



# OLYMPIC COLLEGE

**SHELTON CAMPUS**

**ANNUAL SECURITY & FIRE SAFETY REPORT**

**2019-2021**

## Table of Contents

A Guide to Safety at Olympic College.....	3
Authority and Jurisdiction of Campus Safety & Security Department .....	3
Annual Disclosure of Crime Statistics .....	3
Respectful Environment.....	4
Rights of Survivors and Witnesses .....	4
Crime Prevention Awareness and Personal Safety Education .....	4
Campus Facilities: Access & Trespassing.....	5
Unlawful Entry and Trespassing .....	5
Alcohols & Drugs .....	6
Policies .....	6
Possession, Use, and Sale of Alcohol.....	6
Illegal Drugs .....	6
Sanctions .....	6
Olympic College.....	6
Local, State & Federal Legal Sanctions .....	6
Supports .....	6
Drug & Alcohol Prevention Program (DAAPP) .....	6
Employee Assistant Program .....	7
Counseling Services .....	7
Dissemination of Informational Materials.....	7
Firearms and Dangerous Weapons .....	7
Missing Student Notification Policy.....	8
Sex Offender Registration.....	8
Off-Campus Criminal Student Conduct .....	9
Reporting.....	9
Criminal Offenses .....	9
Reporting .....	9
Campus Security Authorities & Responsible Employees .....	9
Voluntary Confidential Reporting .....	10
General Procedures for Reporting an Emergency or Safety-Related Matter .....	10
Policy Statement Addressing Counselor Confidentiality .....	11

Internal Conduct Proceedings, Support and Resources .....	11
Sanctions and Protective Measures .....	12
Protection Orders .....	12
Title IX and Nondiscrimination .....	12
Overview & Contacts .....	12
Policies at Olympic College .....	13
Reasonable Accommodations .....	13
Title IX of the Education Amendments of 1972.....	13
Disciplinary Proceedings, Advocates and Notifications.....	14
External Resources .....	15
Emergency Management and Response .....	16
Emergency Management & Planning.....	16
Emergency Response and Evacuation Procedures.....	16
Emergency Notification Systems In-Place.....	18
Timely Warnings.....	19
Crime Definitions & Statistics .....	20
Collection of Statistics.....	20
VAWA Definitions .....	20
Geographic Definitions.....	21
Table 1. Part I - Criminal Offenses On or Near College Facilities .....	23
Table 2. Part II – Hate Crimes On or Near College Facilities.....	23
Table 3. Part III – Campus Arrests and Disciplinary Action On or Near College Facilities..	25
Campus Fire Safety & Statistics .....	26
Inspections & Awareness .....	26
Residence Halls .....	26
Fire Incident Log.....	27
Fire Definitions and Statistics.....	27
Table 4. Campus Fire Statistics .....	29

## **A Guide to Safety at Olympic College**

In 1998, the Federal Government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Crime Awareness and Campus Security Act of 1990. This law requires that universities and colleges receiving federal funding disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics, the act requires timely warnings of criminal activity to the campus community, as well as the disclosure of various campus policies. For more information on this legislation, please visit the [Jeanne Clery Center](#). The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions.

### **Authority and Jurisdiction of Campus Security Department**

Olympic College Campus Safety & Security Officers' role on Olympic College property is to observe and report. Campus Safety & Security utilize citizen arrest powers and are supported by the college in the enforcement of all college policies, rules, regulations, applicable state and federal laws, and all city and county ordinances on college property. Campus Safety & Security officers have the authority to ask persons for identification to ascertain if they are students, faculty, or staff and their purpose for visiting Olympic College. Campus Safety & Security personnel also have the authority to enforce parking regulations in Olympic College owned or leased parking lots. The officers are certified in defensive tactics up to and including the use of oleoresin capsicum spray, as trained and authorized by Olympic College's Use of Force Policy. This authority is limited to the geographical boundaries of Olympic College properties to include land, structures, streets, roadways, parking facilities and lots used, leased or rented for educational purposes. Olympic College Campus Safety & Security officers report all criminal activity on campus to local law enforcement agencies within their jurisdiction.

The Olympic College Campus Safety & Security Department employs nine full time employees: one Director, one Sergeant, six Officers, and an office assistant/dispatcher. This staff is supplemented by twelve part-time guards.

### **Annual Disclosure of Crime Statistics**

The Campus Safety & Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding the Olympic College campus.

Campus crime, arrest, and referral statistics include those reported to the Campus Safety & Security Department, designated campus officials (including but not limited to the President, Vice Presidents, Deans, Directors, Department heads, and Advisors to students /student organizations), and local Law Enforcement agencies. Counselors at Olympic College inform

their clients of the procedures to report crime to the Campus Safety & Security Department on a voluntary or confidential basis, should they feel it is in the best interest.

Each year, a message notification is made to all enrolled students and provides the web site to access this report: <https://www.olympic.edu/services/campus-security/reports>. Faculty and staff receive similar notification through e-mail. Copies of the report may also be obtained at the Campus Safety & Security Department offices or by calling (360) 475-7800. All prospective employees may obtain a copy from Human Resources located in the College Service Center building or by calling (360) 475-7300.

### **Respectful Environment**

It is Olympic College's goal to maintain a respectful environment that is free from sexual harassment, harassment, discrimination, bullying, hazing, domestic violence, dating violence, stalking, sexual violence, rape and retaliation to survivors and witnesses of such crimes reported to Campus Security, local law enforcement, Campus Security authorities or community advocacy agencies.

### **Rights of Survivors and Witnesses**

Olympic College supports survivors of all crimes, including domestic violence, dating violence, sexual assault, or stalking, regardless of where the offense occurred, following the RCW 7.69.030: Rights of victims, survivors and witnesses. Collaboratively between Campus Security, Title IX, Human Resources and the Division of Student Services and Achievement, each person involved in the case are provided references, resources and options that may assist them in the management of their case.

### **Crime Prevention Awareness and Personal Safety Education**

Every year the Campus Safety & Security Department gives personal safety education to OC community members. Safety presentations focus on services offered by the Campus Safety & Security Department along with personal safety, safety planning, and ways to reduce and report crime on campus.

- Campus Security Escort Program: Safety escorts are provided by Campus Safety & Security and can be requested by calling (360) 475-7800. Escorts are available on a 24-hour basis at the Bremerton campus and during normal business hours at Poulsbo and Shelton.
- Prevention Awareness and Safety Presentations: Olympic College Campus Safety & Security Department sponsors and participates in panel discussions and safety lectures to interested academic classes, student organizations, and community members. Topics can include personal safety, theft prevention, and child safety. Other topics can also be specifically requested. Please contact the Campus Safety & Security at (360) 475-7800.

During orientation and opening days, students are informed of services offered by the Campus Safety & Security Department. In addition, students are told about crime on campus and in surrounding neighborhoods. Similar information is provided to new employees during Human Resources orientation.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others and being aware of emergency response plans. In addition to seminars, information is disseminated to students and employees through crime prevention awareness alerts, security alert postings, display boards, digital displays and articles in the student newspaper.

When time is of the essence, information is released to the campus community through the opt-out text/voice message alert and warning system that has the ability to reach all students and employees that have not removed themselves from this service, security alerts posted prominently throughout campus and through the campus's electronic mail system.

### **Campus Facilities: Access & Trespassing**

Public access to Olympic College facilities varies. Buildings are open to the public when academic classes are in session. After hours, buildings are secured by Campus Safety & Security and only persons authorized or assigned exterior door keys are allowed to enter or remain. If you have any questions about access to a building, contact Campus Safety & Security at (360) 475-7800. For directions to and a map of the campus, please visit the [campus interactive map](#).

Olympic College Facilities department personnel conduct periodic checks of the grounds to ensure campus facilities are safely maintained. This includes campus lighting and walkway access. Community members can report campus hazards with [OC Report It](#).

Olympic College takes the safety of students, employees, and community members on the campus, seriously. All students, employees, and community members are encouraged to report any safety issues concerning Olympic College campus buildings or grounds to the Campus Safety & Security Department or the Facilities Department.

### **Unlawful Entry and Trespassing**

Illegal or attempted illegal entry of Olympic College owned or controlled property is prohibited. Violation of Olympic College property or facilities is covered under WAC 132c-120-050, RCW 9A.52.070 & RCW 9A.52.080. Individuals not complying with trespass orders are referred to local law enforcement as needed.

## **Alcohols & Drugs**

### **Policies**

#### **Possession, Use, and Sale of Alcohol**

Possession, sale or consumption of alcoholic beverages, except at authorized and properly licensed functions while on property owned or controlled by Olympic College or its student organizations/clubs, is prohibited.

Furnishing alcoholic beverages without authorization and proper licenses or furnishing, possession and/or use of illegal drugs on property owned or controlled by Olympic College or at functions sponsored or supervised by the college or its student organizations/clubs is also prohibited.

Any individual discovered in possession or found to be using or distributing such illegal substances on Olympic College property is in violation of the Olympic College Student Conduct Code and shall be subject to disciplinary action and/or criminal prosecution.

#### **Illegal Drugs**

The Olympic College campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced, and violations can result in disciplinary action, criminal prosecution, fine and/or imprisonment.

### **Sanctions**

#### **Olympic College**

The institution will impose sanctions on students and employees, consistent with local, state, and federal law. A violation of any law regarding alcohol and illegal drugs is also a violation of the College’s Student Code of Conduct and will be treated as a separate disciplinary matter by the college.

#### **Local, State & Federal Legal Sanctions**

The state of Washington sets 21 as the minimum age to purchase, possess, and consume any alcoholic beverage or marijuana. Specific ordinances regarding violations of state alcohol and marijuana laws, including driving while intoxicated, are available from the Campus Security Department.

### **Supports**

#### **Drug & Alcohol Prevention Program (DAAPP)**

Olympic College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. The biennial Drug-Free Schools and Community Act (DFSCA): Drug & Alcohol Prevention Program (DAAPP) Report can be found at the following webpage: <https://www.olympic.edu/services/campus-security/reports>.

### **Employee Assistant Program**

The college contracts with an Employee Assistance Program provider, which allows employees access to substance abuse information via the web as well as to clinical counseling. Employees are informed of this service through new employee orientations, through quarterly emails to the campus and through the Human Resources website. More information is available at the [EAP website](#).

### **Counseling Services**

[Counseling Services](#) are available to assist students and staff with accessing community resources. In addition, counselors may have a specialty in chemical dependency counseling and may be able to provide personal counseling services and referral to students needing assistance.

### **Dissemination of Informational Materials**

Counseling Services provides information and has a web site that includes information on drug and alcohol abuse via a link to [U-Lifeline](#).

Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities are distributed to students quarterly, is available on the college web site, and is distributed to employees via the employee handbook.

A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol are distributed via the College Catalog and distributed via the Employee Handbook.

### **Firearms and Dangerous Weapons**

Illegal possession, carrying, or discharge of any explosive, firearm, or other weapon (including shotguns, rifles, pistols, air guns, and pellet guns), is prohibited at Olympic College. No student may possess any firearm, explosive, dangerous chemical or dangerous weapon while on the campus. The restriction is published for students in the Student Conduct Code and for employees in the Employee Handbook.

## **Missing Student Notification Policy**

Olympic College Campus Security and the Office of Residence Life have collaborated to create a Missing Student Notification Policy for each department. This covers students that are residents in the residence hall and those students that are commuter students. Each category of student has a slightly different response and management procedure. The appropriate policy will be followed for each report of a missing student.

## **Sex Offender Registration**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Campus Security Department maintains a list of enrolled sex offenders. This is page on the Campus Security web site <https://www.olympic.edu/services/campus-security/registered-sex-offenders> that is available to all students and employees with electronic access. Additionally, Campus Security provides a link to the Kitsap, Mason, and Jefferson County (WA) Sex Offender Registries. In accordance with the Olympic College Policy on Enrolled Registered Sex Offenders, notifications are made each quarter, based on the level of each offender. These notifications are managed by the Office of the Vice President of Student Services and are updated quarterly or sooner as needed based on the enrollment of all registered sex offenders.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In Washington state, sex offenders who are enrolled in a public or private institution of higher education must also notify the local county sheriff immediately (RCW 9A.44.145).

Pursuant to the Community Protection Act of 1990, the Kitsap County Sheriff's Office is the lead agency for compiling and maintaining information on sex offenders residing in this county. Registry information provided under this section shall be used for the purposes of the administration of justice, screening of current or prospective employees and volunteers, or otherwise for the protection of the public in general and, in particular, children.

Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by the law enforcement agencies of Kitsap County. This abuse could potentially terminate our ability to release this important information to the public.

## **Off-Campus Criminal Student Conduct**

Currently, Olympic College has no fraternity or sorority organizations. In 2013, Olympic College opened a Residential Hall and reports all incidents/student conduct/criminal cases to Campus Security and then to any appropriate internal or external group or agency for case disposition. The case disposition for all cases reported to Campus Safety & Security is contained in the Daily Crime Log, viewable publicly on the Campus Safety & Security web page. Campus Safety & Security officers maintain a close, working relationship with local law enforcement and will help local law enforcement with student issues when requested for open/ongoing cases. Olympic College Campus Safety & Security officers do not actively monitor off campus, non-college sponsored activities.

### **Reporting**

#### **Criminal Offenses**

Olympic College does not have a Police Department but maintains a good working relationship with each local law enforcement jurisdiction. Since college property is in the law enforcement jurisdiction, no memorandum of understanding is required.

#### **Reporting**

All crimes should be reported to the Campus Safety & Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate, expanding on educational and preventative programs and other management options as available.

To report a crime on campus, contact Campus Safety & Security at (360) 475-7800 or dial 911 (emergencies only), or by using the courtesy telephones located near parking lots and some buildings. Any suspicious activity or person(s) seen in the parking lots or loitering around vehicles, inside buildings or around campus should be reported to Campus Safety & Security.

#### **Campus Security Authorities & Responsible Employees**

Students and employees may report crimes on campus to any member of Campus Safety & Security or other recognized Campus Security Authority (Director of Campus Safety & Security, Campus Safety & Security Staff, Vice President of Administrative Services, Vice President of Student Services, Vice President for Equity and Inclusion/Title IX Coordinator, Dean of Student Development, Student Center Coordinator, Residence Hall Manager, and Residence Assistants). For non-emergent issues, campus hazards, or behavioral concerns, use [OC Report It](#).

Responsible Employees include all employees of Olympic College and each is expected, when provided information about a crime, to ensure that the survivor and the details of the crime are presented to Campus Safety & Security immediately, or to another Campus Security

Authority. Campus Safety & Security will record the incident and follow the protocol for all incidents through the final disposition of each case. These cases may end with Campus Safety & Security or be forwarded to a Behavioral Intervention Team, Student Conduct, Title IX, Human Resources, Law Enforcement or Community Resources, as is deemed appropriate. The case disposition is designated as the incident report is finalized with Campus Safety & Security and is publicly viewable in the Daily Crime Log located on the Campus Safety & Security website.

Options for reporting crimes include direct notification of local law enforcement, Campus Safety & Security, Campus Security Authorities, access to campus resources and/or referral to community resource agencies. The option to report a crime to include it in crime statistical data, but not taking further action, is within a victim's right. The survivor retains the right to request that a case be reactivated for further investigation, sanctions or forwarding to compliance or law enforcement for further action.

### **Voluntary Confidential Reporting**

If you are the survivor of a crime on campus and do not want to pursue action within the Olympic College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, an officer with the Campus Safety & Security Department can file a report on the details of the incident without revealing your identity to the public. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students and determine where there is a pattern of crime with regards to a particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. In the crime reporting program used by Olympic College Campus Safety & Security, anonymity requests get marked, and all personal information is omitted from the narrative of the incident report. Whenever possible, the contact information is collected, but done so as a separate attachment that is not viewable in the report narrative.

### **General Procedures for Reporting an Emergency or Safety-Related Matter**

Community members, students, faculty, staff and guests are encouraged to report all public safety related incidents to the Campus Safety & Security Department in a timely manner.

- To report an eminent threat crime or a life safety emergency at the Olympic College campus call 911, then call Campus Safety & Security at (360) 475-7800.
- To report a crime, non-emergency security or public safety related matter, call Campus Safety & Security at (360) 475-7800. Campus Safety & Security staff will open an incident report and as needed, make case dispositions/referrals to internal or external departments/agencies to assist the campus community member.

- Community members can report non-emergency issues, behavioral concerns, and campus hazards through [OC Report It](#).
- Community members trained in First Aid and CPR are encouraged to participate, along with local partners, with the [PulsePoint App](#). In the event of cardiac arrest, users may be notified of nearby persons in need of CPR and the location of the nearest AED.

In response to an emergency call or criminal incident, security officers will be dispatched, and local law enforcement agencies will be notified by the Campus Safety & Security Dispatch Center. The staff of the dispatch center are trained to collect essential information and relay that information to 911 centers.

Reports involving a student's criminal activities or student conduct violations on campus will be forwarded to Student Services for potential action. Reports involving student behavior will be referred to a Behavioral Intervention Team. Reports involving possible Title IX offenses will be forwarded to the Title IX Coordinator. Reports involving other student needs will be referred to campus or community resources that may assist them. Reports involving employee matters will be referred to Human Resources. Reports involving criminal activity will be referred to law enforcement.

### **Policy Statement Addressing Counselor Confidentiality**

As a result of the negotiated rulemaking process which followed signing into law the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

Counselors are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

*An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.*

### **Internal Conduct Proceedings, Support and Resources**

Internal conduct proceedings are governed by Title IX, Student Conduct and Employee Conduct regulations, codes, handbooks and contract agreements. Response to reports of domestic violence, dating violence, sexual assault, stalking and other crimes will follow the preponderance of evidence rules throughout those administrative internal conduct proceedings. These proceedings will be prompt, fair, impartially investigated and resolved. These proceedings will be conducted by officials who have been properly trained and receive

annual refresher training on issues related to domestic violence, dating violence, sexual assault and stalking. Hearings will be conducted in a manner that is respectful of all parties involved, protects survivor safety and promotes accountability of all parties involved. The rights of the accuser and accused will be upheld. Each party has the right to have witnesses or representation present including having an advocate or advisor of their choice. To the best of the institution's capabilities, simultaneous written notice will be sent to all parties involved related to the outcome of the hearing, appellate procedures, changes in results before the case is finalized and when the case results are final.

The institution will endeavor to protect the confidentiality of survivor to the full extent of college policy, local, state and federal law and, whenever legally permissible, redact survivor's personal and confidential information from documents and case materials before releasing information publicly. When appropriate, students and employees will be provided written information about available services that may include, but are not limited to, counseling, health, mental health, victim advocacy, legal assistance and support service(s) both from the college and from community resource agencies.

As appropriate, written notice will be provided to survivors about available assistance in changing academic, living, transportation and working situations. If those assistance items are requested by the survivor, the college will, to the extent they are reasonably available, provide that assistance and/or resources. This will be afforded to survivors regardless if a formal report to Campus Security or local law enforcement is filed.

### **Sanctions and Protective Measures**

Olympic College manages sanctions and protective measures in accordance with the Revised Code of Washington, Federal Regulations, the Student Conduct Code, Employee Handbook and contract agreements. Cases of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking or other criminal offenses can lead to dismissal/termination and case referral to local law enforcement for criminal investigation and/or prosecution.

### **Protection Orders**

Olympic College Campus Safety & Security keeps any orders of protection, anti-harassment, no contact, restraining orders and similar orders on file when copies of these orders are provided. Olympic College will assist the petitioner of these various orders regardless of the legal jurisdiction issuing the order. This includes but is not limited to city, county, state, tribal or federal orders for both civil and criminal court cases.

## **Title IX and Nondiscrimination**

### **Overview & Contacts**

Olympic College provides equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, pregnancy or family status, national origin, age, marital

status, religion, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, gender identity, or status as a disabled or Vietnam-era veteran in its educational programs, admissions, activities, and employment policies, in keeping with the letter and spirit of all equal opportunity and civil rights laws. Inquiries may be directed to any of the following:

- **Title IX Officer**, Olympic College, College Service Center-1600 Chester Avenue Bremerton, WA 98337, (360) 475-7125, Bldg. 5-540
- **EEO Officer**, Olympic College, College Service Center-1600 Chester Avenue Bremerton, WA 98337, (360) 475-7305, Bldg. 5-529

### **Policies at Olympic College**

Key policies and procedures can be found at the following link: <https://www.olympic.edu/about-olympic-college/board-trustees/olympic-college-policy-manual-table-contents>.

- Grievance Procedures
- Affirmative Action Policy
- Non-discrimination Policy
- Acts of Hate/Bias Policy
- Sexual Harassment Policy
- Domestic Violence in the Workplace Policy
- Policy for Serving Students with Disabilities
- Student Conduct Code

### **Reasonable Accommodations**

Olympic College is committed to providing reasonable accommodations to individuals with disabilities upon request. Students may request an accommodation through [Access Services](#). Employees and candidates for employment may request an accommodation through [Human Resources Services](#).

### **Title IX of the Education Amendments of 1972**

In compliance with Title IX, Olympic College does not tolerate sexual harassment or discrimination in its educational programs or activities. It is the College's goal to maintain a respectful environment that is free from harassment, discrimination, bullying, hazing, domestic violence, dating violence, stalking, sexual violence, and rape. If you have experienced harassment, discrimination, sexual harassment, sexual assault, rape, domestic/dating violence, stalking, bullying or hazing, or are aware of an incident,

- Find a safe place.

- Your emotions may be confusing right now. That is normal in response to trauma. Know that it is not your fault.
- Seek medical attention.
  - Take care of your injuries and preserve evidence. Don't shower or brush your teeth, keep your clothes in a paper bag.
  - Go to the hospital Emergency Room and request a rape exam (also called a rape kit.)
- File a report
  - Document all the details you can remember.
  - File a report with Campus Safety & Security (360-475-7800), the Title IX Coordinator (360-475-7125), and/or local law enforcement (911) or Bremerton PD 360-473-5220; Poulsbo PD 360-779-3113; Shelton PD 360-426-4441.
- Get confidential support
  - On campus:
    - Counseling Faculty, (confidential professional counselors): 360-475-7530 or [advisingcenter@olympic.edu](mailto:advisingcenter@olympic.edu).
    - OC Title IX Coordinator, (360) 475-7125, Bldg. 5-540
    - OC Vice President of Human Resources, (360) 475-7300, Bldg. 5-529
    - OC Campus Safety & Security, (360) 475-7800, Bldg. 4-101
    - OC Vice President for Student Services, (360) 475-7674, Bldg. 4-312
    - OC Counseling Center, (360) 475-750, Bldg. 4-205
  - Off campus:
    - Kitsap Sexual Assault Center: 360-876-3282
    - Kitsap County Crisis Clinic, 360-373-5031
    - A.L.I.V.E. Program: 1-800-500-5513
    - Domestic Violence Hotline: 800-562-5392
    - NW Network of Bisexuals, Trans, Lesbian, and Gay Survivors Abuse: 206-568-7777
    - Mason Co. Crisis Line: 360-586-2800
    - Prevention Advocacy & Specialized Services, Sexual Assault, Mason County, 360-426-1216
    - RAINN - National Sexual Assault Telephone Hotline 1-800-656-HOPE (4673)

### **Disciplinary Proceedings, Advocates and Notifications**

Olympic College disciplinary proceedings, as well as special proceedings for cases involving sexual misconduct, are detailed in the Student Code of Conduct, Employee Handbook and Bargaining Unit Agreements. The Student Code of Conduct provides information concerning Code of Conduct Violations. A student or employee found guilty of violating the College's sexual misconduct policy (or policies) could be criminally prosecuted in the state courts and may be suspended, expelled, reassigned or terminated from Olympic College for the first offense. Student survivors have the option to change their academic situations after an

alleged sexual assault if such changes are reasonably available. Employees have the option to change their work environment if such changes are reasonably available. During a disciplinary hearing, both the accused and the accuser are entitled to the same opportunities to have an advocate present. The advocate can be an advisor, faculty member, employee, student, family member or legal counsel retained at no cost to the institution. The advocate is a silent support team member for their party. Advocates who attempt to participate in the proceedings will be excused from the proceedings. Both the accuser and the accused must be simultaneously/concurrently informed of any final determination or outcome of any institutional disciplinary proceeding alleging a sex offense.

### **External Resources**

Any student, employee, applicant for admission or employment, or member of the public using Olympic College facilities who believes he/she has been discriminated against has the right to bypass the internal college process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

U.S. Department of Education  
Office for Civil Rights  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
(206) 607-1600 • 800-877-8339 TDD  
[www.ed.gov/ocr](http://www.ed.gov/ocr)

Equal Employment Opportunity Commission 909  
First Avenue, Suite 400  
Seattle, WA 98104-1061  
1-800-669-4000 • (206) 220-6911 Fax  
[www.eeoc.gov](http://www.eeoc.gov)

Washington State Human Rights Commission 711  
South Capitol Way, Suite 402  
PO Box 42490  
Olympia, WA 98504-2490  
(360) 753-6770  
1-800-233-3247 Accessibility Inquiries for Persons with Disabilities  
<http://www.hum.wa.gov/>

## **Emergency Management and Response**

### **Emergency Management & Planning**

The College's Emergency Operations Team regularly plans, provides training and information regarding the emergency preparedness, prevention, response and recovery. Along with the Departments of Campus Safety & Security and Facilities Services, Emergency Operations assists in coordinating campus-wide preparedness efforts including trainings, building safety and policy and program development. Additionally, Emergency Operations works closely with local community partners in delivering a comprehensive and responsible strategy for campus preparedness.

Emergency Management is divided into three main areas: An Incident Management Policy Team (executive level policy making), Emergency Operations Team (management level of 'buyers, doers, planners, getters') and Building Safety Coordinators (ground level primarily concerned with information sharing and building evacuation). The efforts of these areas are coordinated by the Director of Campus Safety & Security. These areas work together to implement the Emergency Response Plan and assist with developing, implementing, and maintaining business continuity throughout the year.

Each year, Emergency Management, Campus Safety & Security, and other campus departments provide regularly training opportunities throughout the campus on topics such as general preparedness, building coordinator program, active shooter, threat assessment, Adult First Aid/CPR/AED and similar to in order to build campus resiliency. Often, these programs are held in conjunction with outside agencies, whether local law enforcement or emergency services. Additionally, the campus holds regular evacuation and fire drills throughout campus, but specifically focused on the campus childcare center and residence hall, which are reported in the Annual Security Report.

### **Emergency Response and Evacuation Procedures**

Olympic College continues to improve warning and notification plans/systems of dangerous situations and significant emergencies involving an immediate threat to the health or safety of students or employees on campus. Campus Safety & Security is the lead department for all emergency response.

Beginning in 2011, duress buttons were added to classrooms to allow for a one-way call for assistance. Over 150 of these devices were installed, adding a layer of emergency response not previously available in those areas. This expanded a small set of duress buttons that had been in place and proven effective over the past two years. Campus Safety & Security tests these devices quarterly and Facilities Services maintains these devices so that they are connected to our radio network infrastructure.

A Campus Outdoor Warning System was installed in 2009 and has continued to expand to cover all areas of campus. Since 2009, we have doubled the number of speakers to ensure maximum amount of coverage. This system consists of siren/PA units mounted on the exterior/interior of campus buildings that will provide siren tone warnings and voice announcements giving information on what stakeholders should do as an emergency situation develops. This system was primarily focused on those located outdoors and moving about the campus. Expansion has been made into interior, common areas of buildings improving the ability to push information. At this time not all office or classroom areas can hear this public address system.

There is a separate procedure governing timely warning notices that are sent to the Olympic College community to notify members of the community about serious crimes against people that occur on campus when it is determined by Olympic College administrators, or the Department of Campus Safety & Security, that the incident may pose an ongoing threat to members of the Olympic College community.

If a serious crime, a natural disaster or a manmade emergency occurs that poses an immediate threat to the Olympic College community or a segment of the Olympic College community, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. The types of incidents that may cause an immediate threat to the Olympic College community could include but are not limited to emergencies such as: an active shooter on campus, hostage/barricaded situation, suspicious package/bomb threat with confirmation of device, fire/explosion, earthquake, structural damage to Olympic College owned or controlled property, biological threat, high winds, flooding, gas leak, hazardous materials spill, etc.

All members of the Olympic College Community are notified on an annual basis that they are required to notify local law enforcement, or the Campus Safety & Security Department, of any situation or incident on campus that involves a significant emergency or a dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Safety & Security Department has been empowered and has a responsibility to initiate response to such incidents to determine if the situation does, in fact, pose an immediate threat to the community.

The Directors of Marketing & Communications and Campus Safety & Security are responsible for immediately notifying the appropriate Olympic College administrator, as per notification policy, of any situation that poses an immediate threat to the campus community. This will include details of the response initiated and message content that needs to be sent to the campus community. The members Olympic College Emergency Operations Team will be notified and will determine who is responsible for immediately notifying the community and sending the message using the emergency alert and timely warning system, telephones,

email, digital displays, computer network, radio network, public address system or other methods which may be available and suitable.

The Campus Safety & Security Department and members of the Emergency Operations Team may receive information from other offices/departments on campus about situations that may pose a threat to the campus community. In the event information received from other sources is of such a nature that it may cause an immediate threat to the Olympic College community, they are responsible for contacting the Campus Safety & Security Department to confirm that has initiated the appropriate response to the incident.

The Emergency Operations Team or the Directors of Marketing & Communications and Campus Safety & Security will determine the content of the message and will use some or all of the systems described below to communicate the threat to the Olympic College community, or the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

### **Emergency Notification Systems In-Place**

The various systems that the institution has in place for communicating or receiving information quickly to/from the Olympic College community and contribute to the overall safety of the Olympic College community include:

- Opt-Out Text Message Alert;
- All Official/All Student E-Mail
- Radio System
- Telephone system, including voice messages or recorded information messages
- Public Address System
- Duress Buttons in classrooms and many high customer contact departments
- Callboxes that communicate directly to Campus Security radios
- Electronic key card door lock systems that can be remotely locked down
- Surveillance cameras positioned inside and outside throughout campus
- Building Safety Coordinators
- Digital Displays and Reader Boards; and website home page banner

The Emergency Operations Team will post or direct updates during a critical incident on the Olympic College campus website ([www.olympic.edu](http://www.olympic.edu)).

Some or all of these methods of communication may be activated in the event of an immediate threat to the Olympic College campus community. The decision to issue an emergency warning and initiate the notification system at Olympic College shall be made on a case-by-case basis in compliance with the Campus Security/Clery Act, taking into consideration all available facts surrounding the incident, including the possible risk of compromising law enforcement efforts.

The Directors of Marketing & Communications, Campus Safety & Security or an activated Incident Commander will determine, based on the facts and the safety of the community, the appropriate segment(s) of the campus community to receive a notification and the content of that notification.

### **Timely Warnings**

In the event that a possible criminal or hazardous situation arises, either on or off campus, that, in the judgment of the Director of Marketing & Communications, Director of Campus Safety & Security, Director of Facilities, or Emergency Operations Team constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued to several systems including [Campus Alerts](#). The warning will be issued through the college e-mail system, the voice messaging system, or, if it can be done in a timely manner, the campus student newspaper: The Ranger.

In addition, Olympic College (OC) makes use of the OC alert system including text message alerts, blast emails, building coordinator radios, public address speakers allowing for announcements, duress alarm buttons in classrooms and departments on campus, campus callboxes that communicate directly to Campus Safety & Security radio frequencies, electronic key card door lock systems that can be remotely locked down, surveillance cameras that cover the majority of the campus, and building safety coordinators on every floor of every building on campus who are trained to assist the campus community during emergency situations. Should the timely warning be a result of a crime, strict confidentiality in all messages, postings, releases and bulletins will be maintained to protect the identity of the survivor(s) and the integrity of any ongoing investigation. If the details suggest that confidentiality cannot be maintained, or the investigation could be adversely affected by the timely warning, no timely warning should be made and the factors leading to this decision should be articulated in the incident report and/or case file.

Depending on the particular circumstances of the crime or emergency, especially in all situations that could pose an immediate threat to the campus community and/or individuals, the Campus Safety & Security Department may also post a notice on the campus-wide home page and on the Campus Safety & Security web site. Any release of information must be made with the intent to protect survivor(s) confidentiality and protect the integrity of any ongoing investigations. Should this confidentiality and/or integrity not be possible due to the nature, involved parties or details of the crime, it should be documented in the case report that the case carries an exemption from a timely warning and the rationale supporting that decision. Anyone with information that might warrant a timely warning should report the circumstances to the Campus Safety & Security Department by phone (360) 475-7800 or in person at the Campus Safety & Security Dispatch Center.

## Crime Definitions & Statistics

The Campus Safety & Security Department, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, prepares and distributes statistics annually on all the reported occurrences of the offenses below. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the annual publication of crime statistics for the previous three calendar years.

The crime statistics include reports of arrests for and disciplinary actions arising from selected crimes. Effective with the 1999 calendar year, the Clery Act requires an expanded reporting that includes crimes and arrests occurring in certain off campus locations.

### Collection of Statistics

The Campus Safety & Security Department coordinates the preparation of the annual report, including the gathering of crime statistics. The annual crime statistics are compiled from data provided by Olympic College Campus Safety & Security Department, local law enforcement jurisdiction, and Campus Security Authorities (college officials who have significant responsibility for student and campus activities). Olympic College opened residence hall facilities in the fall of 2013, since that time statistics for the residence hall have been recorded. If you have questions regarding the statistics published here, please contact the Campus Safety & Security Department at (360) 475-7800.

### VAWA Definitions

Per Federal guidelines, the following definitions are used for crimes which fall under VAWA. These definitions are available in the Olympic College Grievance Procedure.

**Consent.** Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

**Sexual Violence.** A type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

- Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Domestic Violence.** Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating Violence.** Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Stalking.** Intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

## **Geographic Definitions**

The crime definitions used to collate the statistics in this report conform to the requirements of the implementing regulations of the Clery Act (ref. 34 CFR 668.46(c)(7)) and guidance provided by The Handbook for Campus Safety and Security Reporting 2016 Edition.

Effective from the 1999 calendar year, the Clery Act requires the reporting of crime statistics for an expanded area beyond Olympic College's campus. The law and accompanying regulations also require these statistics to be shown in specific geographic categories (or venues) as defined below:

- Federal regulations define "**On Campus**" as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the said area and is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor) (ref. 34 CFR 668.46(a)).

- **“On adjacent public property”** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus (ref. 34 CFR 668.46(a)).
- In or on a **“Non-Campus”** building or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution and any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution (ref. 34 CFR 668.46(a)).
- **Hate Crimes:** The Clery Act requires the separate reporting, by category of prejudice, of any crime reported in the classifications above and any other crime involving bodily injury that manifests evidence that the survivor was intentionally selected because of the survivor’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Olympic College does not record statistics for crimes involving students or student organizations that occur in other law enforcement jurisdictions as part of the Uniform Crime Report. However, Olympic College Campus Security Department does maintain good communication with local law enforcement and tries to monitor incidents that do occur in other jurisdictions and may be of importance to the Olympic College campus community.

**Table 1. Part I - Criminal Offenses On or Near College Facilities**

PART I – CRIMINAL OFFENSES													
Clery Act Reportable Incidents on or Near College Facilities													
	2019				2020				2021				
	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	3-YR Total
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson/Reckless Burning	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	1	0	0	1	0	0	0	0	1
Dating Violence	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
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non- Negligent Manslaughter	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
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – NonForcible	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0
Part I Totals	0	0	0	0	1	0	0	1	0	0	0	0	1

Tables Notes:

- **ONC:** On Campus: This category includes incidents that occurred on the main campus
- **OCC:** Off-campus contiguous. This category includes incidents that occurred on public property immediately adjacent to and accessible from the campus. The information in this category is provided by the Shelton Police Department. For additional information on crime statistics in the City of Shelton, please contact the Shelton police department at: (360) 426-4111.
- **ON:** Non-campus facilities. This category includes incidents that occurred on property other than the main campus owned or controlled by Olympic College and used in support of community educational purposes.

**Table 2. Part II – Hate Crimes On or Near College Facilities**

<b>PART II – HATE CRIMES</b>													
<i>Clery Act Reportable Incidents on or Near College Facilities</i>													
	<b>2019</b>				<b>2020</b>				<b>2021</b>				
	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	<b>3 YR Total</b>
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Arson/Reckless Burning	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Murder/Non- Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Sex Offense – Forcible	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Sex Offense – NonForcible	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Theft/Larceny	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>Part II Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Tables Notes:

- **ONC:** On Campus: This category includes incidents that occurred on the main campus
- **OCC:** Off-campus contiguous. This category includes incidents that occurred on public property immediately adjacent to and accessible from the campus. The information in this category is provided by the Shelton Police Department. For additional information on crime statistics in the City of Shelton, please contact the Shelton police department at: (360) 426-4111.
- **ON:** Non-campus facilities. This category includes incidents that occurred on property other than the main campus owned or controlled by Olympic College and used in support of community educational purposes.

**Table 3. Part III – Campus Arrests and Disciplinary Action On or Near College Facilities**

PART III – CAMPUS ARRESTS AND DISCIPLINARY ACTION														
<i>Clery Act Reportable Incidents on or Near College Facilities</i>														
	2019				2020				2021					
	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	3 YR Total	
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Part III Totals</b>	<b>0</b>	<b>0</b>												

Tables Notes:

- **ONC:** On Campus: This category includes incidents that occurred on the main campus
- **OCC:** Off-campus contiguous. This category includes incidents that occurred on public property immediately adjacent to and accessible from the campus. The information in this category is provided by the Shelton Police Department. For additional information on crime statistics in the City of Shelton, please contact the Shelton police department at: (360) 426-4111.
- **ON:** Non-campus facilities. This category includes incidents that occurred on property other than the main campus owned or controlled by Olympic College and used in support of community educational purposes.

## **Campus Fire Safety & Statistics**

To minimize the potential for fires at Olympic College student housing facilities, it is the policy of Olympic College to prohibit the use of the following items in any College operated student housing facility; portable space heaters, barbecue grills, and related accessories including lighter fluids and lighters, halogen lamps, and other similar type products, any open flame device or object including candles, incense sticks and related accessories. Smoking is prohibited in all buildings on the Olympic College campus. Flammable liquids such as lighter fluid, gasoline, charcoal starter, and white gas are also prohibited.

Public barbecues/gas grills are provided. Residents who wish to use their own barbecues or hibachis may do so if such items are used at least 25 feet from the nearest building and if reasonable fire/safety precautions are followed. BBQs and grills are not allowed to be stored in/on walkways, under stairs, or chained to any part of the Residence Life structure.

These annual fire safety statistics are provided in compliance with Higher Education Opportunity Act of 2008. Olympic College added a Residence Life (on-campus housing) program in the 2013-2014 academic year, and thus is required to report any fires that occur in or around the Residence Halls.

### **Inspections & Awareness**

It is the policy of Olympic College to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by conducting periodic fire safety inspections of all College buildings and increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety. Regular inspections and maintenance are performed on fire safety equipment. There are callboxes installed throughout the campus for any emergency situation to be communicated directly to Campus Safety & Security radio network.

### **Residence Halls**

Fire safety at the Olympic College Residence Halls is accomplished in a variety of ways. The Residence Halls are completely covered by an integrated automatic sprinkler and alarm system, which is monitored 24 hours/day, seven days/week. All units have sprinklers installed; there are also sprinklers in the laundry and common rooms. All units have carbon monoxide and smoke detectors installed and are tested and maintained regularly. There is fire alarm pull stations located at each stair entrance. ABC rated fire extinguishers are located on each level. The ADA units are wired with strobe lights and alarms in the bathrooms and main living areas. As the common room and laundry room are both ADA accessible, they also are wired with strobe and audible alarm panels. There are also callboxes

installed for any emergency situation to be communicated directly to Campus Safety & Security radio network.

Residents participate in mandatory quarterly fire evacuation drills and are educated about the use of fire extinguishers. They are expected to read and abide by the Olympic College Residence Life Handbook, which covers fire safety and prohibited items.

### **Fire Incident Log**

The Higher Education Opportunity Act of 2008 requires Olympic College to maintain a fire incident log, annually publish a fire safety report and report fire statistics annually. The fire log includes the date the fire was reported, time, the nature of the fire and general location of each fire. Entries are made within two business days of the receipt of the report. The fire log is on the Campus Safety & Security Reports webpage. The fire log for the most recent sixty-day period is also available for public inspection during normal business hours (8:00 am to 5:00 pm) at the Campus Safety & Security Dispatch office. Any portion of the log older than sixty days is available within two business days of receipt of an informational request.

For the purposes of including a fire in the annual fire safety report, the fire should be reported to any of the following departments/people: The Campus Safety & Security Department, Residence Hall Manager, Resident Assistants, or the Director of Risk Management.

The Campus Security & Fire Safety report complies with both the security and fire safety reporting requirements of the Department of Education regulations (34 CFR 668, subparts 46 and 49).

### **Fire Definitions and Statistics**

- **Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.
- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- **Fire evacuation exercise:** A supervised practice of a mandatory evacuation of a building for a fire. This exercise is also referred to as a fire drill.
- **Fire related death:** Any instance in which a person is (1) killed as a result of fire, including death resulting from a natural or accidental cause, or (2) dies within one year of injuries sustained as a result of the fire.
- **Fire related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting escape or escaping from the dangers of fire.

- **Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire or the control of a fire.
- **Value of property damage:** The estimated value of the loss of the structure and contents in terms of the replacement in like kind and quantity.

**Table 4. Campus Fire Statistics**

FIRE STATISTICS 2019 - 2021								
Year	Date	Type	Building	Reported	Cause	Injuries	Deaths	Value
2019	08/16/2019	Drill	BLDG. 10	N/A	N/A	N/A	N/A	N/A
2019	08/27/2019	Drill	RESIDENT HALL	N/A	N/A	N/A	N/A	N/A
2019	09/03/2019	Drill	POULSBO	N/A	N/A	N/A	N/A	N/A
2019	09/11/2019	Drill	SHELTON	N/A	N/A	N/A	N/A	N/A
2019	09/26/2019	Drill	BLDG. 2-SBCDC	N/A	N/A	N/A	N/A	N/A
2019	10/13/2019	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2019	12/16/2019	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2020	01/22/2020	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2020	02/26/2020	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2020	03/13/2020	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	2/10/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	3/10/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	4/16/2021	Drill	RESIDENT HALL	N/A	N/A	N/A	N/A	N/A
2021	4/22/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	5/25/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	6/4/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	7/30/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	8/11/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	9/23/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	11/16/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	11/24/2021	Drill	RESIDENT HALL	N/A	N/A	N/A	N/A	N/A
2021	12/2/2021	Drill	BLDG. 2	N/A	N/A	N/A	N/A	N/A
2021	9/15/2021	Drill	SHELTON	N/A	N/A	N/A	N/A	N/A