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Pacific Oaks College 2011 Annual Security Report & Annual Fire Safety Report

Report Completed March 30, 2011
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Pacific Oaks College is an institution of 52 on-campus employees serving a student body of 468. All information regarding campus safety policies is publicly available on the Pacific Oaks website (<http://www.pacificoaks.edu/>). The purpose of this report is to provide the Pacific Oaks College community with information complying with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Outlined below is information pertaining to Pacific Oaks College security policies, campus safety personnel, emergency response procedure and campus crimes statistics.

Campus Safety and Security Policies

1. Campus Safety Authority.

Pacific Oaks College has one Campus Safety officer, Nick Wright, who is responsible for coordinating disaster preparedness, maintaining fire alert and building security systems, reporting crimes to local authorities and keeping campus safety records.

2. Working Relationships with Local and State Law Enforcement Agencies.

With the help of the AICCU (Association of Independent California Colleges and Universities) Pacific Oaks College was added to the CHP Campus Emergency Alert Contacts list. In the event of a CHP emergency alert, Pacific Oaks will be informed and relevant information distributed. CHP Officer Loren Hines of STTAC (State Terrorism Threat Assessment Center) is acting as a primary contact person for Pacific Oaks College. Currently, there are no *Written Memoranda of Understanding* between Pacific Oaks College and the Pasadena Police Department or the California Highway Patrol.

3. Statement of Policies for Reporting Crimes.

Pacific Oaks College and Children's School encourages students, faculty and staff to report *all* criminal activity and emergencies that have occurred at a Pacific Oaks College location or at Children's School to the local authorities as well as to the Pacific Oaks Facilities Manager. To report a crime, call Nick Wright at 626-529-8426 or via email at nwright@pacificoaks.edu. For emergency situations, do not hesitate to call 911. All reported crimes are recorded in the campus security log and are available for public viewing upon request. Pacific Oaks College is required by the Department of Education to publish Campus Crime Statistics and a Security Crime Survey by October 1st of each year. The survey statistics are available to the public at <http://ope.ed.gov/security> (OPE ID 00125500). The annual Security Crime Surveys

are prepared by Nick Wright. The information within the Crime surveys are compiled from incidents recording in the campus security log along with local law enforcement statistics obtained from <http://www.crimemapping.com/>. In addition to annual statistics reporting, Pacific Oaks must provide a timely warning of crimes reported to campus security and local police agencies in a manner that is intended to prevent similar crimes from recurring and to protect the personal safety of students and employees. Timely warning will include mass emails and posted flyers in visible locations.

4. Access to campus facilities.

Pacific Oaks is a private institution and its campuses, facilities, buildings and properties are private property. Access to Pacific Oaks, its campus, facilities, buildings, offices, and properties during normal business hours are permitted only with Pacific Oaks' consent which may be withdrawn at any time for any reason. Pacific Oaks gives implied permission to persons with genuine and legitimate purposes to enter and remain on its premises during normal business hours. That permission is, however, conditional upon the person behaving in a manner consistent with any policies or procedures Pacific Oaks may have in place. Where those policies or procedures are not observed, Pacific Oaks is within its rights to withdraw permission and request the person leaves its premises.

5. Crime Prevention.

Pacific Oaks College and Children's School is strongly committed to crime prevention. The Pacific Oaks College and Children's School considers the personal physical safety of its students, faculty, and staff necessary for a successful learning environment.

Educational campuses, like all other communities, are not immune to crime. Members of the Pacific Oaks College and Children's School community are encouraged to take personal responsibility for their conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on the Pacific Oaks College and Children's School campuses. The cooperation and involvement of students, faculty, and staff in campus safety is essential to minimize criminal activity and injury.

In accordance with the Federal Student Right-To-Know and Campus Security Act of 1990, Public Law 101-542 amended into the Jeanne Clery Act of 1998, crime statistics are available to all students and staff contained on the Pacific Oaks Security web page. Crime reporting information is also published on the College website.

Part of crime prevention is individual safety consciousness and awareness of personal environment. Pacific Oaks College and Children's School suggests the following crime prevention measures, which can contribute to the safety and security of the Pacific Oaks community.

1. When using a personal vehicle, keep the doors locked at all times. Before entering a vehicle, always look under the vehicle and in the back seat.
2. Keep personal keys (car, apartment, home, etc.) in your possession at all times.
3. At night, travel in well-lighted areas and in pairs if possible. Avoid short cuts and deserted areas.
4. Notice and be aware of suspicious persons and conditions.

5. Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
6. Do not park in isolated areas.
7. Do not prop doors open.
8. Leave items of high monetary value at home.
9. Do not leave personal property unattended.
10. Do not carry more cash than necessary and certainly do not advertise what you have.
11. Keep your purse, backpack or briefcase close to your body.
12. Avoid giving out personal information or making appointments with strangers over the phone.
13. Mark personal items that you bring on campus. This includes marking textbooks, laptops, and calculators with your name or some other traceable identification.
14. Do not bring any kind of firearms, dangerous weapons, explosives, or lethal materials onto Pacific Oaks College and Children's School property. Unauthorized use, possession, or storage of these or other potentially dangerous items on Pacific Oaks College and Children's School premises or at Pacific Oaks College and Children's School activities, whether or not a federal or local license to possess the same has been issued, is strictly prohibited and subject to discipline and/or criminal prosecution.

If anything makes you feel unsafe or threatened, dial 9-1-1.

6. Alcohol and Other Drug Policies.

The 1986 Higher Education Amendments include a stipulation that schools and colleges take action to prevent alcohol and drug addiction on their campuses. This is in response to national research showing that drug use and alcohol abuse are high among the traditional college age population.

An alcohol and chemical dependency treatment referral list is available in the Office of the Marriage Family Therapy (MFT) department. In addition, Pacific Oaks offers a course in substance abuse through the MFT department for students and college credit.

Pacific Oaks prohibits the unlawful possession, use, or distribution of drugs and alcohol by students or employees on Pacific Oaks property, or as any part of institutional activities. Individuals are to be reminded that in accordance with California law, only individuals who are 21 years or older are allowed to consume, possess, or transport alcohol. Moreover, individuals are forbidden to sell, purchase, or serve alcoholic beverages to persons younger than 21.

An individual who is determined to be impaired or who becomes impaired (impaired meaning that the individual's normal physical or mental abilities have been detrimentally affected by the use of substances) while on Pacific Oaks property is guilty of a major violation of institution policy and is subject to severe disciplinary action (see Pacific Oaks Policy Manual, Volume VII, Section 7.2). Severe disciplinary action can include suspension, dismissal, termination, or other penalty deemed to be appropriate under the circumstance.

Use, possession, transfer, or sale of any illegal substance on Pacific Oaks property is prohibited and violators are subject to severe disciplinary action including the notification of appropriate authorities.

This policy is distributed annually to all students and employees pursuant to Public Law 101-226 (The Drug-Free Schools and Communities Act Amendment of 1989).

Pacific Oaks will regularly review the terms of this policy to:

1. Determine its effectiveness;
2. Implement changes, as needed, and
3. Ensure that sanctions are consistently reinforced.

7. AOD Education Programs.

Pacific Oaks provide an environment with alcohol-free options by creating and promoting Alcohol-free events and activities. The college creates a social and academic environment that supports health-promoting norms. Marketing and promotion of alcohol use is not permitted. On-campus functions must be registered.

A statement of the institution's disciplinary measures regarding alcohol and illegal drug use are provided to students and employees. Alcohol and other drug policies are publicized in the Student Handbook, Staff and faculty Handbook and the Pacific Oaks Policy Manuals. Information is also provided to students and employees during new student and employee orientations. A counseling referral resource list available in the MFT Department.

8. Sexual Assault Program.

Pacific Oaks College and Children's School is committed to creating and maintaining an educational and working environment where respect for the individual and human dignity is of paramount importance. Pacific Oaks College and Children's School does not tolerate sexual assault in any form.

In the event of a sexual assault, DIAL 9-1-1. While reporting the sexual assault to the police, be certain to also request medical treatment. If the incident occurred at a Pacific Oaks College location or at the Children's School, the victim is also encouraged to report the assault to Human Resources. Please see Volume II of the Pacific Oaks' Policy Manual for additional information.

9. Sex Offender Registry.

Information regarding registered sex offenders may be obtained free of charge at <http://www.meganslaw.ca.gov/>.

Release of Information from a Student's Education Records:

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring (including disciplinary records and information concerning registered sex offenders, pursuant to the

pertinent provisions of the Wetterling Act, 42 U.S.C. 14071 and applicable Federal guidelines);

3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student or the result of a judicial or quasi-judicial hearing;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. To comply with Ex-parte Orders issued under the USA PATRIOT ACT;¹
9. Appropriate officials in cases of health and safety emergencies; and
10. State and local authorities pursuant to specific State law.

Pacific Oaks College may disclose any items (**Bold**) listed below without the students' prior written consent, unless the student completes a Non-Disclosure of Directory Information Form. This form is available in the Registrar's Office.

Students name, address*, email address, telephone number*, date & place of birth, major field of study, enrollment status (full or part time), dates of attendance, participation in officially recognized activities, degrees and awards received, student's photograph, the most recent educational institution attended.

*Address and phone number will NOT be given out except to legitimate institutions.

Emergency Response and Evacuation Procedures

1. Campus Community Notification Process & Procedures.

In the event of a significant emergency situation, The Pacific Oaks College community is notified by a mass email sent to all student & employee email accounts provided by Pacific Oaks. Emails are generated by Nick Wright containing pertinent information on the situation at hand, and sent by Nick Wright (Facilities Manager), **Rose Anne Nespica (VP of Administration)** or Terry Utter (Director of Information Technology). Additionally, fliers containing the same information as the email are posted in each building in visible locations by Nick Wright and the Pacific Oaks website campus safety page is updated with supporting information. Fires, earthquakes and other natural disasters have been predetermined as significant emergency situations and are responded to by notifying the community with the methods listed above at the soonest, safest opportunity. The need to notify the Pacific Oaks community regarding on-campus crimes, public health concerns, or

¹ Orders Issued Under USA PATRIOT ACT – order signed by judge ex parte (without notice to subject); to authorize release of education records must be issued under 20 USC 1232g(j), and certify there are specific and articulable facts giving reason to believe the education records contain information relevant to investigation or prosecution of an offense under 18 USC 2332b(g)(5)(B) or 2331 (terrorism-related). No subpoena required; fax plus mailed copy are generally sufficient service. Steps to Take include: Contact the Vice President and Dean of Academic Affairs; Copy requested documents, redacting out non-public data not ordered disclosed.

immediate threats to student/employee safety is assessed by Nick Wright and/or Rose Anne Nespica as individual situations arise.

2. Emergency Response and Evacuation Drills.

In 2010 Pacific Oaks College implemented an Emergency Preparedness Plan. As part of this plan, an Emergency Preparedness Manual was made available to every student and employee, an Emergency Response Team (ERT) was formed, Emergency equipment caches were established and an Emergency Protocol was created to guide the Emergency Response Leadership through a significant emergency event. Pacific Oaks College held two emergency drills. The first was a fire evacuation drill of 5 & 6 Westmoreland Place and 45 & 55 Eureka Street. Evacuation times were recorded by Nick Wright. ERT members, instructed by Nick Wright and led by Cynthia Carter (Pacific Oaks President) performed an equipment test and a search and rescue simulation, checking and clearing all buildings. After the drill was completed, problem areas were identified and noted in the Fire Drills Report. The full report is as follows:

Fire Drills

5 & 6 Westmoreland Place

Fire Drills were held today, April 1, 2010, for the first time since our new Emergency Preparedness Manual and Emergency Rescue Teams were put in place. The drills for 5 & 6 Westmoreland were held at 10:00am. Two emails were sent out beforehand indicating that the drill was going to be held on that day at that time. At approximately 10:00am both fire alarm systems were activated and all employees evacuated to the predestinated evacuation area. It took 1 minute 25 seconds for the buildings to be cleared, which I feel can be greatly improved. I'm hoping for a time under 60 seconds for our next drill.

After all employees were gathered, the alarms were silenced and all non-ERT members were sent back to work. A simulation of our Disaster Command Post and Search & Rescue team was held immediately thereafter. The command post was setup and the volunteer ERT searchers were sent into the buildings on a mock search. Radios and safety equipment were used and several failures were identified to be corrected such as dead batteries and a lack of interior and exterior master keys. The search was completed successfully and all equipment returned. This concluded our first fire drill in over 5 years.

45 & 55 Eureka Street

Fire Drills were held today, April 1, 2010, for the first time since our new Emergency Preparedness Manual and Emergency Rescue Teams were put in place. The drills for 45 & 55 Eureka were held at 11:00am. Two emails were sent out beforehand indicating that the drill was going to be held on that day at that time. At approximately 11:00am I blew a whistle to indicate the start of the fire drill. It took 30 seconds for 45 Eureka to be cleared and 35 seconds for 55 Eureka to be cleared, which I feel is a good time and cannot be improved without endangering employees.

After all employees were gathered all non-ERT members were sent back to work. A simulation of our Disaster Command Post and Search & Rescue team was held immediately thereafter. The command post was setup and the volunteer ERT searchers were sent into the buildings on a mock search. Radios and safety equipment were used and several failures were identified to be corrected such as a lack of interior and exterior master keys. The search was completed successfully and all equipment returned. This concluded our first fire drill in over 5 years.

Nick Wright
Safety Officer,
4/1/2010

The second drill was campus wide participation in The Great California ShakeOut held at 10:21am on 10/21/2010. Participants were asked to drop, cover, and hold on for one minute to practice how they will protect themselves during earthquakes, and increased their overall preparedness. Participants were encouraged to visit <http://www.shakeout.org/> to further their earthquake awareness.

3. Emergency Response Team (ERT) Members.

The Emergency Response Team Members all volunteered to assist in the Pacific Oaks College emergency preparedness plan and can be notified in addition to call 911 in the event of an on-campus emergency. Below is a list of these individuals:

Tamara Rozhon – President

Work: 626-529-8008
 Rose Anne Nespica – VP of Administration
 Work: 626-529-8222
 Jeff Roames – Director of the Registrar
 Work: 626-529-8079
 Nick Wright – Facilities Manager
 Work: 626-529-8426

2010 Crime Statistic Log

CRIMES	2008	2009	2010
Non-Negligent Manslaughter - Campus Property	0	0	0
Non-Negligent Manslaughter - Non-Campus Property	0	0	0
Non-Negligent Manslaughter - Public Property	0	0	0
Negligent Manslaughter - Campus Property	0	0	0
Negligent Manslaughter - Non-Campus Property	0	0	0
Negligent Manslaughter - Public Property	0	0	0
Sex Offences – Forcible - Campus Property	0	0	0
Sex Offences – Forcible - Non-Campus Property	0	0	0
Sex Offences – Forcible - Public Property	0	0	0
Sex Offences – Non Forcible - Campus Property	0	0	0
Sex Offences – Non Forcible - Non-Campus Property	0	0	0
Sex Offences – Non Forcible - Public Property	0	0	0
Robbery - Campus Property	0	0	0
Robbery - Non-Campus Property	0	0	0
Robbery - Public Property	0	0	0
Aggravated Assault - Campus Property	0	0	0
Aggravated Assault - Non-Campus Property	0	0	0
Aggravated Assault - Public Property	0	0	0
Burglary - Campus Property	0	0	0
Burglary - Non-Campus Property	0	0	3
Burglary - Public Property	0	0	0
Motor Vehicle Theft (GTA) - Campus Property	0	0	0
Motor Vehicle Theft (GTA) - Non-Campus Property	0	0	0
Motor Vehicle Theft (GTA)	0	0	0
Arson - Campus Property	0	0	0
Arson - Non-Campus Property	0	0	0
Arson - Public Property	0	0	0
Liquor Law Violations - Campus Property	0	0	0
Liquor Law Violations - Non-Campus Property	0	0	0
Liquor Law Violations - Public Property	0	0	0
Drug Law Violations - Campus Property	0	0	0
Drug Law Violations - Non-Campus Property	0	0	0
Drug Law Violations - Public Property	0	0	0
Illegal Weapons Possession - Campus Property	0	0	0

Illegal Weapons Possession - Non-Campus Property	0	0	0
Illegal Weapons Possession - Public Property	0	0	0
Hate Crimes – Race - Campus Property	0	0	0
Hate Crimes – Race - Non-Campus Property	0	0	0
Hate Crimes – Race - Public Property	0	0	0
Hate Crimes – Gender - Campus Property	0	0	0
Hate Crimes – Gender - Non-Campus Property	0	0	0
Hate Crimes – Gender - Public Property	0	0	0
Hate Crimes – Religion - Campus Property	0	0	0
Hate Crimes – Religion - Non-Campus Property	0	0	0
Hate Crimes – Religion - Public Property	0	0	0
Hate Crimes – Sexual Orientation - Campus Property	0	0	0
Hate Crimes – Sexual Orientation - Non-Campus Property	0	0	0
Hate Crimes – Sexual Orientation - Public Property	0	0	0
Hate Crimes – Ethnicity - Campus Property	0	0	0
Hate Crimes – Ethnicity - Non-Campus Property	0	0	0
Hate Crimes – Ethnicity - Public Property	0	0	0
Hate Crimes – Disability - Campus Property	0	0	0
Hate Crimes – Disability - Non-Campus Property	0	0	0
Hate Crimes – Disability - Public Property	0	0	0

Annual Fire Safety Report

4. 2009 Fire Drills

Two emergency drills were held in 2010. The first drill was held on 4/1/2010 and focused on building evacuation. The second drill was held on 10/21/10 and focused on earthquake preparedness.

5. Institutional Policies on Smoking, Open Flames & Portable Electronic Appliances.

Smoking on Pacific Oaks College is limited to designated smoking areas only, which are defined by being at least 20 feet from any building opening (according to local smoking laws), and contain a cigarette receptacle. No open flames, including candles, oil lamps, incense and fireworks are permitted on Pacific Oaks College property. Portable electric heaters are not permitted at Pacific Oaks College.

6. Fire Safety Education and Training.

All approved fire safety material is located in the Emergency Preparedness Manual which is made available to all students and employees through the Office of the Registrars and Human Resources respectively. Below is the information contained in the Emergency Preparedness Manual relating to building fires:

Fires: Buildings

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building alarm.
- From a safe location dial 911 and an ERT member.

Pacific Oaks College