered; and dates when engineering and work practice controls will be implemented.

\_\_\_\_\_ will establish methods of compliance that will include  
*Responsible person/department*

adherence to "Universal Precautions." Universal Precautions is an approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious for HIV and other blood-borne pathogens.

\_\_\_\_\_ will establish procedures and a timetable for administering:  
*Responsible person/department*

a. Post exposure hepatitis B vaccinations. b. Post exposure hepatitis B virus (HBV) and human immunodeficiency virus (HIV) evaluation and follow-up.

\_\_\_\_\_ will schedule and conduct required training for employees  
*Responsible person/department*

with occupational exposure. This training will be conducted during working hours and at no cost to employees. The training must include:

- An accessible copy of the regulatory text and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of blood-borne diseases.
- An explanation of the modes of transmission of blood-borne pathogens.
- An explanation of the employer's Exposure Control Plan and the means by which the employee can obtain a copy of the written Exposure Control Plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the difference between a first aid incident, where an employee renders assistance in the presence of blood or other infectious material as part of a collateral duty, and an exposure incident that results from the performance of an employee's duties.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits and that the vaccine and vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of any signs and labels and/or color-coding required by the Exposure Control Plan.
- An opportunity for interactive questions and answers with the person conducting the training

\_\_\_\_\_ will establish procedures to ensure that training records and  
*Responsible person/department*

vaccination records are maintained.

\_\_\_\_\_ will ensure that blood-borne pathogens first aid incident  
*Responsible person/department*

reports are maintained and readily available to all employees and provided to OSHA upon request.

\_\_\_\_\_ will investigate the circumstances surrounding each  
*Responsible person/department*

exposure incident.

Copies of any investigations can be requested through \_\_\_\_\_.  
*Responsible person/department*

Copies of the written Exposure Control Plan can be requested through

\_\_\_\_\_.  
*Responsible person/department*

\_\_\_\_\_ will maintain required confidential medical records.  
*Responsible person/department*

Occupational exposure record-keeping, including the affected employee's name and social security number, hepatitis B vaccination status, a copy of examination results, medical testing and follow-up procedures, the healthcare professional's written opinion and copies of information provided to the healthcare professional, will be maintained by the (responsible person/department) in the medical record.

Established engineering and work practice controls such as hand washing, sharp instrument precautions, contaminated waste disposal and sanitation of reusable equipment should be monitored by responsible person/department) periodically to verify compliance.

\_\_\_\_\_ should determine appropriate personal protective equipment  
*Responsible person/department*

including gloves, masks, eye protection, face shields, gowns and resuscitation equipment and should make them accessible to affected employees.

**Exposure determination**

The following is a listing of potentially infectious materials that have been recognized by the Centers for Disease Control (“CDC”) as directly linked to the transmission of HBV and/or HIV:

- Blood
- Blood products

- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Pericardial fluid
- Amniotic fluid
- Concentrated HIV and HBV viruses
- Saliva in dental settings
- Any body fluid that is visibly contaminated with blood
- Any body fluid that might be contaminated with blood (i.e., vomit, urine, sputum, feces)

Generally, employees of ArtCenter have a low risk of exposure to potentially infectious materials. All employees trained in first aid under the requirements of this Exposure Control Plan have potential for exposure and are to be identified by job classification. Tasks that these employees could have potential occupational exposure are limited to emergency first aid.

Also, employees who are trained in first aid and/or CPR and are designated to perform these acts are included in this Exposure Control Plan. Their potential for occupational exposure would be limited to tasks involving emergency first aid.

Other classifications may include Building Maintenance (janitorial). Potential exposures could result from encountering contaminated sharps (i.e., needles) syringes or potentially infectious materials contaminating public areas. Tasks being performed would be associated with the servicing/cleaning of these facilities.

Form A contains a list of specific job classifications where all employees have potential for occupational exposure.

Form B contains a list of specific job classifications where some employees have potential for occupational exposure.

Form C contains an individual listing of each affected job classification identified and describes the tasks for that position, which have potential for occupational exposure.

Other job classification may exist where there is a possibility of exposure to potentially infectious materials. These positions and their associated tasks are listed in Forms A through C as appropriate.

## Methods of compliance

### Universal Precautions

All employees who risk occupational exposure must use Universal Precautions regardless of the perceived "low risk" of the person(s) involved in the situation, which could result in an occupational exposure.

The term "Universal Precautions" is an approach to infection control. Using Universal Precautions, employees consider all blood and certain other body fluids as infectious. In situations where employees cannot differentiate body fluids from other fluids, employees must consider all of the fluids infectious.

The Centers for Disease Control recommends the following general Universal Precautions (adapted from OSHA Instruction CPL 01-01-069, November 27, 2001):

- All employees with occupational exposure should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when they anticipate contact with blood or other body fluids.
- Employees should wear gloves:
  - When touching blood, body fluids, mucous membranes or non-intact skin.
  - When handling items or surfaces soiled with blood or body fluid.
- Employees should change gloves after contact with each patient or victim.
- To prevent exposure of mucous membranes of the mouth, nose and eyes, employees should wear masks and protective eyewear or face shields during procedures that are likely to generate droplets of blood or other body fluids.
- Employees should wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
- Employees should wash their hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.
- Employees should wash immediately after they remove their gloves.
- Employees with occupational exposure should take precautions to prevent injuries:
  - Should not recap or purposely bend or break needles by hand.
  - Should not remove needles from disposable syringes or otherwise manipulate them with their hands.
  - Should place used disposable syringes and needles, scalpel blades and other sharp items in puncture-resistant containers for disposal.
- To minimize the need for emergency mouth-to-mouth resuscitation, employees should have mouthpieces, resuscitation bags or other ventilation devices readily available for use in areas where the need for resuscitation is predictable.
- Employees with occupational exposure who have lesions or weeping dermatitis should refrain from all direct patient or victim care.
- Pregnant employees should be especially familiar with and strictly adhere to the

precautions for minimizing their risk of occupational exposure. There is significant risk of prenatal infection when a pregnant mother develops a blood-borne pathogen infection.

### **Engineering controls**

Due to the nature of ArtCenter activities and circumstances which could result in potential occupational exposure, the implementation and use of engineering controls is limited. Emergency first aid response relies on work practice controls and personal protective equipment to reduce or eliminate occupational exposures to blood-borne pathogens.

One use of engineering controls may involve the use of puncture-resistant containers when disposing of contaminated sharps, such as needles/syringes, when performing custodial services or servicing telephone booths.

In these cases, contaminated sharps containers will be inspected on a scheduled basis. These inspections will be documented in writing. Replacement will occur when containers become full.

### **Work practice controls**

Work practice controls will be implemented to reduce occupational exposures through the procedures employees use. Employees shall receive training on the following practices and their implementation by employees is mandatory:

#### Hand washing

Hand washing has long been recognized as an important means of controlling infection. Hand washing facilities shall be readily accessible to employees. Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment.

Where provisions of hand washing facilities is not feasible, appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes will be provided.

When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

#### Washing of other skin or mucous membranes

Employees will wash hands and any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potential infectious materials.

### Handling of contaminated sharps

Contaminated sharps are not limited to needles and scalpels. Any contaminated object that might produce a puncture wound may produce an occupational exposure.

Contaminated sharps shall not be physically or structurally altered during handling. When encountered, they should be immediately placed in an appropriate puncture resistant container for disposal.

### Reusable sharps

Reusable sharps present problems in that they must be cleaned and sterilized prior to reuse. Contaminated reusable sharps in our operations may include first aid equipment (i.e., scissors) and tools involved in accidents whereby they have come into contact with blood or other potentially infectious materials.

Contaminated sharps shall be immediately placed into leak-proof, puncture resistant containers with appropriate labeling identifying the contents.

Decontamination shall be performed in a way that does not expose employees to potential puncture wounds.

Cleaning will be accomplished through the use of a disinfectant/antiseptic wash such as a 1% dilute solution of bleach or a commercially available product.

### **Personal activities**

Although it is not anticipated, employees are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses in work areas where there is any likelihood of occupational exposure.

Employees will be cautious when using hand creams along with latex surgical and examination gloves. Exposure of these gloves to petroleum based lubricants, cleaning materials and/or disinfectants may cause deterioration of the glove and subsequently decrease protection.

Employees involved in actual first aid response situations shall take precaution to minimize the splashing, spattering and generation of droplets of potentially infectious materials.

### **Personal protective equipment (PPE)**

When engineering controls and work practices do not eliminate employee occupational exposure to blood-borne pathogens, employees are required to use **personal protective equipment (PPE)** to protect against the remaining exposure potential.

Due to the nature of our operations and potential exposure settings, PPE is the most important form of protection.

Personal protective equipment will be readily accessible and available at no charge to employees. ArtCenter will clean, launder and dispose of PPE at no charge to the employee. This equipment will be required and replaced as needed to maintain its effectiveness.

Personal protective equipment will be included in all first aid kits or a stand-alone kit will be provided. PPE may include, but is not limited to, gloves, gowns, facemasks and eye protection and ventilation devices.

Personal protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to reach the employee's clothing, skin, eyes, mouth or other mucous membranes.

Employees are required to properly use the PPE provided by ArtCenter.

ArtCenter will investigate and document any employee misuse or decision not to use PPE with the goal of finding ways to prevent future occurrences.

Employees using PPE are required to notify (appropriate individual/department) when items must be cleaned or replaced.

Hypoallergenic gloves, glove liners, powderless gloves or other alternatives will be made available to employees who show an allergic reaction to the gloves normally provided.

### **Personal protective equipment work practices**

The following describes the requirements on how employees must use and handle PPE. Any garment penetrated by blood or other potentially infectious material shall be removed immediately or as soon as feasible.

A PPE shall be removed prior to leaving the immediate area where it was used to minimize the spread of potential contamination.

When PPE is removed it will be placed in the appropriate container for disposal. The container shall be labeled and (responsible person/department) will be notified.

### Gloves

The use of gloves is basic to the prevention of occupational exposures to blood-borne pathogens. Gloves are the primary barrier between the hands (a common area for lesions or skin breaks) and potentially infectious materials.

Employees shall wear gloves when it can be reasonably anticipated that the employee may have hand contact with potentially infectious materials, mucous membranes, non-intact skin and when handling or touching contaminated items or surfaces.

Disposable gloves will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured or become an ineffective barrier for any other reason. Under no circumstances will contaminated gloves be used on any other individual other than the individual who was the source of the contamination.

Disposable gloves will not be washed or decontaminated.

Utility or multi-use gloves may be decontaminated for reuse if the integrity of the glove is not compromised. Gloves will be immediately discarded if there are any signs that the glove cannot provide an effective barrier (i.e., cracks, punctures, deterioration).

#### Other protective equipment/clothing

Where employees may be exposed to potentially infectious materials through skin or mucous membranes, appropriate protection will be provided and utilized as necessary.

Additional protective equipment such as masks, goggles and eye protection shall be worn wherever splashing or splattering of potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

Aprons, gloves, caps and hoods shall be provided and worn as necessary in situations where gross contamination can be reasonably anticipated.

#### **Housekeeping**

For the purpose of ArtCenter's Exposure Control Plan, "housekeeping" refers to cleaning, decontaminating, disinfecting and/or disposing of equipment and surfaces, which come into contact with potentially infectious materials.

Housekeeping will be performed on an as needed basis due to the episodic nature of incidences, which could result in contaminated equipment or surfaces. Scheduled housekeeping is not feasible and is unwarranted.

Reusable equipment including sharps that have become contaminated shall be handled and decontaminated in accordance with the procedures described for Reusable Sharps of the Exposure Control Plan.

Contaminated work surfaces will be decontaminated using a disinfectant as soon as feasible.

**Waste management**

For purposes of this section, regulated waste will include blood or any other potentially infectious material, contaminated sharps, clothing, PPE and any other materials that have been in contact with potentially infectious material.

All regulated wastes will be disposed of in accordance with federal, state and local requirements.

All contaminated sharps will be disposed of in a leak-proof, impenetrable container marked with the appropriate labels. All other contaminated wastes will be discarded in impervious bags having the necessary labels displayed.

An approved, licensed medical/biohazard waste vendor will pick up, transport and dispose of wastes on an as needed basis.

ArtCenter shall be contacted for assistance with the disposal of any regulated waste.

**Laundry**

Through the use of disposable PPE, contaminated clothing or other materials such as PPE should be minimized or eliminated. In the event that contaminated items are generated which require laundering, ArtCenter shall be contacted for assistance. All contaminated laundry will be immediately placed into labeled, impervious bags for processing. When handling contaminated laundry, Universal Precautions will be used by all employees.

A vendor specializing in medical laundry will be utilized for cleaning/decontaminating laundry contaminated with potentially infectious materials. No contaminated laundry shall be cleaned by the employee.

**Labels**

Appropriate biohazard symbols will be utilized to identify potentially infectious materials such as contaminated clothing, PPE or equipment that is to be disposed of or decontaminated. Warning labels shall be attached to all containers of regulated wastes as defined in housekeeping section. Labels required by this shall include the following legend:

- Labels will be fluorescent orange or orange-red with lettering and symbols in a contraction color such as black.
- Labels will be attached in a manner so that unintentional removal is not possible.

**Training**

All employees of ArtCenter identified in the Exposure Determination of the Exposure Control Plan shall participate in the Blood-borne Pathogen Training Program.

**Schedule**

Employees identified in the Exposure Determination shall be trained within 30 days upon implementation of this program.

New employees with potential occupational exposure to blood-borne pathogens shall be trained upon initial assignment.

Annual training will be provided for employees within one year of their previous training. In the event of changes or modifications of tasks or procedures affecting potential occupational exposures, specific additional training will be provided.

**Content**

The training program will include the following elements as a minimum:

- An accessible copy of the OSHA standard and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of blood-borne diseases. An explanation of the modes of transmission of blood-borne pathogens.
- An explanation of the Exposure Control Plan and the means by which the employee can obtain a copy of the written Exposure Control Plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up will be made available.
- Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the labels and color-coding identified in labels.

**Training records**

Training records will contain the following information:

- Training dates
- Summary of training
- Name and title of individual performing training
- Names and job titles of attendees

Training records will be maintained for ArtCenter from the date on which the training was conducted.

Training records are available upon request for examination and copying by:

- OSHA representatives
- NIOSH (National Institute for Occupational Safety and Health) representatives
- Employees

Availability will be in accordance with the requirements of OSHA 29 CFR 1910.20.

If ArtCenter ceases to do business and there is no successor employer to receive and maintain the records, the director of NIOSH shall be notified at least three months prior to their disposal. Records will be transmitted to the director if requested.

### **Post exposure and follow-up procedures**

Following an exposure incident, ArtCenter will implement all procedures prescribed in this section. Services will be convenient and at no cost to the exposed employee.

After an employee experiences an exposure incident, a post-exposure evaluation and follow-up procedure will be implemented. A confidential medical evaluation and follow-up must be made immediately available to the exposed employee including:

- Investigation and documentation of the routes of exposure and circumstances involved.
- Identification, testing and documentation of the source individual's blood, if feasible and not prohibited by law. This information, as well as applicable laws and regulations, must be made known to the exposed employee.
- Lab test for infection at an accredited laboratory.
- Post-exposure treatment, counseling and evaluation of reported illnesses.

### **College requirements**

ArtCenter must provide a healthcare professional evaluating the exposure incident with the following:

- Results of the employee's blood testing, if available. If not available, a blood test will be taken.

- All medical records relevant to the appropriate treatment of the employee including vaccination status, which is the employer's responsibility to maintain.
- A copy of the 29 CFR §1910.1030, Blood-borne Pathogen Standard. A description from the employee regarding the exposure incident.
- Routes of exposure and the circumstances under which the exposure occurred.

### **Physician requirements**

A healthcare professional's written opinion will be sent to the College and a copy provided to the employee within 15 days of the completion of the incident evaluation by the healthcare professional.

The written opinion will be limited by the healthcare professional whether hepatitis B vaccination is indicated for an employee and if the employee has received such vaccination.

The healthcare professional's written opinion for post exposure and follow-up will be limited to the following information:

- That the employee has been informed of the results of the evaluation.
- That the employee has been told of any medical conditions resulting from the exposure to blood or other potentially infectious material which require further evaluation or treatment.

All other findings and diagnosis shall remain confidential and are not to be included in the written report to the College.

### **Medical records**

An accurate record will be established and maintained in the Human Resources Department for each employee with potential occupational exposure. This record must include:

- Employee's name.
- Employee's social security number.
- Employee's vaccination history.
- Results of examinations, medical testing and follow-up procedures required as a result of an exposure incident.
- Healthcare professional's written opinion after an exposure incident.
- Information provided to the healthcare professional evaluating an exposure incident .

All medical records will be kept confidentially in the Human Resources Department. These medical records will be maintained for the duration of employment plus 30 years.

**HBV (hepatitis B) vaccinations**

ArtCenter will provide a post exposure evaluation and follow-up to all employees who experience an exposure incident. The vaccine and vaccinations, as well as all medical evaluations and follow-up, will be made available at no cost to the employee, provided at a reasonable time and place and performed by or under the supervision of a licensed physician or another licensed healthcare professional whose scope of practice allows him or her to independently perform activities described in this section.

ArtCenter will direct affected employees to the appropriate facility for the post exposure evaluation within 24 hours of the exposure incident.

Vaccinations will be provided at no charge to the employee, even if the employee initially declines but later accepts treatment while covered by the standard. Employees who decline the vaccination will sign a declination form (see Form D).

Each employee should receive counseling from a healthcare professional when vaccination is offered. This discussion will help an employee determine whether inoculation is necessary.

See next page for forms.





**Form C**

This form is used along with Form B developing Exposure Determination portion of the Exposure Control Plan. Its purpose is to analyze those job classifications in which some but not all employees have the potential for occupational exposure.

Complete one copy of this form for each job classification listed on Form B. For each job classification, describe those tasks and procedures in which occupational exposure occurs. Every employee who performs the identified tasks and procedures is included in the Blood-borne Pathogen Program.

Job classification: \_\_\_\_\_

Tasks and procedures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee signature Date

\_\_\_\_\_  
Print employee name

*Note: When complete, send to Human Resources Department*

## **Bomb threats**

ArtCenter's plan of action for managing bomb threats includes considerations from pre-incident preparation through decision making, searches, evacuation procedures and post-incident response.

ArtCenter's EOC will coordinate communications and trainings throughout the campus community and will work with all appropriate local agencies to confirm capacity for responding to bomb threats. Building plans, entry and exit points and emergency equipment will be routinely checked and monitored. Internal and external communications plans will be updated. EOC training will include scenarios for potentially violent threats that may require lockdown, evacuation or other major disruption to the educational enterprise.

A basic outline for responding to a bomb threat (or any similar threat of violence) is provided below for further information:

If a bomb threat is received by telephone call, remain calm. A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the bomb threat caller wishes to avoid injuries or deaths. If told that the building is occupied, cannot be evacuated immediately or more time is needed for the evacuation, the bomb threat caller may be willing to give more specific information on the bomb's location, components or methods of initiation.

- Attempt to keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much information as possible during the conversation by using the bomb threat checklist. A threat checklist follows this outline and should be present at a primary telephone location, such as dispatch.
- Ask for the exact location where the bomb is currently located, where the bomb has been or where the bomb is going to be planted.
- Get as much information as possible about the caller, such as vocal characteristics, possible gender and/or group affiliation and why the bomb was placed. Take note of any background noises, which may indicate the caller's identification and location.
- Report the threat to 911, your supervisor and the Campus Security Department immediately after the caller hangs up.
- Even after the caller hangs up, keep the phone off the hook so the police can trace the call.
- Remain available, as law enforcement personnel will want to interview you.
- Wait for further direction from the Campus Security Department.

If a bomb threat is delivered in written form, avoid handling the message unnecessarily in order to preserve possible fingerprints, handwriting or typewriting, paper and postal marks. These will prove essential in tracing the threat and identifying the writer. While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received; it should never be ignored. Report this written threat immediately your supervisor and/or the Campus Security Department and follow all subsequent directions.

They will advise as to whether or not to call 911.

If you ever receive a suspicious object, package or letter (most often associated with one or more of these characteristics: excessive postage; handwritten or poorly typed address; incorrect titles; missing names; misspellings of common words; oily stains; discoloration or odors; no return address; lopsided or uneven envelope; protruding wires or aluminum foil; excessive security material such as masking tape, string, etc.; visual distractions; ticking sound; marked with restrictive endorsements such as "Personal" or "Confidential"; shows a city or state in the postmark that does not match the return address; inappropriate or unnecessary markings for foreign mail, air mail and special delivery), remain calm. Do not disturb, move or open the suspected object. Clear all persons from the immediate vicinity. If safe to do so, clear the area around or cover the object so as not to further contaminate it. Wash your hands or any body part or article of clothing that may have come into contact with the object. Notify your supervisor and/or the Campus Security Department. Retreat to a safe distance and warn others to avoid the area. If possible, tape off the points of entrance to and around the area where the suspicious object, package or letter is located. Wait for further direction from your supervisor and/or the Campus Security Department. They will advise as to whether or not to call 911.

In all situations of potential violence or threat, do not spread rumors or speak with anyone else unless directed to do so. This will avoid panic or overreaction from other employees and students.

### **Disruptive person**

Disruptive behavior interferes with the instructional, administrative and/or service functions of ArtCenter. Examples include, but are not limited to, someone who makes verbal threats or verbally abuses another person; physically threatens or assaults others; commits theft or damage to ArtCenter property; uses, possesses or distributes illegal or controlled substances or contraband on ArtCenter grounds; interferes with the learning environment by disruptive behavior or indecent expressions or conduct as defined by law; or makes inappropriate demands for time and attention from faculty or staff.

In these situations, immediately call the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assess the situation and the Campus Security Department will contact local police as necessary.

### **Disturbance or demonstration**

Any person who becomes aware of a civil disturbance or the likelihood of a civil disturbance, at any campus location, must notify the Campus Security Department as soon as possible. The Director of Campus Security will notify the Pasadena Police Department to make them aware of the situation. If the Campus Security Department is not present and there is a civil disturbance outside of the building and it is posing an immediate threat to a particular building or a specific area of the building, all external doors should be closed and locked, considering the need for egress. Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Demonstrations will not be considered disruptive unless one or more of the following **TIP** conditions exist:

- **THREAT** of physical harm to persons or damage to ArtCenter grounds or facilities.
- **INTERFERENCE** with normal ArtCenter operations.
- **PREVENTION** of access to offices, buildings or other ArtCenter facilities.

If any of these conditions exist, immediately contact the Director of Campus Security, Jim Finch, at [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456. The Director will then contact the necessary executive and a decision will be made regarding ArtCenter's course of action.

Generally, peaceful non-disruptive demonstrations will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal ArtCenter operations. If demonstrators are asked to leave but refuse to leave by regular facility closing time, the Campus Security Department will monitor the situation during the non-business hours and then determine if the action should be treated as a violation and as a disruptive demonstration.

In the event that a peaceful demonstration becomes disruptive and blocks access to ArtCenter facilities or interferes with ArtCenter operations, the demonstrators will be asked to terminate the disruptive activity by a representative from the Center for the Student Experience or the Director of Campus Security. The responding ArtCenter official should have a photographer and/or videographer with them to document the proceedings. Other students, faculty or staff may also be asked to go to the area to persuade the demonstrators to desist (if the demonstrators are not affiliated with ArtCenter). If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a length of time may result in disciplinary action (including suspension or expulsion) or possible intervention by the Campus Security Department or the Pasadena Police Department. The Senior Vice President and Chief Financial and Administrative Officer will be consulted to determine the need for an injunction from civil authorities. If a court injunction is obtained, the demonstrators will be so informed. When possible, those demonstrators who refuse to comply will be warned of the intention to arrest.

In the event of a violent demonstration or if injury to persons or property occurs or appears eminent, the President or designee will be notified immediately.

During regular campus hours (6 a.m.–11 p.m.), the Director of Campus Security or a representative from the Center for the Student Experience and the necessary Campus Security Department officers will be summoned to the scene. The Director of Campus Security shall ensure sufficient officers are present to contain the violent or disruptive demonstrators. Should there be an insufficient number of security officers available, assistance from the Pasadena Police Department will be requested.

After regular business hours (11 p.m.–6 a.m.), the Director of Campus Security should immediately be notified of the demonstration. The Senior Vice President and Chief Financial and Administrative Officer will then be notified and determine the following actions: notify the President, notify the Emergency Response Team, determine if the representative from the Center for the Student Experience must respond to the scene. The Director of Campus Security shall ensure sufficient officers are present to contain the violent or disruptive demonstrators. Should there be an insufficient number of security officers available, assistance from the Pasadena Police Department will be requested. The Director of Campus Security or any on-duty security officer will respond to the incident without counsel from others if immediate response is of paramount importance to the safety and security of persons or property.

### **Earthquakes**

Earthquakes are a real and inevitable part of Southern California life. The primary potential danger to people in a building during a major earthquake is from breaking glass. If there is a quake, it is important that everyone stay calm, move away from the windows and duck beneath a desk or table until the shaking stops.

#### During an earthquake

- Move at least 15 feet away from windows and glass.
- Drop and find cover. “Drop” means to immediately take a protective position under desks or tables, with your back to the windows.
- If you are in an area with no desks or tables, drop to your knees, clasp your hands behind your neck, close your eyes, bend your elbows forward so your arms protect your face and ears and bend forward, making your body as small as possible.
- Stay away from outer doors, windows, glass shelves, temporary partitions and freestanding objects.
- Remain calm in the same position until the shaking stops.
- Stay calm, do not panic and do not attempt to leave the building.
- Follow instructions from members of ArtCenter’s Emergency Response Team, who will be wearing bright-colored vests.

#### After an earthquake

- Students will be directed by an Emergency Response Team member to move outside and away from the building. Watch for broken glass, falling objects and downed power lines.
- Do not re-enter the building until told to do so.

- Check for injuries. You may have been cut by glass and not know you are bleeding. If injured, notify an ArtCenter employee, Emergency Response Team member or Campus Security officer immediately. They will assist in getting immediate first aid.
- Follow instructions from Emergency Response Team members.

### **Elevator emergency**

Inside each elevator, there is a red button marked “Emergency Alarm–Press Button.” An alarm will sound when this button is pushed. Another button is the “Pull–Emergency Stop” button. The elevator will stop moving immediately and an alarm will sound once this button is pushed.

All ArtCenter elevators are equipped with emergency telephones in call boxes, which automatically contact the Campus Security Department or a 24-hour monitoring company when activated. These telephones are usually located in a red phone box with an intercom. Once you push the button you will automatically be connected to a responding person. Be ready to give the responding person the following information:

- Identify yourself by your name and explain that you are stuck in an elevator.
- Identify what building you are in and which elevator.
- Explain if others are in the elevator with you and how many.
- If the elevator you are in has no phone or it does not work, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.
- Do not attempt to exit the elevator through a hatch or pry the doors open.
- Do not exit the elevator if the doors are open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
- You may also call the Campus Security Department at 626 396-2211 for elevator emergency assistance from your own personal device.

The Campus Security Department will notify the Facilities Department to respond. The Facilities Department will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.

If the elevator is not occupied and non-functioning, please call the Campus Security Department at 626 396-2211 to report the need for elevator repair.

### **Evacuation procedures**

Evacuation will be necessary in many emergency situations. Following the building’s posted evacuation plans will assist with a safe evacuation. Do not panic. An Emergency Response Team member or Zone Coordinator may assist you with the evacuation.

- All occupants will be notified to evacuate the building by the sound of a fire alarm, by verbal instruction from one of the emergency staff or by self-evident conditions.
- All occupants must exit the building immediately if a fire alarm is activated.

- All occupants must exit the building immediately when advised to do so by an emergency team member.
- All occupants must exit the building from the nearest safe exit or stairwell.

Exits by location and quantity at the Hillside Campus, Ellwood building:

South Entrance (upper level)  
 Sculpture Garden (east side of the building)  
 Student dining area (east side of the building)  
 North Entrance (lower level)  
 Guest Lot (west side)  
 Main Entrance (west side)  
 Loading dock area (west side)

Exits by location and quantity at the Hillside Campus, Annex building:

North Entrance (first floor exit by Room A4; second floor exit by Room A-12)  
 South Entrance (first floor exit by Room A1; second floor exit by Room A-9)

Exits by location and quantity in 950 building, South Campus:

GFA Raymond Gallery, near the north parking lot  
 South exit into Hixon Courtyard adjacent to the GFA Wood Shop  
 West exit from GFA Lounge into Hixon Courtyard  
 West Wind Tunnel Exit into Hixon Courtyard by King Kong doors  
 North Hixon Courtyard exit by GFA Gallery  
 West Raymond exit near Room 104  
 West Raymond exit off of Archetype Press  
 Southwest Raymond exit off of Main Gallery  
 South Main Entrance into parking lot  
 Southeast Wind Tunnel exit by restrooms  
 South entrance from Public Programs  
 Rooftop and upper level exterior stairwell exit  
 Exterior stairwell exit from Room 230  
 Basement stairwell exit leading into south parking lot  
 Basement stairwell exit west leading onto Raymond

Exits by location and quantity in 870 building, South Campus:

Main entrance exit to parking lot  
 Southeast exit into parking lot  
 Southwest exit into parking lot  
 Northwest exit onto Raymond (both floors)

Exits by location and quantity in 1111 Arroyo building, South Campus:

South stairwell exit 6th floor  
 North stairwell exit 6th floor  
 Ground floor west exit  
 Ground floor east exit  
 Ground floor exit near suite 110  
 Ground floor exit from Foodies Café  
 Second floor South-west exit near suite 210  
 South stairwell exit 4th floor  
 North stairwell exit 4th floor

Exits by location and quantity in 1111 Arroyo Parking Structure, South Campus:

North stairwell exit in level P1 and P2  
 Southwest stairwell exit in level P1 and P2  
 North ramp exit in P1 and P2  
 South ramp exit in P1 and P2

If fire, smoke or other obstacles obstruct the nearest exit or stairwell, proceed to the next nearest exit or stairwell. Do not panic. When exiting through a stairwell, remove any shoes with high heels and use the handrail. Do not push or shove and allow space between occupants leaving the building.

After exiting the building, go to the nearest designated evacuation zone. Once assembled, do not leave the area in an attempt to meet with another person. There will be no re-entry into the building until cleared by emergency service personnel or the Emergency Response Team.

Evacuation zones for Hillside Campus:

Zone A: west lawn near guest parking lot  
 Zone B: faculty parking lot  
 Zone C: café patio and lawn  
 Zone D: sculpture garden  
 Zone E: student parking lot

Evacuation zones for 870 and 950 Raymond buildings, South Campus:

Zone A: south parking lot  
 Zone B: north parking lot

Evacuation zone for 1111 South Arroyo building, South Campus:

Zone A: ground level parking lot, north side

For all South Campus locations, unless otherwise notified, all persons should exit buildings following designated evacuation procedures.

Persons with disabilities should identify the primary and secondary evacuation routes and seek out a colleague who would be willing to assist you during an evacuation. Faculty, staff and students should be aware of any person who would be considered a person with a disability and would require assistance during an evacuation.

In most buildings people will need stairways to reach building exits. Elevators may not be used. For individuals using wheelchairs on upper floors, it is not safe to move a wheelchair down a stairwell. There are several options available:

- Stay in place.
- Select a room, prior to an evacuation, with an exterior window, a telephone and a solid or fire-resistant door.
- Arrange to have someone stay with you prior to the evacuation and have that person remain with you.
- The Emergency Response Team should have prior knowledge of a disabled person on campus and their designated area of work or study.
- Make sure that the outside emergency personnel know that you are still in the building.
- If possible, wait by the stairway for assistance.
- Trained professionals from a fire department should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should anyone untrained attempt to evacuate wheelchair users. There are several ways to assist a person in a wheelchair with the evacuation, if it must be done:
  - Two-person cradle carry: Wait until everyone is out of the stairway. Two people stand on either side of the individual. Lift under the individual and lift them out in a cradle. Control the descent by walking slowly. Never leave a wheelchair in the stairwell.
  - Office chair evacuation: Transfer the disabled person to a sturdy office chair. One person will lean the chair backwards. The other person will face the chair and grasp the front legs. Both will lift the chair simultaneously. The descent should be slow and controlled.

Persons with mobility impairments who do not use wheelchairs should be able to walk independently and negotiate stairs with minor assistance. Heavy stairwell traffic should be cleared before and while such an individual attempts to evacuate.

ArtCenter is equipped with fire alarm strobe lights. This should allow a hearing-impaired individual to know when the building is to be evacuated. If no strobe light is available, another occupant must notify the hearing-impaired person.

Although most people with a visual impairment will be aware of their surroundings, assistance may still be required when evacuating the building. The person assisting should offer an elbow to the individual and guide them through the evacuation route.

During the evacuation, verbal communication is a must.

Assistance to all persons with disabilities should be decided on prior to an emergency evacuation.

It is important for all faculty and staff who are working in classrooms to understand and use the appropriate emergency procedures and to assist the students. Instructors shall:

- Provide information regarding emergency procedures to students on the first day of school, including the procedure for students with disabilities.
- Have a roster of all students who are in attendance.
- Remain calm when issuing directions during an emergency.
- Take responsibility, evacuate the building, go to the nearest designated safe area and notify the Zone Coordinator with the names of the students who are present. After notifying the Zone Coordinator, do not leave the area.

### **Evacuation procedures testing**

Evacuation drills are coordinated for all campus buildings by the Director of Campus Security and the Director of Facilities annually. The Emergency Evacuation Procedures are tested at least twice a year. Students, faculty and staff learn the locations of the emergency exits in the building and receive guidance about the direction they should travel when exiting the building for a short-term evacuation and where they should assemble. The purpose of these drills is to prepare the ArtCenter community for an organized evacuation in case of a fire or other emergency and also to help educate and train ArtCenter community. During these drills, the ArtCenter community is able to familiarize themselves with the location of exits and the sound of the fire alarm. Evacuation drills are monitored and evaluated by the Campus Security Department and the Facilities Department.

### **Flood or water damage**

Call the Campus Security Department at 626 396-2211 and be ready to give the security officer the following information:

- Your name and the exact location of the flooding, including all areas affected.
- Identify the source of the flooding, if known.
- Your callback number if more information is needed.

You should take the following actions:

- Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment.
- If you know the source of the water and are confident you can stop the flooding safely, please do so (e.g., turn off valve or unclog drain).
- Turn off electrical equipment and cover or relocate equipment, materials and supplies to

minimize water damage.

The Campus Security Department will notify the Facilities Department to respond. Responding personnel will identify the source and stop the flooding as soon as possible. If a risk is identified because of the flooding, affected areas may be evacuated.

Necessary repairs and cleanup will be initiated. The “all clear” to return will be given by Campus Security and/or Facilities personnel when approved.

### **Hazardous chemical spills**

Designated teams of emergency responders will be formed when responding to a chemical spill or in areas where known chemicals are stored. This group will:

- Assess the nature and extent of the hazardous material release (if any).
- Evacuate the affected area, if necessary.
- Isolate the affected area, if necessary.
- Mobilize the necessary resources.
- Identify the appropriate action.
- Take all necessary action (response and follow-up).

When a chemical spill occurs, it is necessary to take prompt and appropriate action. The type of response to a spill will depend on the quantity of the chemical spilled and the severity of the hazards associated with the chemical. The first action to take is to alert others in the area that a spill has occurred. Then you must determine if you can safely clean up the spill by yourself. Many chemical spills can be safely cleaned up by trained staff without the help of outside emergency response personnel.

A spill is considered incidental if the criteria below are met:

Physical:

- The spill is a small quantity of a known chemical.
- No gasses or vapors are present that require respiratory protection.

Equipment:

- You have the materials and equipment needed to clean up the spill.
- You have the necessary proper personal protective equipment available.

Personal:

- You understand the hazards posed by the spilled chemical.
- You know how to clean up the spill.
- You feel comfortable cleaning up the spill.

For incidental spills, properly trained and competent individuals should use appropriate material resources (such as spill kits) to control the incident and then report the incident to the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assist with the situation.

A major spill is defined as any chemical spill that requires outside assistance to control and clean up. Report the incident to the Campus Security Department at 626 396-2211. In the event of a major spill, immediately:

- Alert people in the immediate area of the spill and evacuate the room.
- If an explosion hazard is present, do not unplug or turn electrical equipment on or off—doing so can result in a spark and ignition source.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people or yourself.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, then evacuate the entire building by pulling the fire alarm.
- Notify the Campus Security Department from a safe location by using an emergency telephone with a blue light displayed or call the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assist with the situation.

All classrooms using hazardous chemicals or particularly corrosive chemicals must have access to an eyewash or emergency shower as per OSHA standard 29 CFR §1910.151, “Medical Services and First Aid.” Emergency eyewash or emergency showers must be readily accessible, free from obstructions and within 10 seconds from the hazard.

Specific requirements relate to flow requirements, use of tempered water, inspection and testing frequencies and training of all personnel in the proper use of this important piece of emergency equipment. Due to the flow requirements outlined in the ANSI (American National Standards Institute) standard, hand-held bottles do not qualify as approved eyewashes. These types of emergency equipment are routinely tested and should only be used as directed.

### **Hostage situations**

A hostage situation refers to the unlawful abduction or restraint of one or more individuals with the intent to restrict their freedom. These situations can be among the tensest episodes for any college campus or law enforcement operation. The captor may be anxious, desperate, under the influence of alcohol or drugs or emotionally unstable. If the situation should arise where one or more persons hold students, faculty or staff hostage at ArtCenter, the following precautions and procedures should be considered:

- Do not attempt to escape unless you are absolutely sure that you can get away. If the opportunity to escape presents itself, tell no one and do not hesitate when the time comes.
- Do everything the hostage-taker tells you to do. Follow instructions, be alert and stay calm. The initial 45 minutes of the situation are the most critical.
- Accept the situation. Do not call attention to yourself. Do not complain and avoid being belligerent.
- Remove any nametags, if possible.
- Do not speak unless spoken to and only when necessary.
- Don't talk down to the captor; do not joke, cry or beg.
- Show little or no emotion. This is a sign of weakness to the captor.
- Maintain eye contact with the captor at all times but do not stare.
- Avoid political or ideological conversations with the captor.
- Request medication if you need it.
- Make no suggestions to the captor; offer no information.
- Tell the truth if you are asked a question.
- Be observant. When released, the police will need as much information as possible.
- Do not draw attention to yourself or make sudden movements.
- Try to stay low to the ground, behind cover and away from windows.

ArtCenter employees should not enter into negotiations with any captor or offer themselves in exchange for another hostage. The local police department and its designated team will supervise all negotiations and other actions.

The Director of Campus Security will notify the Senior Vice President and Chief Financial and Administrative Officer, at which time a decision will be made as to whether to close the campus. A notice will be sent to all faculty, staff and students via the ENS. The Emergency Response Team will be involved and the EOC may be activated. The administration will determine when ArtCenter will resume normal operations following the resolution of the crisis.

### **Key control**

Establishment of an overall key control program exists for both campuses. The Campus Security Department maintains the key control program and records all keys issued to faculty, staff and students. This record will be made available to appropriate emergency personnel.

### **Natural gas leak**

Call the Campus Security Department at 626 396-2211 to report a natural gas outage or leak. Use a telephone in a safe area away from the leak to make the call. Alert others in the area of the leak and evacuate the area immediately. Turn off electrical equipment if there is time. Return to buildings only when the area is declared to be safe by an ArtCenter administrator or Campus Security staff.

**Shelter in place**

If an incident occurs and the building or areas around you become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area can expose you to additional dangers. “Shelter in place” means to make a safe and secure shelter of the building you are in. The building can be made safer and more comfortable in a longer-term emergency.

If an incident occurs and the building you are in is not damaged, stay in an interior room until you are advised that it is safe to exit. If the building is damaged, take your necessary personal belongings (purse, wallet, identification) and follow the Emergency Evacuation Plan for your building; proceed to the nearest exit and use the stairs and not the elevators. Evacuees should take guidance from any designated Emergency Response Team member, usually identified by a bright-colored vest. Follow the directions of police and/or fire department officials who may be at the scene.

The basic procedures for shelter in place usually remain the same, no matter where you are located. Follow all additional directions of police and/or fire personnel.

- Stay where you are, if you are indoors.
- Gather emergency supplies and telephone.
- Quickly proceed to the closest building, if you are outdoors.
- Locate an interior room (preferably above ground and with no windows or as few windows as possible).
- Close all exterior doors.
- Close and lock all windows.
- Turn off air conditioners, electronic equipment and fans.
- Close vents to the ventilation system.
- Make a list of all persons present.
- Turn on a radio, television or computer for news alerts.

**Timely warning and emergency notifications**

Timely warnings are triggered when an institution determines that a crime for which it must report statistics—such as a homicide, sex offense or robbery—presents a serious or continuing threat to students and employees.

Emergency notifications are triggered by a far broader range of potential threats—any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, but not the other Clery public property or non-campus areas. This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified

by the institution in its annual Clery Act reports.

The Campus Security Department works closely with the Facilities Department in assessing levels of threat. Information is received from various offices/departments. If the Campus Security Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all of the ArtCenter community, the Campus Security Department will collaborate with the Facilities Department or other necessary departments to determine the content of the message and will use the described systems to communicate the threat to the campus community or to the appropriate segment of the community if the threat is limited to a particular campus, building or segment of the population. The Campus Security Department, without delay, will determine the content of the notification and initiate the ENS. The ENS allows authorized personnel to send messages and instructions to ArtCenter community members through landline, cellular phones, text messaging or email within minutes of a critical incident.

An immediate alert will be issued to the community unless issuing a notification will compromise the efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.

ArtCenter community members are encouraged to notify the Campus Security Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may present an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Security Department has the responsibility of responding to and of requesting the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. The Campus Security Department also has the responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the ArtCenter community. If so, federal law requires that ArtCenter notify the campus community or the appropriate people who may be affected by the situation.

The Campus Security Department's alerts, email updates and posted bulletins help keep the campus population informed of security issues and possible situations that have arisen, such as dangerous wildlife observed on campus. In the event that a situation arises, either on or near campus, that in the judgment of the Director of Campus Security, in consultation with the Senior Vice President and Chief Financial and Administrative Officer, constitutes an ongoing or continuing threat to members of the ArtCenter community, a "timely warning" notice will be issued. Members of the ArtCenter community who witness or learn of a crime or other serious incident on or near campus should contact the Campus Security Department as soon as possible. The Campus Security Department will collaborate with administrators to issue safety alerts.

Patterns of crime developing within the campus community will be reported by the Campus Security Department to the Pasadena Police Department as soon as possible. Significant crimes or events that occur off campus may pose a concern or serious continuing threat to the ArtCenter community.

**Utility failure**

Call the Facilities Department at 626 396-2262 to report all utility disruptions (such as an electrical power outage), toilet overflows, facility floodings, spills or similar failures. Assistance is available Monday–Friday, 8 a.m.–5 p.m.

Call the Information Technology Department at 626 396-2293 to report telephone or technology problems or to request assistance.

After 5 p.m. and on holidays and weekends call the Campus Security Department at 626 396-2299 to report such problems.

Provide the following information for best assistance and follow these additional steps:

- Your name and location.
- The areas affected by the utility/technology outage.
- The duration of the disruption/problem (if known).
- Your callback number, if more information is needed.
- Do not open cold rooms, refrigerators or other temperature-sensitive areas.
- Turn off and unplug previously energized electrical equipment.
- Check elevators to be certain persons are not trapped in the elevator car.

Evacuate only if instructed to do so by the Campus Security Department, the Emergency Response Team or by your supervisor if safe lighting conditions are present. Vacate poorly lit areas during a building or ArtCenter-wide electrical outage.

The Campus Security Department will notify the Facilities Department to respond. Campus Security and Facilities staff will determine if outside help is needed and consult with the Senior Vice President and Chief Financial and Administrative Officer. Responding emergency personnel will coordinate an evacuation, if necessary. The Operations Department will keep the ArtCenter community informed of the duration of utility outages. During an extended utility outage it may become necessary to cancel classes, suspend operations and vacate buildings.

**Violent or other suspicious behavior**

Campus safety is among our highest priorities at ArtCenter. Everyone is asked to assist in making ArtCenter a safe place by being alert to suspicious situations and people and immediately reporting them to the Campus Security Department.

In these situations, immediately call the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to the incident.

**Workplace violence**

To ensure a safe working environment for all employees, ArtCenter has zero tolerance for acts of violence and threats of violence. Without exception, acts of violence or threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to discipline up to and including termination. Possession of unauthorized, non-work related weapons on ArtCenter premises and at ArtCenter-sponsored events shall constitute a threat of violence. ArtCenter defines a “weapon” as anything that is designed, intended to be used or threatened to be used to cause bodily injury, personal/community harm or physical damage. A threat includes, but is not limited to, any indication of intent to harm a person or damage property. Threats may be direct or indirect and they may be communicated verbally and nonverbally.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, employees are expected and encouraged to report any incident which may be threatening to any person(s) or property or any event which you reasonably believe is threatening or violent. Make reports promptly to a supervisor or manager, Human Resources or Campus Security at 626 396-2211.

Violence may be intentional or unintentional and can be directed towards a person or group of individuals. Various types of violence that can occur on campus can include the following: physical violence, harassment or sexual violence.

Physical violence can include, but is not limited to, physical assault, damage to property or a shooter on campus. ArtCenter does not tolerate physical violence or damage to property.

Harassment can include aggressive pressure, coercion, intimidation or instigating fear and such acts cause emotional anguish and can be used as a tool to control. ArtCenter’s policy on harassment clearly states that it will not be tolerated on campus in any form or medium.

Sexual violence can include acquaintance rape, rape by individuals, group rape, sexual harassment, stalking and dating or relationship violence.

Any act of violence that is motivated by bias can also be classified as a hate crime.

Any member of the ArtCenter community can file a complaint about violence in the ArtCenter community by calling the Campus Security Department at 626 396-2211. Please be ready to provide the responding security officer with as much detail and descriptive information as possible.

### **Annual disclosure of campus crime statistics**

The Director of Campus Security compiles this institutional Report to comply with the Clery Act. This Report is a collaborative and comprehensive effort that includes the cooperation of departments from all divisions within the institution. All employees are expected to report known

crimes and policy violations to the Campus Security Department and all departments and offices are asked to provide crime statistics and information on their educational efforts and programs to comply with the Clery Act. Crime statistics are also collected from law enforcement agencies with concurrent law enforcement jurisdiction or jurisdictions surrounding ArtCenter. These law enforcement agencies provide crime statistics they have collected for crimes occurring on campus properties or public property immediately adjacent to ArtCenter properties and facilities. ArtCenter does not have any on- or off-campus fraternity or sorority houses or on- or off-campus student housing.

All ArtCenter students and employees receive an annual notice in an ArtCenter-wide email that informs them of the availability of this Report, a brief description of the contents, the electronic address to access the Report and instructions for obtaining a paper copy, if desired. Additionally, notices regarding the existence, contents and availability of this Report are included in several ArtCenter publications and on ArtCenter's website to inform students, employees and prospective students and employees.

### **Crime logs**

ArtCenter maintains a daily crime log online and keeps hard copies on file. Crime statistics are collected on a daily basis and the online crime log is updated daily with exception of weekends and holidays. The hard copy is placed in a notebook and is updated monthly. These crime logs are freely available up to the most recent 60-day time period, as required by law.

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to the Campus Security Department, unless disclosing an incident is prohibited by law or would jeopardize the confidentiality of a victim or reporting party. ArtCenter also completes and maintains non-crime reports for issues such as lost property, traffic accidents, injuries, damaged property and environmental issues.

Crime logs can be viewed on the following webpage:

[artcenter.edu/about/get-to-know-artcenter/policies-and-disclosures/campus-security-policies.html](http://artcenter.edu/about/get-to-know-artcenter/policies-and-disclosures/campus-security-policies.html)

### **Voluntary confidential reporting**

Students may make confidential reports to any mental health counselor in the Center for the Student Experience. There may be situations where some information about an incident must be reported to ArtCenter or local authorities in the interest of personal or public safety, but every effort will be made to protect a person's confidentiality within the limits of the law.

Employees can access mental health resources through the Employee Assistance Program administered by Human Resources. There may be situations where some information about an incident must be reported to ArtCenter or local authorities, in the interest of personal or public

safety, but every effort will be made to protect a person's confidentiality, within the limits of the law.

## **Security of and access to campus facilities and considerations used in campus facilities maintenance**

### **Campus hours of operation**

Members of the campus community (i.e., employees and students) may access both campus locations 24 hours a day and seven days a week, with the exception of specified ArtCenter holidays and breaks. Some areas in all campus locations require advance notice and authorization for access and use. Students may gain access to specific work locations after regular business hours with special permission granted by their academic department. The Campus Security staff is on-site 24 hours a day and seven days a week, including ArtCenter holidays and breaks.

General inquiries and non-emergencies at Hillside Campus may be directed to the Campus Security Command Center at 626 396-2299.

South Campus (950 building) general inquiries and non-emergencies may be directed to Campus Security at the front reception desk at 626 396-4220.

South Campus (870 building) general inquiries and non-emergencies may be directed to Security at the front reception desk at 626 396-4330.

South Campus (1111 building) general inquiries and non-emergencies may be directed to Security at the front reception desk at 626 396-4330.

### **Special access after-hours**

Students may gain after-hours access to specific classrooms provided they have special permission. After-hours entry and use of classrooms by students must be approved by each student's Department Chair via email to the Campus Security Department. Students using designated areas must present student identification when requested. If the student does not possess an ID, all attempts will be made to identify them through the school's records. If the Campus Security Department is unable to verify the identification of the student, they will be asked to leave the building and go through the proper channels when requesting use of a classroom after-hours. It is the responsibility of the student to verify with the Security or the Facilities that permission has been granted.

If special access is granted, the individual's name will be placed on a security access list. After hours, the security officer may ask students for their identification cards and check the security access list. All students and employees must have a valid identification card to show security, upon request. Anyone who does not have the proper identification or is not on the approved list,

will not be allowed on either campus and will be asked to leave. Visitors are not permitted on campus after 11 p.m.

Special after-hours access to campus is a privilege extended to students. If a student is found damaging any equipment or facilities in any way or behaves in a way that could endanger the student or others, that student will be held fully responsible. In addition, future access may be denied and further disciplinary action may be taken.

### **Fire safety policies**

If a fire breaks out in any part of the building, the fire alarm will be activated. Never assume that it is a false alarm. Whenever the alarm rings, immediately evacuate the building in an orderly manner, using the nearest safe exit. Move away from the building and await instructions from a member of the Emergency Response Team.

The California State Fire Code requires fire department notification and implementation of a “fire watch” when fire alarm systems, standpipes, fire sprinkler systems or hazardous material emergency alarms are out-of-service for reasons other than scheduled maintenance and testing. (See 2007 California Fire Code (CFC), Chapter 9 Section 901.7; National Fire Protection Act (NFPA) 72, 2002.)

### **Evacuation areas**

#### Hillside Campus:

- Zone A: west lawn near guest parking lot
- Zone B: faculty parking lot
- Zone C: café patio and lawn
- Zone D: sculpture garden
- Zone E: student parking lot

At Hillside Campus, in case of a wildfire in the surrounding hillsides, the Pasadena Fire Department has instructed ArtCenter that, unless otherwise notified, all persons should move to the first floor of the building. Do not try to exit the campus in your vehicle. Vehicles will remain in the parking lots on campus. This will permit unrestricted access for emergency response personnel.

#### South Campus (870 and 950 buildings):

- Zone A: south parking lot
- Zone B: north parking lot

#### South Campus (1111 building):

- Zone A: ground level parking lot, north side)

For all South Campus locations, unless otherwise notified, all persons should exit buildings

following designated evacuation procedures.

**Fire drills and evacuations**

All persons inside the building must immediately walk to the nearest exit and leave the building. Emergency Response Team members and/or staff personnel (wearing bright-colored vests), will assist in the evacuation and check all areas to ensure that every person has left the building. Emergency Response Team members and designated staff personnel will also assist in moving persons away from the building and toward designated “safe areas” around the ArtCenter grounds.

**Weapons policies**

The Student Code of Conduct prohibits the “unauthorized use, possession or storage of any weapon on ArtCenter premises or at ArtCenter-sponsored activities.” This is an ArtCenter-wide policy that also applies to all employees and guests/visitors.

**Dangerous items**

The Student Code of Conduct prohibits the “unauthorized use or possession of fireworks and/or incendiary materials on ArtCenter premises or at ArtCenter-sponsored activities.” This is an ArtCenter-wide policy that also applies to all employees and guests/visitors.

**False fire alarms/tampering with safety equipment**

The Student Code of Conduct prohibits “intentionally or recklessly misusing, disabling, tampering with or damaging ArtCenter fire safety equipment, doors and signs.” This is an ArtCenter-wide policy that also applies to all employees and guests/visitors. Tampering with fire safety or emergency equipment or activating false alarms may place individuals or the entire community at risk. Persons responsible for such behavior(s) are subject to ArtCenter disciplinary action and may also face municipal criminal charges.

**Evacuation compliance**

Students must evacuate whenever directed (by equipment or other persons). The Student Code of Conduct prohibits intentional or reckless interference with normal ArtCenter activities, including all emergency services and prohibits the failure to comply with the directions of ArtCenter officials. This is an ArtCenter-wide policy that also applies to all employees and guests/visitors.

**Campus enforcement of laws and policies**

ArtCenter will have jurisdiction for handling all police-related events occurring within the campus as follows:

Minor property crimes such as burglary, theft, fraud and malicious destruction of property which will result in a loss of less than \$950.00 and which appear to have been perpetrated from within the campus, shall be initially handled by the Campus Security Department and the victim will be

advised to contact the Pasadena Police Department to file an official police report and the case will be further pursued by the Pasadena Police Department. Cases which result in a loss of more than \$950.00 and those which appear to have been perpetrated by suspects from outside the campus community and crimes which appear to be part of a pattern of criminal activity will be immediately referred to the Pasadena Police Department.

The Campus Security Department will handle minor crimes such as alcohol violations, disorderly conduct and loud parties occurring on campus. If it is determined that an incident requires police investigative expertise, the Campus Security Department will notify the Pasadena Police Department immediately and request that it assume responsibility. In such cases, the Campus Security Department will immediately provide the Pasadena Police Department with all available and detailed reports, including those relating to their observations and actions prior to the referral.

Date and/or acquaintance rapes or sexual offenses reported to ArtCenter will be handled in a manner consistent with the victim's wishes, to the extent possible. Should the victim not wish to make a formal police report, the Campus Security Department will provide the Pasadena Police Department's investigative Sexual Assault Unit with the specifics of the allegation, but will not reveal the identity of the victim unless permission is provided by the victim to do so. (Refer to the "Sexual Misconduct" section for more details.)

All crime reports involving students shall be forwarded to the Center for the Student Experience, where they will be fully investigated to determine what course of action shall be taken. If crimes are reported directly to Center for the Student Experience, the information will be forwarded to the Campus Security Department and a report shall be completed. It will be determined at that time if the Pasadena Police Department will also be notified.

Employees are required to contact the Campus Security Department when a crime is discussed or reported to them. The reporting person shall be directed to the correct department where he/she will be able to get the necessary assistance.

ArtCenter community members have access to the Campus Security Department and/or security officers 24/7 and will be able to report a crime at any time.

### **Campus security authorities**

ArtCenter recognizes the following employees as "Campus Security Authorities" ("CSAs"), who are required to report to the Campus Security Department all criminal activities that they may become aware of: all Campus Security Department officers, executive staff, senior staff, department chairs, Facilities managers, Human Resources staff and Center for the Student Experience staff.

### **Enforcement authority, patrol presence, licenses, training**

ArtCenter deploys a Campus Security team 24/7, contracted through a private outsourced provider with applicable training, licensing and certification as required by the State of California.

### **Community-based security**

Community-based security is both an organizational strategy and also an operational philosophy that focuses on relationships between people in order to promote partnerships between security and community members and engage in proactive problem solving.

In community-based security systems, officers and community members are all individual persons first and foremost. By implementing a community-based security approach, ArtCenter will work with the entire campus to make ArtCenter a safer and better place to work, learn, visit and live in.

The components of a community-based campus security system are:

- Establish partnerships between security and ArtCenter community members.
- Identify, prioritize and solve problems to better serve the campus community.
- Engage in education and outreach to promote self-advocacy and self-care in safety and security matters.
- Maintain an overall commitment to the safety of the ArtCenter community.

The goals of a community-based campus security system are:

- Reduce the number of incidents.
- Reduce the number of complaints about security services.
- Enhance learning about safety and security.

### **Special events**

The Campus Security Department hires additional officers for a variety of campus events or services. These events and services that require additional staffing include, but are not limited to: Graduation, Graduation Show and Graduation Show Preview, Car Classic and ongoing parking control. Additional outsourced personnel, including janitorial and food service workers, are hired for special events.

### **Relationship/cooperation with local law enforcement**

The Pasadena Police Department provides reasonable assistance as requested by the Campus Security Department relating to matters of public safety, maintenance of order and investigation of crimes. Request for assistance will be made as early as possible to optimize the ability of the Pasadena Police Department to plan for and provide the requested assistance and resources.

ArtCenter and the Pasadena Police Department maintain a Memorandum of Understanding (MOU) to enhance safety for students, faculty, staff and visitors at ArtCenter, better serve the ArtCenter community and ensure that there are clear protocols and procedures for referring allegations of sexual violence, sharing information and conducting contemporaneous investigations.

The Pasadena Police Department will have primary responsibility for handling police-related events occurring within the campus as follows:

Crimes of violence resulting in significant injury or death, including actual and attempted homicide; rape; sexual assaults; domestic violence; dating violence; stalking; robberies; serious assaults, such as first-degree assaults and those involving the use or the implied use of a weapon; suicides; suspicious or unattended deaths; and industrial accidents. Significant injuries are described as those injuries requiring hospitalization and/or significant medical treatment and include in-progress and late-reported crimes. The Campus Security Department will immediately refer any such crimes to the Pasadena Police Department.

The Campus Security Department will report missing person's cases to the Pasadena Police Department immediately after an investigation has been completed to verify the person is indeed missing, so that the Pasadena Police Department may immediately be dispatched to handle the investigation.

If at any time the Campus Security Department feels that a case or situation exceeds its ability or capacity or cannot be effectively handled or investigated, it will be referred to the Pasadena Police Department. Care will be taken to involve the Pasadena Police Department at the earliest opportunity to reduce confusion and duplication of effort while maximizing the integrity of the crime scene and preliminary investigation. The Campus Security Department will ensure that all involved parties complete detailed reports to be provided to the Pasadena Police Department.

ArtCenter's Campus Security Department will make every attempt to maintain the integrity of any crime scene involving crimes of violence resulting in significant injury or death, including actual and attempted homicide; rape; sexual assaults; domestic violence; dating violence; stalking; robberies; serious assaults, such as first-degree assaults and those involving the use or the implied use of a weapon; suicides; suspicious or unattended deaths; and industrial accidents.

Crimes involving suspects from outside the campus community create unique challenges. Accordingly, cases potentially involving suspects from outside the campus community will immediately be referred to the Pasadena Police Department.

Where legally and operationally expedient, members of the Pasadena Police Department initiating criminal or civil process (i.e., criminal investigations, arrests, service of arrest warrants, criminal summons, peace/protective orders and/or search warrants) on campus will inform ArtCenter's Director of Campus Security in advance of the activity. The Pasadena Police Department's point of contact will be the Director of Campus Security.

### **Policies for reporting crimes to campus and/or local agencies**

Members of the ArtCenter community should report all crimes first to the Campus Security Department. The Campus Security Department will provide support and referral to local agencies

as needed.

### **Reporting procedures for mental health counselors**

Generally, all information shared with any mental health counselor in the Center for the Student Experience is considered private and confidential. However, there may be situations where some information about an incident must be reported to ArtCenter or local authorities, in the interest of personal or public safety, but every effort will be made to protect a person's confidentiality, within the limits of the law. ArtCenter's counseling staff members review their reporting obligations and procedures periodically with the Campus Security Department.

### **Frequency of educational programs about campus safety and crime prevention**

The Campus Security Department meets with all incoming students during orientation, which is held three times a year, to address campus security policies, parking regulations, how to report crimes to security, after-hours building access and emergency/evacuation procedures.

### **Missing students**

If a student or employee has reason to believe that a currently enrolled student is missing, he or she should contact the Campus Security Department at 626 396-2211 and a report will be filed. The Campus Security Department will notify the Associate Provost for Student Affairs/Dean of Students to make the necessary notifications and determine the necessary next steps to be taken. The student's emergency contact person, provided to ArtCenter by the student upon matriculation, will be contacted by the Associate Provost for Student Affairs/Dean of Students or designee prior to contacting the police department. Should it be determined that the student is missing and appears to have been missing for more than 24 hours, the Director of Campus Security will notify the Pasadena Police Department.

If a student is under the age of 18 and is not an emancipated individual, ArtCenter will notify the student's parent(s) or legal guardian(s) immediately after it has been determined that the student has been missing for more than 24 hours.

The ArtCenter official filing the report should be prepared to give the name and phone number of the student as well as provide all information possible regarding the missing person and, if available, include a physical description, what they were wearing when they were last seen, where they were last seen, what physical condition they were in when last seen, if they are driving a vehicle and its description and who they were with. The reporting ArtCenter official should also be prepared to provide information on any medical or other special conditions of which ArtCenter is aware.

A student's confidential information will be accessible only by authorized campus officials and law enforcement, as appropriate.

### **Information for your protection**

This information is provided to better educate and prepare members of the ArtCenter community to safeguard and advocate for their own individual safety and security, as well as to contribute to the health and safety of the entire College. For additional information or more resources, please contact the Campus Security Department at 626 396-2299.

**On campus:**

- Be especially aware of your surroundings at all times.
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Know the locations of emergency phones on routes to and from class.
- Keep personal belongings in view while in class, the library or the lab.
- Program your cell phone with the Campus Security Department number at 626 396- 2211 for faster assistance with on-campus incidents.
- Use the Safety Escort service by calling the Campus Security Department at 626 396-2299.

**At home:**

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night, whether you are home or not.
- Know who is at the door before opening it. Demand identification from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call while the person waits outside.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- If you are away (for any period of time) give your home a "someone is home" look. For example, put a radio and lights on a timer.
- Have good lighting around entrances and exits.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.
- If you travel a regular route at night, become familiar with stores that stay open late, gas stations, police stations and other places where you can stop and ask for help without being alone.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.
- Keep your phone accessible at all times and know how to operate its emergency call functions.

**Cycling:**

- Use reflectors, reflective tape or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.

- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing and always wear a helmet.
- Park your bike in an open, well lighted, frequently traveled area.
- Secure your bike properly.
- Report any suspicious person you may see loitering around bicycle racks.

#### **Jogging/running/walking/hiking/other outdoor activity:**

- Be aware of your environment.
- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light-colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Don't let yourself be surprised. Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

#### **Earthquake (and other natural disaster) emergency preparedness**

Plan Ahead: Learn basic first aid and know how to properly use a fire extinguisher. Keep an emergency kit in the trunk of your car and in your home. The kit should include first aid supplies, flashlight with extra batteries, extra personal supplies (medications, glasses, etc.), sturdy shoes, jacket or sweater, blanket and water.

Establish an out-of-area contact for all your family members. Typically, long-distance lines do not go down from too many calls or phones falling off the hook. In addition, long-distance lines are usually the first lines returned to service after an earthquake disruption.

#### **Home fire safety tips**

- If a fire occurs in your home, get out, stay out and call 911 for help.
- Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.
- Talk with all household members about a fire escape plan and practice the plan twice a year. (Refer to resources available from the American Red Cross to create or update a fire escape plan.)
- As an additional safety precaution, install carbon monoxide detectors in your home.

#### **Helpful websites and resources**

American Red Cross – San Gabriel Pomona Valley Chapter

[redcross.org/ca/pasadena](http://redcross.org/ca/pasadena)

430 Madeline Drive, Pasadena, CA 91105

626 799-0841

Animal Control

[pasadenahumane.org](http://pasadenahumane.org)

361 S. Raymond Ave., Pasadena, CA 91105

626 792-7151

24-hour emergency service 626 792-7151

Children Fire Safety

[safekids.org/fire](http://safekids.org/fire)

Safe Kids Los Angeles West

4650 Sunset Boulevard

Los Angeles, CA 90027

323 361-4720

Gas Safety

[socialgas.com/stay-safe](http://socialgas.com/stay-safe)

800 427-2200

Huntington Memorial Hospital

[huntingtonhospital.com](http://huntingtonhospital.com)

100 West California Boulevard, Pasadena, CA 91105

Main hospital phone line 626 397-5000

City of Pasadena Water & Power (PWP)

[cityofpasadena.net/water-and-power](http://cityofpasadena.net/water-and-power)

150 Los Robles Ave, Suite 200, Pasadena, CA

Power Emergencies: 626 744-4673

Water Emergencies: 626 744-4138

Pasadena Community Health Department

1845 N. Fair Oaks Ave, Pasadena, CA 91103

626 744-6000

Pasadena Fire Department

199 S. Los Robles Ave #550, Pasadena, CA 91101-2458

Information 626 744-4655 or 4668

Pasadena Police Department

207 North Garfield Ave, Pasadena, CA 91101  
Information 626 744-4501  
*Emergency: 911*

Poison Control Hotline

719 S. Los Angeles St., Los Angeles, CA 90014  
800 222-1222

Pasadena Public Works Department

233 W. Mountain St., Pasadena, CA 91103  
626 744-4087

### **Alcohol and illegal drugs policy**

ArtCenter is committed to providing its students, faculty and staff with an environment that promotes safe and responsible social interaction.

ArtCenter's concern over the illicit use and the abuse of alcohol and drugs stems from the serious health hazards caused by substance abuse; the potential legal penalties for those convicted of unlawful use, possession or distribution of these substances; and the ways in which alcohol and drugs adversely affect our campus environment. All members of the ArtCenter community should be familiar with and should adhere to ArtCenter's Policy on Substance Abuse. Individuals are expected to take responsibility for their own conduct and to comply with state and federal laws, as well as with ArtCenter's policies.

ArtCenter abides by federal and state laws regarding the use of illegal drugs and alcohol. It is a criminal offense:

- To use, possess, cultivate, manufacture, sell or transfer illegal drugs or to illegally use other drugs or prescriptions.
- For any person under the age of 21 to consume, purchase or possess alcohol.
- To provide any alcoholic beverage to a person under the age of 21.
- To provide any alcoholic beverage to an obviously intoxicated person.
- To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others.
- To operate equipment or vehicles after consuming alcohol or drugs.
- To use false evidence of age and identity to purchase alcohol or to have such false evidence in one's possession.

A student's eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of an offense involving the possession or sale of illegal drugs.

ArtCenter maintains a drug-free workplace and campus. Members of the ArtCenter community are expected to act lawfully with respect to the possession and consumption of alcoholic beverages. All members of the ArtCenter community, including students, are prohibited from working with campus machinery or equipment after having consumed alcohol. Consumption of alcoholic beverages on ArtCenter's premises is not permitted, regardless of the drinker's age. ArtCenter's Drug-Free Workplace Policy, although written to specifically address expectations of employees, includes warnings and cautions that apply to every community member's health:

Being under the influence of illegal and/or legal drugs or alcohol may cause serious safety and health risks, not only to the user but also to all those who work with the user and to ArtCenter students, visitors and vendors. In order to maintain a safe, healthful and efficient working environment for all employees, visitors and vendors, and to protect ArtCenter's property, equipment and operations, ArtCenter has established this Drug-Free Workplace Policy.

It is strictly prohibited for any employee to use, possess, manufacture, sell, distribute, dispense or be under the influence of illegal drugs or alcohol while on ArtCenter's premises, while conducting business-related activities away from ArtCenter's premises or while operating a vehicle or potentially dangerous equipment. No employee may report to work or remain on duty while under the influence of or impaired by any illegal drug or alcohol.

Even prescribed or over-the-counter drugs legally obtained by the employee may impair safety, performance or motor functions. Accordingly, if any employee is taking prescribed or over-the-counter medication that may potentially affect his or her ability to perform the job, it is the employee's responsibility to advise the immediate supervisor of this fact before reporting to work while taking such legal drugs (without having to identify the medication, condition or diagnosis).

ArtCenter has established a drug-free awareness program to provide information on the dangers and effects of substance abuse in the workplace, resources available to employees and the consequences of violating this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to seek treatment voluntarily before any violations of this policy are detected. Employees can discuss this matter on a confidential basis with Human Resources to receive assistance or referrals to appropriate resources in the community. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program may be given unpaid time off.

Compliance with ArtCenter's Drug-Free Workplace Policy is a condition of employment (and a condition for ArtCenter upon a federal contract or grant) and all employees must abide by this policy. Under the federal Drug-Free Workplace Act of 1988, any employee who has a criminal drug statute conviction for a violation occurring in the workplace must notify ArtCenter within five calendar days of the conviction.

## **Definitions**

**Under the Influence**—For purposes of this policy, “under the influence” mean that illegal and/or legal drugs or alcohol or the combination of a drug and alcohol affect the employee, in any detectable manner. The determination may be made by the employee’s supervisor in consultation with the Vice President, Human Resources or other person designated by ArtCenter.

**Illegal Drugs**—For purposes of this policy, “illegal drug” means any drug (1) which is not legally obtainable or (2) which is legally obtainable but has not been legally obtained or obtained or which is not being used as prescribed.

**Legal Drugs**—For purposes of this policy, “legal drug” includes prescribed drugs and over-the-counter medications that have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. An employee may continue to work even though under the influence of a legal drug, provided that ArtCenter determines that the employee is able to perform the tasks that are essential to the job, with or without reasonable accommodation and that the employee does not pose a threat to the health or safety of him/herself or other individuals in the workplace.

ArtCenter asserts its legal right and prerogative to test job applicants and/or employees for substance abuse. Job applicants and/or employees may be asked to submit to medical examinations and/or testing for the purpose of determining the presence of drugs or alcohol under the following circumstances:

- Of any applicant to whom a job offer has been made.
- Of any employee where there is reason to believe that he or she may be using drugs or may be under the influence of drugs or alcohol. “Reason to believe” may include an accident on ArtCenter property that results in injury to the employee, other employees or other individuals on ArtCenter’s premises or damage to ArtCenter property or property of the employee, other employees or other individuals on ArtCenter’s premises or while on duty for ArtCenter and where there is reason to believe that employee impairment may have been a factor.
- “Reason to believe” may also include reasonable suspicion based on the employee’s work performance and/or behavior.
- As part of occasional follow-up testing if the employee is found to have breached this policy but has been permitted to remain employed.

Cooperation with medical examinations and testing when requested by ArtCenter is a mandatory condition of employment. Refusal to submit to such medical examinations and tests may result in disciplinary action, up to and including immediate termination of employment.

## **Planning student events**

ArtCenter recognizes that student parties and activities are an important part of campus life. The information provided here is intended to help you minimize the risks associated with sponsoring a

party and to help individuals and organizations plan and execute a safe, healthy, fun and problem-free event.

Event planners must consult with the Center for the Student Experience and the Chief or Director of Campus Security prior to the event, so that the respective office can work with planners in arranging and approving the event.

All student events at which alcohol will be served (including official ArtCenter functions, approved events and private parties) must adhere to the following guidelines:

- In order to use ArtCenter funds (including student organization funding) for an event where alcohol is served, prior authorization must be received from the Center for the Student Experience.
- Events where alcohol is served may be open only to members of the ArtCenter community and their invited guests.
- Events may not allow underage consumption of alcohol.
- A student must fill out a Project Authorization Form as the event host on behalf of the sponsoring organization and signify that the organization agrees to abide by ArtCenter procedures and all applicable laws.
- Professional bartenders employed by a third party apart from ArtCenter are required at any event where alcohol is served and those under legal drinking age are present.
- A current driver license with a photo, a state-issued identification card or a passport is the only acceptable means of legal drinking age identification.
- A bartender may not serve alcohol to any individual who is under 21 years of age or to anyone who is intoxicated. A bartender may not serve more than one drink to one person at any given time.
- An adequate supply of non-alcoholic beverages must be provided throughout the party. Alcohol may not be served if non-alcoholic beverages run out. Food must also be available throughout the event.
- Campus Security staff must be present at any approved event where alcohol is served unless the Associate Provost for Student Affairs/Dean of Students or designee in consultation with the Director of Campus Security grants an exception.
- All events must conclude by the time governed by ArtCenter policy, which is 2 a.m.
- Any bar service must be closed by 1:30 a.m. and Campus Security staff will be present to assist in this process. This may include the removal of remaining alcohol to a designated secure location.

Accessible, shared supplies of alcohol are not allowed anywhere on campus. This includes, but is not limited to, kegs (of any size), trashcan punches and beer fridges. Drinking games or any other activity that promotes the rapid or excessive consumption of alcoholic beverages is prohibited.

While the law regarding civil liability is complex, it is important to know that, under some circumstances, event sponsors, bartenders and others might be held legally liable for the consequences of serving alcohol to underage drinkers or to obviously intoxicated persons. You could be sued and potentially found personally liable for damages to any injured party or parties.

Violations of this policy constitute a violation of the Student Code of Conduct. ArtCenter may impose sanctions on individuals and organizations that violate this policy. These sanctions and penalties will depend on the severity of the offense. Penalties can include expulsion from ArtCenter and referral to civil authorities for prosecution for violations of the law. Any student found to be selling or providing illegal drugs or misusing legally obtained drugs and medications, can be suspended or expelled from ArtCenter, even for a first offense. All students should also note that any student conduct violations related to alcohol or drugs and any civil or criminal action taken by non-ArtCenter authorities (such as local police) related to alcohol or drugs, may have severe negative consequences on a student's federal financial aid and on an international student's visa and status with U.S. Homeland Security.

In addition to suspension or expulsion, other sanctions may include the following:

- Verbal and written warnings
- Organizing an educational program for peers
- Community service
- The completion of an appropriate rehabilitation program
- Social probation for an individual or a group

Student organizations that violate the policy will have restrictions placed on parties, events and/or other social activities and may have their charter revoked. An event can be closed immediately or other measures taken to correct the violation. Disciplinary action can be invoked entirely apart from any civil or criminal penalties that the student might incur.

Students should understand that inebriation is never an excuse for misconduct. A student's careless or willful reduction, through the use of alcohol or other intoxicants, of his or her own ability to think clearly, exercise good judgment and respond to rational intervention may invoke more stringent penalties than otherwise might be levied.

Recent legislation allows institutions of higher education to contact parents when their adult children violate a school's alcohol or drug policy. If a student's behavior with respect to alcohol or drugs presents a danger to themselves or others, ArtCenter may inform parents. The Associate Provost of Student Affairs/Dean of Students will deem this necessary in consultation with other offices as necessary.

## **Alcohol and drug abuse prevention and education programs**

Students who believe they may have an alcohol or drug problem are strongly encouraged to seek assistance through resources available at ArtCenter. Students should seek aid through the Center for the Student Experience. Such contact will be kept confidential, except as required by law for the immediate health, safety or security of the individual or others. ArtCenter's student health insurance also covers inpatient and outpatient benefits.

### **Resources (On Campus)**

Center for the Student Experience 626 396-2323

Counseling Services 626 396-2323

Campus Security–Emergency 626 396-2211

### **Resources (Off Campus)**

#### AA (Alcoholic Anonymous)

Central Office of San Fernando Valley

16132 Sherman Way, Van Nuys, CA 91406

818 988-3001

aa.org or sfvaa.org

#### Al-Anon/Alateen

4936 Lankershim Blvd., North Hollywood, CA 91601

818 760-7122

al-anon.org or alanonla.org

#### National Cocaine Abuse Hotline

800 262-2463

#### San Gabriel Valley Cocaine Anonymous

626 447-2887

#### Substance Abuse National Helpline

800 662-4357

#### Huntington Memorial Hospital

100 W. California Blvd., Pasadena, CA 91109-7013

626 397-5000

[huntingtonhospital.com](http://huntingtonhospital.com)

#### Narcotics Anonymous

626 584-6910

na.org

Pasadena Police Department

207 North Garfield Avenue Pasadena, CA 91101-1791

626 744-4241 or 4501

## **Sexual misconduct**

### **Definitions of sexual misconduct**

Sexual misconduct encompasses a range of behaviors used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

Sexual misconduct includes, but is not limited to, these prohibited offenses:

- Non-consensual sexual intercourse: Defined as any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as "sexual assault" in this policy.
- Non-consensual sexual contact: Defined as any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- Sexual harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either:
  - The conduct is made as a term or condition of an individual's employment, education, living environment or participation in the ArtCenter community.
  - The acceptance or refusal of such conduct is used as the basis or a factor in decisions affecting an individual's employment, education, living environment, or participation in the ArtCenter community.
  - The conduct unreasonably impacts an individual's employment or academic performance or creates an intimidating, hostile or offensive environment for that individual's employment, education, living environment, or participation in the ArtCenter community.
- Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting academic or employment decisions; (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed. ArtCenter considers such behavior, whether physical or verbal, to be a breach of its standards of conduct and will seek to prevent such incidents and take corrective action when sexual harassment occurs.
- Sexual exhibitionism
- Sex-based cyber-harassment
- Prostitution or the solicitation of a prostitute
- Peeping or other voyeurism

- Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audio taping of sexual activity

### **Statement prohibiting all sexual misconduct**

Sexual misconduct of any kind is inconsistent with ArtCenter's values and incompatible with the safe, healthy environment that the ArtCenter community expects. All members of this community share responsibility for creating and maintaining an environment that promotes the safety and dignity of each individual. The most egregious form of sexual misconduct is sexual assault, which is an affront to justice that will not be tolerated at ArtCenter. Federal law views sexual misconduct and sexual assault as forms of sexual harassment prohibited under Title IX of the United States Education Amendments of 1972. Sexual assault also violates state law as well as ArtCenter policy. Students and employees found responsible for sexual misconduct or sexual assault will ordinarily face disciplinary sanctions up to and including dismissal from ArtCenter.

ArtCenter believes that no person should bear the effects of sexual assault alone. When a sexual assault occurs, ArtCenter's paramount concern is for the safety, health and well-being of those impacted. To support and assist students, ArtCenter provides a wide range of services and resources.

### **Basic procedures for reporting and responding to incidents of sexual misconduct**

Investigation and adjudication of allegations of sexual misconduct shall follow these procedures:

- The Reporting Person (i.e., the student who alleges an action or makes an accusation of sexual misconduct) and the Responding Person (i.e., the student alleged or accused of committing an act of sexual misconduct) each have the opportunity to participate fully and equally in a fair and equitable investigation led by a trained investigator;
- The Reporting Person and the Responding Person each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may consult and advise only his or her advisee, but not speak for the advisee at any meeting or hearing. Advisors may not be persons with information relevant to the allegations;
- A student conduct decision is based on the preponderance of evidence standard; i.e., "more likely than not to have occurred" standard. In other words, the conduct process asks: "Is it more likely than not that the Responding Person student violated ArtCenter's Title IX Policy?"
- The Reporting Person and the Responding Person will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The Reporting Person and the Responding Person each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.
- A student may appeal a determination by based upon any of the following:
  - New, compelling evidence not available at the time of the investigation; or

- Evidence of a mistake or fraud in the investigation process, or prejudicial procedural errors which impacted the investigation outcome to such a degree that the investigation did not comply with the Title IX Policy; or
  - The investigation outcome is unsupported by the evidence, based on the preponderance of the evidence standard; or
  - Compelling argument that the sanctions imposed are not consistent with the severity of the violation(s).
- All requests for appeals must be in writing, setting forth with specificity the basis on which the appeal is made. Appeals must be submitted within 10 calendar days after the date of the notice of investigation outcome, as follows.
    - The appeal shall be submitted to the Associate Provost for Student Affairs/Dean of Students if the Reporting Person and Responding Person are students.
    - The appeal shall be submitted to the Managing Director of Public Programs if the Reporting Person and Responding Person are Public Programs students.
    - The appeal shall be submitted to the Provost if the Reporting Person is a student and the Responding Person is a faculty member or if the Reporting Person is a faculty member and the Responding Person is a student.
    - The appeal shall be submitted to the Vice President of Human Resources if the Reporting Person is a student or staff member and the Responding Person is a staff member.
  - The Appeals Officer will review summary of the testimony, findings of fact, decision and the recommended sanction, disciplinary history and the written statement of the student. The Appeals Officer may request any party to submit, in writing, additional information. Or to clarify testimony.
  - The Appeals Officer will affirm, reduce or increase the sanctions and notify the student in writing.

Allegations of sexual misconduct that involve ArtCenter employees or persons not affiliated with ArtCenter will be investigated and adjudicated in a similar process to what is described above, but may involve Human Resources, the Provost, the Assistant Dean of Students, the Associate Provost for Student Affairs/Dean of Students, and/or the Campus Security Department, as most appropriate to each specific incident.

A person alleging sexual assault, domestic violence, dating violence or stalking may utilize the complaint and investigatory procedures set forth in ArtCenter's Title IX Policy in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Center for the Student Experience. All reports of sexual misconduct that involve employees will be referred to Human Resources for investigation and adjudication.

“Hostile environment” is the term used by Title VII employment law as it relates to action taken against a person in retaliation to a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is “retaliation.”

When the Reporting Person does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, ArtCenter’s ability to respond to the complaint is limited.

### **Definition of consent**

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Intoxication is not an excuse for failure to obtain consent. A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise impaired, is incapable of giving consent.

Note: In the state of California, the age of legal consent for any sexual activity is 18 (unless the person(s) involved are legal spouses).

### **Additional steps in responding to complaints of sexual misconduct**

#### **1. Assignment of a Sexual Assault Resource Coordinator**

Whenever ArtCenter receives a report of sexual misconduct or sexual assault, the Reporting Person will be referred to the Title IX Coordinator or a Deputy Title IX Coordinator in the Center for the Student Experience or the Department of Human Resources, who will assign a resource person to the Reporting Person to identify, explain and navigate the Reporting Person’s reporting options and the available support services. This can include referrals to counseling, educational support, pastoral care and medical treatment, and information about ArtCenter and legal processes. When students are involved, the Title IX Coordinator or a Deputy Title IX Coordinator, working with the Center for the Student Experience or the Department of Human Resources, can also provide assistance in rearranging class and /or schedules, extracurricular activities, and housing and on-campus dining arrangements; to the extent that requests are reasonable and can be accommodated, every effort will be made to do so. Where appropriate, the goal of any adjustment will be to minimize the burden on the Reporting Person’s educational program. Similarly, a Responding Person will also be assigned a resource person to provide him or her with support, information and assistance.

#### **2. No Contact Orders issued to the Reporting Person and the Responding Person**

Upon receipt of a report of alleged sexual misconduct in which the Responding Person is a current ArtCenter student or employee, the Center for the Student Experience Title IX Coordinator shall issue “no contact” orders to the Reporting Person and the Responding Person.

### **Reporting sexual misconduct and sexual assault complaints**

ArtCenter has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between the Reporting Person and the Responding Person, such as housing, academic, transportation and working accommodations, if reasonably available. Students should contact the Center for the Student Experience at 626 396-2323, and ask to speak with the Deputy Title IX Deputy Coordinator (interim Coordinator or Deputy Counselor) and/or a counselor.

Employees should contact Human Resources at 626-396-4348, and ask to speak with the Title IX Coordinator or Deputy Title IX Coordinator.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at San Gabriel Valley Medical Center (Sexual Assault Response Team) at 438 W. Las Tunas Drive, San Gabriel. The center is open 24 hours a day, 365 days a year. The Sexual Assault Forensic Nurse should be contacted prior at 877 209-3049.

In California evidence may be collected even if you choose not to make a report with law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred in the past 96 hours, so that evidence that may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages and other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to ArtCenter investigating/adjudicating officials, investigators or police. Although ArtCenter strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. ArtCenter's Title IX Coordinator, Deputy Title IX Coordinators, or the Center for the Student Experience, Counseling Center or the Campus Security Department will assist any victim in notifying the police. The Pasadena Police Department may also be reached directly by calling Officer Robin Stinson at 626 744- 7099 or Dispatch at 626 744-4501, or in person at 207 N. Garfield Ave, Pasadena, CA 91101.

ArtCenter's disciplinary process will include a prompt, fair and impartial investigation and resolution process. Investigators and appeals officers are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking, and are taught how to conduct an investigation and appeals process that protects the safety of the victim and promotes accountability. The policy provides that:

- The Reporting Person and the Responding Person each have an opportunity to fully and equally participate in the investigation process;
- The Reporting Person and the Responding Person each have the opportunity to be

advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing and may not be a person with information relevant to the allegations;

- A student conduct decision is based on the preponderance of evidence standard; i.e., “more likely than not to have occurred” standard. In other words, the conduct process asks: “Is it more likely than not that the Responding Person violated ArtCenter’s Title IX Policy?”
- The Reporting Person and the Responding Person will be notified simultaneously in writing of the outcome of any disciplinary proceedings, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
- The Reporting Person and the Responding Person each have the right to appeal the outcome of the hearing, and will be notified of the outcomes of any appeals.

### **Sexual Assault, dating violence, domestic violence or stalking (and information about forensic medical exams)**

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at San Gabriel Valley Medical Center (Sexual Assault Forensic Nurse), 438 W. Las Tunas Drive, San Gabriel, CA, 877 209-3049.

The victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

A forensic medical exam may be performed at a hospital or other healthcare facility, by a sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional. This exam is complex and, on average, takes 3–4 hours. While this may seem lengthy, medical and forensic exams are comprehensive because the victim deserves and needs special attention to ensure that they are medically safe and protected. In addition, it is important to collect evidence so that if the victim chooses to report the crime to the police, they can access the stored evidence.

- To start, the medical professional will write down the victim’s detailed history.
- This sets a clear picture of existing health status, including medications being taken and preexisting conditions unrelated to the assault.
- Next there is a head-to-toe, detailed examination and assessment of the entire body (including an internal examination).
- This may include collection of blood, urine, hair and other body secretion samples; photo documentation of injuries (such as bruises, cuts and scraped skin); and collection of clothing

(especially undergarments).

- Finally, the medical professional will speak about treatment for sexually transmitted infections (STIs) that the victim may have been exposed to during the assault.
- Depending on the hospital and state, the victim may receive prophylaxis as well as referrals for follow-up counseling, community resources and medical care.
- NOTE: The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.
- After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush her/his teeth, etc.—all while
- knowing that the evidence has been preserved to aid in a criminal prosecution if so desired.

The sexual assault forensic exam kit (commonly referred to as a “rape kit”) is the collection of DNA and other forensic evidence, which is then kept by the SANE or medical provider until picked up by law enforcement or the crime lab. It is then stored until the victim determines whether or not to pursue a case. The kit itself is generally a large envelope or cardboard box, which can safely store evidence collected from your body or clothing. While the contents of a sexual assault forensic exam kit may vary by state and jurisdiction, it may include items such as: instructions, bags and sheets for evidence collection, swabs, comb, envelopes for hair and fibers, blood collection devices and documentation forms.

Under the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, states may not:

“Require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam or both.”

Under this law, a state must ensure that victims have access to an exam free of charge or with a full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. Essentially, this law allows victims time to decide whether to pursue their case. A sexual assault is a traumatic event and some victims are unable to decide in the immediate aftermath. Because forensic evidence can be lost as time progresses, a “Jane Doe Rape Kit” enables a victim to have forensic evidence collected without revealing identifying information.

Each state has determined different time frames for the storage of a kit. The victim should be informed at the time of the exam as to the length of time the kit will be retained, as well as the disposition of the kit. A local crisis center can help explain all of the options moving forward ([centers.rainn.org](http://centers.rainn.org)). Processing the evidence collected may take only a few weeks, but many areas of the country have significant backlogs. So the wait to have your evidence tested could range from a few weeks to a few months, or even longer. In California, evidence may be collected even if you choose not to make a report to law enforcement. Evidence should be collected within 72 hours.

### **Confidentiality**

ArtCenter will protect the identity of the persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the fullest extent of the law.

### **Sanctions and protective measures**

In all sexual misconduct cases, investigations that result in a finding of more likely than not that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the Responding Person. ArtCenter's sanctions may be imposed upon the person determined to have violated this policy. ArtCenter may implement protective interim measures following the report of domestic violence, dating violence, sexual assault or stalking. The Title IX Coordinator or Deputy Title IX Coordinator will determine whether interim interventions and protective measures should be implemented and, if so, take the steps to implement those protective measures as soon as possible. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of the investigation or may become permanent as determined by ArtCenter.

### **Disciplinary actions**

All forms of sexual misconduct (including, but not limited to, sexual assault, domestic violence, dating violence and/or stalking) are violations of the Title IX Policy. Those found responsible for violations of the Title IX Policy are subject to sanctions that can include suspension or expulsion.

Employees who violate the policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also subject the perpetrator to potential criminal and civil penalties under federal and state law.

### **Reporting options**

A reporting person has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through ArtCenter's administrative process, or to pursue both processes simultaneously. Regardless of the option chosen, ArtCenter reserves the option to initiate an administrative investigation under Title IX. (If an employee experiences, witnesses or learns of any job-related discrimination, harassment or retaliation, the employee must promptly report the incident to Human Resources, which will undertake an investigation.)

#### Option 1: Criminal complaint

ArtCenter encourages students and employees to report all incidents of sexual misconduct or sexual assault to the police. If the incident occurred on ArtCenter property, the Campus Security Department is the appropriate department with which to file a report. Off-campus incidents will likely fall in the jurisdiction of local law enforcement. The Campus Security Department can assist with contacting the appropriate agency.

Incidents of sexual misconduct involving students that are reported to the Campus Security Department will also be referred to the Deputy Title IX Coordinator in the Center for Student Experience for follow-up and administrative investigation. Similarly, the Associate Provost for Student Affairs/Dean of Students will follow up where appropriate in those instances where ArtCenter has a report of an incident of sexual misconduct or sexual assault that has been reported to another police agency.

Incidents of sexual misconduct involving employees that are reported to the Campus Security Department will also be referred to the Title IX Coordinator or Deputy Title IX Coordinator in Human Resources.

The administrative investigation conducted by the Center for the Student Experience is distinct from the criminal investigation and flows from ArtCenter's obligation under Title IX to ensure that it is providing a safe environment for everyone. If a Reporting Person wishes to pursue a criminal complaint exclusively, the Reporting Person may choose to temporarily defer the administrative investigation or disciplinary process by making a formal written request to the Title IX Coordinator, which may delay the administrative investigation and ArtCenter's ability to respond. ArtCenter may continue its administrative investigation where it has reason to believe that the Responding Person may be an imminent threat to the safety of the Reporting Person and/or other students. At any time, the Reporting Person may choose to rescind the deferral by making a formal written request to the Title IX Coordinator, electing to resume the administrative investigation and/or disciplinary process. ArtCenter will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used by ArtCenter for the disciplinary process.

If a Reporting Party pursues a criminal complaint, the Title IX Coordinator or a Deputy Title IX Coordinator will request that local law enforcement or the local prosecutor's office keep ArtCenter informed and immediately advised of its decision whether to prosecute the complaint. ArtCenter will maintain documentation of the date of the request to the prosecutor's office. In cases where the prosecutor's office declines prosecution, a member of the prosecutor's office and the Center for the Student Experience will provide written notice to the Reporting Person of the prosecutor's decision.

#### Option 2: College disciplinary process

Sexual misconduct involving students, including sexual assaults, whether or not they have been reported to a police agency, should also be reported to ArtCenter for investigation and resolution through the ArtCenter process.

If a student reports an incident of sexual misconduct to the College, the Deputy Title IX Coordinator in the Center for the Student Experience will coordinate the College's response. Typically, students (who are reporting parties or responding parties) will make an initial report to the Assistant Dean of Students in the Center for the Student Experience, who will handle the investigation as one of the College's Deputy Title IX Coordinators.

Ordinarily, this type of administrative investigation will include a review of statements obtained from either party, interviews with both parties, interviews with witnesses as appropriate, and review of relevant documentary evidence. Once the investigation is complete, the Deputy Title IX Coordinator will make a determination about the student case, following procedures described in the Title IX Policy. Information obtained through the administrative investigation may also be used by the Center for the Student Experience or the Associate Provost for Student Affairs/Dean of Students for consideration in the College disciplinary process, with or without the cooperation of the Reporting or Responding Person.

Sexual misconduct involving persons other than students may be investigated by or Human Resources, as most appropriate, following a similar process.

### Option 3: Simultaneous processes

Reporting persons have the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue ArtCenter's disciplinary process or to pursue both avenues simultaneously.

### **Prior sexual history**

The prior sexual history of the Reporting Person shall not be considered relevant to the investigation.

### **Pattern of behavior**

ArtCenter may consider the Responding Person's pattern of behavior in determining actual or threat of harm.

### **Written notice of reporting options**

Parties who report alleged sexual misconduct or sexual assault will be provided with written notice of the above-referenced reporting options. ArtCenter, through the Title IX Coordinator or Deputy Title IX Coordinator, must also obtain written acknowledgment from the parties of their decision regarding which options, if any, they wish to pursue.

### **Non-consideration of other potential policy violations**

At times, students are hesitant to report the occurrence of a sexual assault to ArtCenter officials because they are concerned that they themselves or witnesses to the misconduct, may be charged with other policy violations; e.g., alcohol violations. These behaviors are not condoned by ArtCenter, but the importance of dealing with alleged sexual misconduct or sexual assault outweighs ArtCenter's interest in addressing other violations. Accordingly, in these cases, ArtCenter will not pursue disciplinary action against a student who makes a complaint of sexual misconduct or sexual assault in connection with the reporting of that incident or against students named as witnesses to the incident.

### **Resources for victims of domestic violence, dating violence, sexual assault and stalking**

National Sexual Assault Hotline  
800 656-HOPE or 800 656-4673  
[online.rainn.org](http://online.rainn.org)

Domestic Violence Hotline  
800 978-3600

### **Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act was enacted in 2000. This law requires ArtCenter to inform the ArtCenter community that in California, convicted sex offenders must register with their local law enforcement agencies. Commonly called "Megan's Law," this state law

allows the public access to the registry at local law enforcement offices. 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.

Information about the sex offender registry is maintained by the State of California and may be accessed online at: [meganslaw.ca.gov](http://meganslaw.ca.gov).

Sex offender registry information shall be used for the purposes of the administration of criminal justice; the screening of current or prospective employees, volunteers or otherwise; and for the protection of the public in general and children in particular. Unlawful use of the information in the Sex Offender Registry for the purposes of intimidating or harassing another in prohibited and willful violation of these terms may be punishable by law.

#### **4. Compliance with Violence Against Women Reauthorization Act (2013)**

ArtCenter does not discriminate on the basis of sex or gender in its educational programs and sexual harassment and sexual violence are types of sexual discrimination. Other acts can also be forms of gender-based discrimination and are also prohibited, whether or not sexual activity is involved and include dating violence, domestic violence and stalking. As a result, ArtCenter issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct that includes sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on- or off-campus and when it is reported to an ArtCenter official. In this context, ArtCenter prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the ArtCenter community.

## **DEFINITION OF OFFENSES**

### **Crime definitions**

The Clery Act requires crimes that fall within ArtCenter's reportable geographic areas to be classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR). Sex offenses are defined by the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are defined by the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

The crimes included in this annual report are defined as follows:

### **Aggravated assault**

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. An aggravated assault does not have to include, but

may include use of a firearm, a knife or cutting instrument, a dangerous weapon or substance or a body part used as a personal weapon (such as fists, teeth or feet). It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

### **Arrests and referrals for college disciplinary action**

A person (of any age) who is processed by arrest, citation or summons, regardless of criminal law outcome, for the following law violations: weapons, drug abuse violations and/or liquor law violations will be referred to ArtCenter for disciplinary action in the Student Code of Conduct.

Weapons law violations include any violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or openly carried use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons; furnishing deadly weapons to minors; aliens in possession of deadly weapons; and all attempts to commit any of the aforementioned.

Drug abuse violations include any violation of laws that prohibit the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. These violations include unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled substance. These violations include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing or making of narcotic drugs.

Liquor law violations are violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

### **Arson**

The 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. The definition of arson includes actions or intents as described committed against structures, objects, vehicles, property and merchandise.

### **Burglary**

Burglary is defined as the unlawful entry of a structure to commit a felony or a theft. Burglary includes breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts at such offenses. Burglary also includes forcible entry, unlawful entry and attempted forcible entry.

### **Negligent manslaughter**

The killing of another person through gross negligence.

### **Murder/non-negligent manslaughter**

The willful (non-negligent) killing of one human being by another.

### **Drug law violation**

Violations of the law prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance, including: opium or cocaine and their derivatives (such as morphine, heroin, codeine); marijuana; synthetic narcotics (such as Demerol, methadone); dangerous non-narcotic drugs (such as barbiturates, Benzedrine).

### **Hate crime**

Any criminal offense committed against a person or property that 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, religion, disability, sexual orientation or ethnicity/national origin. Although there are many possible categories of bias, the Clery Act requires reporting hate crimes that fall into these six categories of bias:

- Race—A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics such as color of skin, eye and/or hair; or genetically transmitted facial features which distinguish them as a distinct division of humankind; e.g., Asians, Blacks and Whites.
- Gender—A preformed negative opinion or attitude toward a group of persons because those persons are either 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 existence or non-existence of a supreme being; e.g., Catholics, Jews, Protestants, Muslims, Atheists.
- 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; e.g., gays, lesbians, heterosexuals.
- 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; e.g., Arabs, Hispanics.
- Disability—A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairment/challenges, whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or injury.

A hate crime can include murder and manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson (these are "Group A" hate crimes and are defined in this section of the Report). Hate crimes can also include larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property (these are "Group B" hate crimes and are further defined below).

- Larceny/theft—The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (“Constructive possession” is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.)
- 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 of property—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. (Incidents of burning that willfully or maliciously destroy, damage or deface property will be classified as “Arson.”)

### **Liquor law violations**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, furnishing, possession and use of alcohol/intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

### **Motor vehicle theft**

The theft or attempted theft of a motor vehicle. Examples of motor vehicles include, but are not limited to: automobiles, trucks, buses, scooters, motorcycles, golf carts and motorized wheelchairs.

### **Robbery**

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 by putting the victim in fear. A robbery does not have to include, but may include, use of a firearm, a knife or cutting instrument, a dangerous weapon or substance or a physical body part used as a personal weapon (such as fists, teeth or feet).

### **Sex offenses (forcible)**

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.

- Forcible 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, 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 their temporary or permanent mental or physical incapacity (or because of their youth).

- Sexual assault with an object—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 their youth or because of their temporary or permanent mental or physical incapacity.
- Forcible fondling—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 their youth or because of their temporary or permanent mental incapacity.

### **Sex offenses (non-forcible)**

Unlawful, non-forcible sexual intercourse.

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

[Note: The definitions below for crimes of domestic violence, dating violence and stalking are taken from the Violence Against Women Act of 1994 (42 U.S.C. § 13925(a)).]

### **Domestic violence**

The term “domestic violence” includes felony and misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies 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.

### **Dating violence**

The term “dating violence” means violence committed by a person:

Who is or has been in a social relationship of a romantic or intimate nature with the victim; and Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

**Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

Fear for his or her safety or the safety of others; or  
Suffer substantial emotional distress.

**Disciplinary Referrals**

Incidents that are reported to the Campus Security Department that constitute a suspected violation of the Student Code of Conduct may result in a referral of that matter to the Center for the Student Experience, which will then assume primary responsibility for the investigation and adjudication of the incident. Disciplinary Referrals are not coded as the other crimes described in this section, but are reported in the tables of statistics included in this Report.

**CRIME STATISTICS: 2015, 2016, 2017**

See following pages.

**Crime statistics**

ArtCenter Hillside Campus, 1700 Lida Street, Pasadena, CA

Classification	2015						2016						2017					
	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	4	0	0	0	0	4	5	0	0	0	0	5	1	0	0	0	0	1
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex offenses</b>																		
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act totals</b>																		
Stalking	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0
<b>Arrests</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Drug violations	2	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	1
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded crimes</b>																		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate crimes** No hate crimes were reported in 2015, 2016 or 2017.

**Footnotes** Hillside Campus does not currently have student housing.

**Crime statistics**

ArtCenter South Campus, 870–950 S. Raymond Ave. and 1111 S. Arroyo Pkwy., Pasadena, CA

Classification	2015						2016						2017					
	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	0	0	1
Burglary	1	0	0	0	0	1	1	0	0	0	0	1	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex offenses</b>																		
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act totals</b>																		
Stalking	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Drug violations	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded crimes</b>																		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate crimes**

No hate crimes were reported in 2015, 2016 or 2017.

**Footnotes**

South Campus does not currently have student housing.

**Crime statistics**

Pasadena Civic Center, 300 E. Green St., Pasadena, CA

Classification	4/22/17, 8am-1pm						8/20/17, 8am-1pm						12/17/17, 8am-1pm					
	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex offenses</b>																		
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act totals</b>																		
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded crimes</b>																		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate crimes**

No hate crimes were reported in 2017 during the dates and times the location was leased to ArtCenter.

**Footnotes**

The crime stats above reflect the dates and times the Pasadena Civic Center was leased to Artcenter for graduation ceremonies.