



## **Annual Security & Fire Safety Report**

**2022**

(Includes Crime and Fire Statistics from 2019, 2020 & 2021)

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Legal Affairs, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, or call 360-623-8943.

Centralia College is committed to assisting all members of the Centralia College community in providing for their own safety and security. This Annual Security and Fire Safety Report contains information and crime statistics for 2019, 2020 and 2021 calendar years for crimes that occurred:

- On campus;
- In certain off-campus buildings or property owned or controlled by Centralia College; and
- On public property within, or immediately adjacent to and accessible to the campus

The report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, college law enforcement authority, crime reporting policies, policies related to programs to prevent sexual assault and other crimes, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus building or property owned or controlled by Centralia College; and on public property within, or immediately adjacent to and accessible from campus.

The Annual Security and Fire Safety Report is available on the main Centralia College website at <https://www.centralia.edu/resources/safety/clery.aspx>

If you would like to receive a hard copy of the Annual Security and Fire Safety Report that contains the following information, you can stop by the Safety & Security Managers office or you can request that copy be mailed to you by calling 360-623-8888 or emailing 8888@centralia.edu.

This information is required by law and is provided by Centralia College. We hope that you will review the information within this report to make informed decisions about your safety.

Jared Cunningham  
Safety & Security Manager  
Centralia College Clery Compliance Officer

## Table of Contents

The Clery Act and other Federal Regulations about Safety on College Campuses .....	5
Emergency Response and Evacuation Procedures .....	6
Missing Student.....	8
PROCEDURES .....	9
Alcohol and Drug Policy.....	10
Drug-Free Campus.....	11
Problems Associated with Alcohol and Drug Abuse.....	12
Health Risks.....	12
Recognizing an Alcohol or Drug Problem.....	14
Common Signs of Abuse:.....	14
Assessment .....	14
Resources for Alcohol and Drug Abuse .....	14
Campus Security Authority & Local Law Enforcement .....	15
Crime Reporting .....	16
Timely Warning .....	17
Compiling the Annual Disclosure of Crime Statistics.....	17
Campus Security Authority (CSA).....	18
Who They Are.....	18
What They Do.....	18
Confidential Crime Reporting through CSAs.....	18
Crime Statistics.....	19
CLERY Geography.....	19
CLERY Crimes and Definitions .....	19
Hate Crime Statistics.....	25
Registered Sex Offenders .....	25
Policy and Procedures Regarding Sexual Assault.....	26
College Disciplinary Proceedings.....	28
Access to College Facilities and Safety.....	29

Video Surveillance Cameras .....	29
Campus Facilities .....	29
Personal Security Recommendations .....	30
Safety and Security Educational Programs.....	31
Fire Safety Procedures and Statistics.....	32
Fire Statistics .....	32
Student Housing Fire Safety .....	32
Fire Drills .....	33
Appliances in Bedrooms .....	33
Candles & Open Flames .....	33
Fire Equipment.....	33
Fireworks, Explosives, & Firearms.....	33
Fire Safety Procedures for Emergency Evacuation of Student Housing.....	34
Fire Safety Education.....	34
Notification of Fire:.....	35
Plans for Future Improvement: .....	35

## The Clery Act and other Federal Regulations about Safety on College Campuses

Clery Regulations overlap with other federal statutes; thus, all have some shared areas of focus.

These regulations include:

- Student Right to Know- On November 8, 1990, President George H. W. Bush signed the “Students Right to Know and Campus Security Act of 1990.” This disclosure act is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.
- Jeanne Clery- amendments enacted to the Student Right to Know in 1998 renamed Title II. This act is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is named after Jeanne Clery, who at 19 years old, was raped and murdered in her Lehigh University residence hall in 1986. Her parents lobbied Congress to enact the law when they discovered students at Lehigh hadn’t been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.
- Title IX- Prior to the Clery Act, Title IX was enacted in 1972 as part of a larger educational package by the federal government. The most pertinent provision of Title IX required that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. New guidelines emerged and were enacted on August 14, 2020. Although many changes were implemented, here are the changes to Title IX practices that are most significant:
  - Impose procedural requirements intended to protect complainants and respondents from discriminatory practices.
  - Narrowly defines sexual harassment for purposes of Title IX and imposes new jurisdiction requirements.
  - Requires a formal written complaint to trigger an investigation.
  - Requires live hearings for employees and students.
  - Imposes new evidentiary requirements.
- Higher Education Opportunity Act of 2008 (HEOA)- Reauthorized the Higher Education Act of 1965, as amended (HEA), and specifies campus requirements for Emergency Response and Evacuation Fire logs and Safety, and Missing Students. HEOA is meant to be used in conjunction with the Clery Act.
- Campus Sexual Violence Elimination (SaVE) Act and Violence Against Women Act (VAWA)- SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal statutes for domestic violence, provide additional protections to victims such as quicker access to restraining orders, the ability to break housing contracts without penalty, and funding for safe houses. It has been updated and modified numerous times, most notably to

expand the coverage to include all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014.

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

The Emergency Response Team will meet whenever there is an emergency incident. An emergency incident is an incident that results or is likely to result in grave harm or death or major damage to facilities or infrastructure. The college will implement its Emergency Response Plan to confirm that there is a significant emergency, determine who to notify, determine the content of the notification and initiate the notification system.

The Emergency Response Team shall consist of: President (or administrator in charge), Vice President of Finance & Administration, Vice President of Human Resources & Equity, Vice President of Instruction, Vice President of Student Services, Campus Safety & Security Manager, Director of Facilities, Chief Technology Officer, Director of College Relations, and other persons deemed necessary by the team.

The senior administrator on the scene will issue the order to implement the Emergency Response Team and manage the emergency until relieved by the president or the administrator in charge of the campus. The senior administrator will determine the location of the Incident Command Post (ICP).

The team will assemble at the Incident Command Post (TransAlta Commons) or the alternate Incident Command Post (WAH 203), whichever is safer. Team members will proceed to the Incident Command Post, but only if it is safe to do so.

The senior administrator will take emergency action when in their judgment at the time, there is probable cause to assume an emergency is in progress or is imminent. The senior administrator will base this decision upon information provided by public health, safety, law enforcement, fire, weather, or other emergency officials or agencies or provided by credible statements or eye-witness reports from campus officials, students or the public. The senior administrator should not necessarily wait for the Emergency Response Team to convene before initiating the emergency notification system, if waiting for the team to convene will cause unacceptable delay in making such notification.

The senior administrator will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The senior administrator will, without delay, and take into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the senior administrator, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The scope of the emergency notification shall depend on the location and nature of the emergency, and may be stepwise as more information is developed. Appropriate college administrators shall coordinate with responding public agencies dissemination of emergency information to the larger community. The Public Information Officer shall provide the larger community with follow-up information.

The college will use the InformaCast communications system for disseminating emergency information to the larger community. Members of the college community should sign up for the InformaCast alerting system at: <https://www.centralia.edu/resources/academic/it-services.aspx>.

The college will test its emergency response and evacuation procedures on an annual basis, including publishing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

## Missing Student

This policy establishes procedures for the College's response of missing students, as required by the Higher Education Opportunity Act of 2008. A residential student will be considered missing if a roommate, classmate, faculty member, family member, or other campus person has reason to believe that a resident student's absence is contrary to their behavior and the student has not been seen in "a reasonable amount of time." "A reasonable amount of time" may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. If a person's absence has occurred under circumstances that are considered suspicious or there are concerns for their safety, the person shall be considered missing immediately.

If a student who lives in on-campus housing is determined to have been missing for 24 hours, the college has 24 hours after receiving the information to initiate the missing student notification procedures. This does not preclude the college from making a determination that a student is missing before the student has been missing for a full 24 hours, or from initiating notification procedures as soon as it is determined that the student is missing.

Before presuming that a student is missing, reasonable measures should be taken to determine whether those familiar with the student have not seen or heard from the student for an unusual period of time or is aware of the student's location.

For students who reside in on-campus housing, the Assistant Director, Student Life & Housing will notify:

Centralia Police Department, the Safety & Security Manager, Vice President of Student Services, the Director of Student Life and the missing student contact person or persons identified by the student on their housing application. The missing student contact person will be informed in the event that the student is known as being missing for more than 24 hours.

Anyone receiving information that a student is missing should immediately report that information to the Assistant Director, Student Life & Housing. The Assistant Director, Student Life & Housing will be responsible for immediately reporting to local law enforcement.

During the housing application process, students may register one or more individuals as a contact for missing person purposes. This information will be kept in the office of the Assistant Director, Student Life & Housing in a secure cabinet.



Missing student contact information is confidential and may only be accessed by authorized campus officials and law enforcement officials and for the purpose of a missing student investigation.

If the missing student is under 18 years of age and not emancipated and it has been determined that such a student has been missing for 24 hours, the College will notify both the student's custodial parent or guardian and the student's contact person, if they have registered one, that the student is missing.

Once determination has been made that a student living in on-campus student housing is missing, the College will notify local law enforcement of the situation within 24 hours. The only exception is when it was the law enforcement agency that made the determination that the student was missing.

#### Contact Information:

- Assistant Director, Student Life & Housing 360-688-3827
- Safety & Security Manager 360-506-1192
- Centralia Police Dept. 360-330-7680 or 911
- Vice President of Student Services 360-623-8385
- Director of Student Life 360-623-8120

## PROCEDURES

The following procedures will go into effect within 24 hours of the College making the determination that a student who lives in on-campus housing has been missing for 24 hours.

The College will notify the student's registered missing person contact, no later than 24 hours after official determination that the student is missing. This contact does not need to be an in-person contact. If multiple contacts are listed, the College can determine in which order they will be contacted. If the student registers multiple contact persons and the first person contacted confirms that the student is not missing, the College must contact each additional contact person in turn, unless the student in question is contacted by the College or contacts the College. If the College is unsuccessful or successful in contacting the named individual or individuals, attempts of contact will be documented as follows:

Name of College official who made the contact,

Whether contact was made and who was contacted,

Date and time of contact and how contact was attempted.

If the missing student is under 18 years of age and is not legally independent of their parents the College has only 24 hours in which to contact (in no required order):

- The custodial parent or guardian,
- The confidential contact person; if the student has identified one.

This does not preclude the College from contacting the student's contact person or the custodial parent or guardian immediately upon determination that the student is missing.

The College will forward information to the local law enforcement when any student who lives in on-campus housing has been determined to be missing for 24 hours. This must be done even if the College has campus police or campus security.

### **Alcohol and Drug Policy**

The college abides by all federal, state, and municipal laws, statutes, regulations, and codes related to the use, sale, consumption, possession or distribution of alcohol and drugs. Employees and students in violation of any such ordinances may be subject to criminal action in addition to any campus disciplinary proceedings.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in or on Centralia College owned or controlled property, or while conducting Centralia College business is prohibited. Violation of this policy will be reason for taking personnel actions against such employee and/or requiring the employee's participation in a drug abuse assistance or rehabilitation program. Any personnel actions will be processed in accordance with rules, collective bargaining agreements, student disciplinary code or other appropriate policies of the college. Any disciplinary action for employees or students will be decided on a case-by-case basis depending upon specific circumstances.

Students may lose federal funding and/or be subject to the student disciplinary process depending on the circumstances of the conviction.

Employees must, as a condition of continued employment abide by the terms of this policy, and must report any conviction under a criminal drug statute for violations occurring in or on property owned or controlled by Centralia College or while conducting Centralia College business to their supervisor and Human Resources within five days after the conviction. Centralia College will report the conviction to the appropriate federal grant/contracting agency as required by the agency. Students applying for or receiving financial aid must report any drug convictions to the director of financial aid in accordance with the federal regulations governing financial aid. Financial aid may be denied or terminated as a result.

Alcoholic beverages may be served on campus by a recognized student organization, college administrative unit, or community organization when approved by the vice president, finance and administration and the college president. Approval must be secured at least 14 working days prior to the event and service is limited to beer and wine. Requests and application for a permit should be filed with the vice president, finance, and administration. For all events, guidelines specified by the Washington State Liquor and Cannabis Board must be followed. The college reserves the right to permit the use of alcoholic beverages as deemed appropriate and to require adherence to approved policy.

*Sanctions:* In accordance with various employees' regulations, negotiated contracts and college policies, individuals may be subject to discipline, up to and including termination.

*Policy Review and Certification:* The vice president of human resources & equity, in consultation with the vice president, student services, shall review this policy biannually to determine the effectiveness of the policy, to ensure that sanctions are being consistently enforced, and to tabulate the number of employee and student violations. The president shall submit the drug-free campus certification as required by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (PL 101-226) to the Secretary of the U.S. Department of Education.

### Drug-Free Campus

Centralia College is committed to providing a drug free work and school environment. Each employee is expected to report to work in an appropriate mental and physical condition to perform his or her assigned duties. The same is true for students. Centralia College recognizes drug use and/or dependency to be a health, safety, and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the State Employee Assistance Program (EAP) and/or employee medical insurance plans, as appropriate. Students needing assistance are encouraged to use any or the appropriate resources listed under the resource section below. Conscientious efforts to seek such help will not jeopardize employment or student status.

### Problems Associated with Alcohol and Drug Abuse

National studies consistently show alcohol as the drug of choice among college students. The generally accepted figure is that approximately 90% of college students consume alcohol. Binge drinking is a serious problem affecting about 4 out of 10 college students.

*Student problems:* Substance abuse may be involved in many campus problems such as damage to college property, violent behavior, physical injury, and academic failure. Other problems include damaged quality in social relationships, date rape, conflicting demands, and an overall destruction of a campus environment conducive to academic pursuits. Alcohol and other drug use may lead to missing classes or work, poor academic performance, DWIs (driving while intoxicated), arrest and conviction for use or distribution of illegal drugs, dismissal from work or expulsion from school.

*Employee problems:* Every day, hundreds of thousands of employees jeopardize their health and performance because of substance abuse. Substance abuse causes work injuries. Alcohol and drugs make any job dangerous. Substance abuse can cause impaired eyesight, slower reaction time, lessened concentration, poor judgement, and poor coordination. Impaired skills can cause motor vehicle accidents, injuries from hazardous materials, injuries from improper use of tools or machinery, falls or fires. It affects productivity, quality of work, cooperation of others, motivation, and morale.

### Health Risks

*Alcohol:* Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgement and coordination and increase the incidence of aggressive behavior. Very high doses impair judgement and cause death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to changes in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. Children of alcoholic parents have a 40 percent greater risk of developing alcoholism than those whose parents are not alcoholic.

*Cannabis:* The mood-altering effects of marijuana are the results of chemical delta-9 tetrahydrocannabinol (THC). THC is fat-soluble and remains in the body up to three weeks after smoking one marijuana cigarette. Consequently, even occasional use can be detected through urinalysis. Research indicates that regular use may have long-term effects on the user's brain, heart, and reproductive organs. The numerous carcinogenic chemicals found in marijuana smoke may make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use.

Long-term use may result in psychological dependence and change in tolerance.

*Depressants:* The use of depressants can result in a change in tolerance and in physical, as well as psychological dependency. The combining of several depressants (e.g., Valium and alcohol) will potentially increase the depressive effects, multiplying health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

*Stimulants:* High dose of stimulant drugs result in intense personality disturbances including visual and auditory hallucinations, delusions, and paranoia. Tolerance develops rapidly. Cross-tolerance does develop among stimulant drugs (e.g., methamphetamines and cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive and while withdrawal from stimulants is less dangerous than with depressants, depression can make the person vulnerable to suicide.

*Narcotics:* Tolerance, especially to the euphoric effects of narcotics, and physical dependence develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable; however, they are seldom life threatening.

*Hallucinogens Phencyclidine (PCP).* Large dose of PCP may result in convulsive seizure, coma, and death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks—the spontaneous reappearance of the drug experience after use has ceased—may occur.

*Anabolic-Androgenic Steroids.* Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when women use steroids. Psychological impairments include mood swings, depression, and very aggressive behavior.

*Prescription Medication:* Prescription medication is contraindicated if other chemical substances, including legal (alcohol, caffeine, nicotine), and/or illicit drugs (cocaine, LSD, marijuana), are used at the same time. When medications are needed and prescribed, whether for acute or chronic conditions, individuals should ask their doctor or pharmacist about the associated risks of alcohol and other drug usage. The potentiation effect of multiple substances is especially dangerous as it tends to more than double the effects, and most people are unaware of the risk. Compromised or unusual drug tolerance due to medication use may lead to inadvertent substance abuse. According to some medical experts, prescription drugs can provide us with symptomatic relief, comfort, and sometimes cure, but only if they are used with caution and prudence.

### Recognizing an Alcohol or Drug Problem

Probably the easiest way to determine if your use of alcohol or other drugs has become a problem is by using this simple rule of thumb: If alcohol or other drug use is causing difficulties or if you are using them to avoid your problems, then you probably have a problem. There are many ways to define causing a problem, such as: missing time at work or school, fighting with relatives, spouse or friends, social conflicts, accidents or injuries, poor health, violence, damaged reputation, financial difficulties, legal problems, etc. In short, if there are difficulties arising in your life that exist because of your alcohol or drug use, or that of someone you know, you might decide to take a closer look at the situation.

### Common Signs of Abuse:

- Physical Signs - Bloodshot eyes, sudden weight loss, coughing or chest pain. Irregular menstruation, fatigue, frequent intoxication, or hangovers.
- Behavioral Signs - Constantly late, work not completed, frequently absent from school or work, secretiveness, withdrawing from friends and family, changes in sleep or eating habits, frequent job or school changes, missing money or possessions, dramatic change in personal hygiene.
- Personality Changes - Severe mood swings, depressed feelings much of the time, irresponsibility toward appointments and everyday tasks, decreased interest in activities, tendency towards dishonesty.

### Assessment

If you conclude that you might have a problem, an assessment of your drug or alcohol use may answer your questions about the severity of the problem.

Centralia College's counseling center has professional counselors who can assist students with assessment and problems arising out of drug or alcohol use or abuse by families and friends. Employees may use the Employee Advisory Service, which also provides assessment and counseling services. Numerous community resources also provides assistance.

### Resources for Alcohol and Drug Abuse

The following is a list of organizations that provide counseling and other services related to drug and alcohol abuse. The Counseling Center has resource information for people with drug and alcohol problems. Wellness information is located in second floor of the Transalta Commons is another excellent source of information regarding all the following service providers. In addition, you will find resource material and a list of additional resource materials available from the Timberland Regional Library. The Associated Students of Centralia College also provide other brochures and pamphlets in the Transalta Commons Building.

<b>Organization</b>	<b>Phone Number</b>
Addictions Recovery Center @ Providence Hospital (Morton)	844-289-0879
WA Recovery Helpline	866-789-1511
Cocaine Anonymous	503-256-1666
American Addiction Center	888-744-0069
DARE	800-223-3273
Health & Safety Through Education	360-284-3215
Just Say No Hotline	800-624-0100
Lewis County Department of Health	360-748-9121
Narcotics Anonymous	360-754-4433
Substance Abuse and Mental Health Services Administration	800-662-4357
Salvation Army	360-736-4339
XII Step Club	360-736-4813
The Washington State Recovery Help Line	800-662-9111
County Crisis Hotline	800-803-8833

### **Campus Security Authority & Local Law Enforcement**

Centralia College evening security is provided by a contracted agency that is coordinated through the Director of Facilities and the Campus Safety & Security Manager in the Facilities, Operations & Maintenance Office. The security service staff routinely patrol the campus every evening from 5:00 PM to 5:00 AM Monday through Friday and various times on the weekends.

In addition, they are also contracted on a case-by-case basis to provide additional coverage for special events or emphasis patrols (smoking, skateboarding, dances, etc.) and when security is required to be present due to large amounts of money (during registration, surplus sales, etc.).

Contracted security patrol staff are not routinely on campus during the day and do not have arrest authority nor do they provide investigative services. Contracted security staff can request identification from individuals on campus if they are believed to be involved in committing a crime. If you are involved in a situation where you believe police action may be required, NOTIFY THE POLICE AT ONCE by calling 911 or 360-740-1105. After the police are called, please notify the Campus Safety & Security Manager at ext. 8888 or 360-623-8888.

The Campus Safety & Security Manager is on campus Monday Through Friday 8:00 AM to 5:00 PM. The Campus Safety & Security Manager is tasked with emergency management, crime prevention, investigations, parking enforcement, and responding to calls for service.

Crimes that are committed on the Centralia College campus are reported to the Centralia Police Department. The Campus Safety & Security Manager works closely and in cooperation with the Centralia Police Department and other law enforcement agencies when they request assistance in emergency, dangerous, or suspected emergency situations which are altering or may alter normal campus operations.

### **Crime Reporting**

**FOR EMERGENCIES - IMMEDIATELY CALL THE LOCAL POLICE, DIAL 911.**

Report any criminal or suspected criminal behavior to Campus Safety & Security at ext. 8888, or 360-623-8888. All college employees who either witness or hear about criminal or suspected criminal behavior are encouraged to make immediate reports. In addition, any college official who has significant responsibility for student and campus activities is required to make such reports. Although professional counselors are exempted from this requirement, they may on a case-by-case basis voluntarily report anonymous crime statistics to Campus Safety & Security, in a manner that will protect the identity of their source. The Campus Safety & Security Office is responsible for compiling crime statistics from both on campus and police sources for the purposes of the annual crime statistics report. The Campus Safety & Security Manager shall poll appropriate local police agencies and campus offices to include, but not necessarily limited to, the vice president of student services, student programs, and counseling center. As of October 1st of each year, (unless otherwise directed), the college will publish its annual crime statistics report for the past three calendar years. These crime statistic reports will be included as part of this total report.

The Campus Safety & Security Manager keeps and maintains a daily log that records all crimes reported to the police or reported on campus. The log contains information about the nature, date, time and general location of each crime and the disposition of the complaint, if known. The Facilities & Safety Committee reviews this information. Except where law prohibits such disclosure, or where such disclosure would jeopardize the confidentiality of the victim, the information in the log will be open to public inspection within two business days of the initial report being made to the Campus Safety & Security Manager or a campus security authority. If there is clear and convincing evidence that the release of such information would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

The Campus Safety & Security Manager may assist any victim or third party in completing criminal reports. The college may request the appropriate police agency to investigate a reported crime. The Campus Safety & Security Manager shall classify reports using the FBI Uniform Crime Reporting definitions.



When alleged perpetrators are identified as students, with the cooperation of the victim, the case will be processed according to the disciplinary procedures outlined in the Centralia College *Student Rights and Responsibilities Code, WAC 132L-351*. Criminal investigations and proceedings can occur independently, before, during, or after, college disciplinary proceedings.

Report as much detail as possible. After a crime, write down as much information as you can. Try to note such things as gender, age, height, weight, color of hair, hairstyle, eye color, dress or clothing, facial hair, glasses, distinguishing marks such as scars, distinguishing walk, manner, or voice.

The Campus Safety & Security Manager will accept third party reports in which the victim wishes to remain anonymous. However, the college prefers to receive reports directly from the victim because the victim will usually be able to provide greater detail to assist in any investigation.

Preserve all physical evidence of any crime or suspected crime. Do not wash off or destroy evidence that may be critical to any investigation. Preserve the crime scene. Do not touch anything. Attempt to close off the area and not allow anyone to enter until the police arrive.

### Timely Warning

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), 20 U.S.C. 1092 (f), Centralia College issues timely warning notifications to alert the campus community to Clery Act crimes that the Centralia College Clery Committee determines represent a serious and ongoing threat to the campus. The Campus Safety & Security Manager or the Centralia College Public Information Officer or their designee, may distribute timely warning notifications using a variety of means, including, but not limited to, emails, text messages, phone calls, and website announcements posted on the Centralia College website.

Centralia College is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Timely Warnings will be distributed as soon as pertinent information is available, in a manner that withholds the names of the victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

### Compiling the Annual Disclosure of Crime Statistics

Campus Security Authorities will submit all crime reports by emailing them to the Campus Safety & Security Manager. Statistics from CSA reports will be added to the crime statistics from appropriate police jurisdictions to complete the Annual Crime Report. By October 1 of each year, (unless otherwise directed), the Clery Compliance Officer will submit the annual report to the U.S. Department of Education, update the Annual Security and Fire Safety Report on the college website and notify the campus community how to get the annual report and crime statistics.

## Campus Security Authority (CSA)

A Campus Security Authority (CSA) is an individual, who by virtue of their assigned college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Campus Safety and Security Office, so that they may be included and published in the Annual Security and Fire Safety Report for Centralia College. CSA's have completed training on appropriately handling reporting crimes, victim relations and support, and related school policies.

### Who They Are

The Campus Safety & Security Manager as well as contracted Western Washington Merchant Patrol Security officers are CSAs, but other Centralia College employees designated as CSAs include: residential advisors, athletic coaches, certain student affairs staff members, etc.

The Clery Act defines a CSA as any of the following categories:

1. A campus police department or a campus security department of an institution, e.g. any member of Centralia College Safety & Security and contracted security from Western Washington Merchant Patrol.
2. Any individuals who have responsibility for campus security but are not members of a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property, such as a contracted security guard).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offense; or
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

### What They Do

A CSA must notify Campus Safety & Security of crimes or criminal incidents that are reported to him or her. They disclose statistics that fall under the Clery Act's list of reportable crimes and occur within Clery geography.

If a CSA is notified of a crime in progress or an ongoing threat to the either Centralia College campus community, they will contact Lewis County Dispatch by calling 911 (or 360-740-1105) for assistance, then immediately notify Campus Safety & Security at 360-623-8888.

### Confidential Crime Reporting through CSAs

Occasionally, a person may want to seek assistance anonymously. For example, if you are a victim of sexual assault and wish to seek help, medical or otherwise, without contact with law enforcement, you can confidentially report the incident to a designated CSA. Your CSA can provide you with information and resources and serve as your agent to obtain the support you need without filing a police report.

## Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Centralia College submits the annual crime statistics published in this report to the Department of Education. The process for reporting crime statistics includes gathering statistics from the following jurisdictions: the Centralia College Facilities, Operations & Maintenance Department, the Centralia Police Department, the Morton Police Department, non-police officials, and other police jurisdictions. For reporting purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for crime statistic information is made on an annual basis to the jurisdictions mentioned above and to non-police officials that include the campus security authorities. A campus security authority includes, but is not limited to, college vice presidents, deans, student services directors, student life staff (including club advisers), housing staff, international programs staff, Public Safety Staff, and athletics staff.

Interested parties can view the daily crime log in Facilities, Operations & Maintenance during normal business hours or on the Campus Safety & Security webpage:

<http://www.centralia.edu/about/safety/default.aspx>.

## CLERY Geography

Clergy Geography is a term that is unique to the Clergy Act. These are the physical locations from which all Clergy crime data is gathered. The following are the four categories of Clergy Geography:

- On-Campus: Any building or property owned or controlled by Centralia College within the same reasonably contiguous geographic area and used by Centralia College in direct support of, or in a manner related to the institution's educational purposes, and any building or property that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes.
  - On-Campus Residential: NOTE: Residential buildings are considered a subset of On-Campus Geography, and statistics for Centralia College's Residential Housing (115 S. Silver St. Apartments, 401 S. Rock St., 403 S. Rock St., and 512 W. Pear St.) are recorded and included in two places—the On-Campus category and the On-Campus Residential category.
- Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.
- Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

## CLERY Crimes and Definitions

- Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Rape:** The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim. This offense includes the rape of both males and females.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **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.
- **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.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking or entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (SUVs, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATVs, and snowmobiles.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Liquor law violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above.
- **Drug Law Violations:** The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use.

- **Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- **Hate Crimes:** Crimes that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Hate crimes, by category of bias include: Race, Disability, Ethnicity, National origin, Gender, Religion, and sexual orientation. Hate crimes also include the following crimes
  - **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - **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 lacerations, 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.
- **Domestic Violence:** Means a "felony or misdemeanor crime of violence committed by:
  - A current or former spouse or intimate partner of the victim.
  - A person with whom the victim shares a child in common.
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [underVAWA].
  - 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 state of Washington."
- **Dating Violence:** Means a "violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; Where the existence of such a relationship shall be determined based on a

consideration of the following factors:

- The type of relationship
- The frequency of interaction between the persons involved in the relationship.”
- 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;
  - Suffer substantial emotional distress.

Table 1: Crime Statistics for Centralia College Main Campus

Centralia College Main	On Campus			On Campus Student Housing			Non- Campus			Public Property			Unfounded Crimes		
	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
<b>TYPE OF CLERY</b>															
<b>CRIME</b>															
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Fondling	2	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
Statutory Rape	0	1	1	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
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	2	2	0	0	1	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>															
Domestic Violence	1	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
Stalking	0	1	3	0	0	1	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>															
Arrests: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug abuse violations	0	1	1	1	0	1	1	0	0	0	0	3	0	0	0
Arrests: Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION</b>															
Disciplinary: Weapons - carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary: Drug abuse violations	2	1	1	0	1	1	0	0	0	0	0	0	0	0	0
Disciplinary: Liquor law violations	1	1	8	3	1	8	0	1	0	0	0	0	0	0	0

Table 2: Crime Statistics for Centralia College East

Centralia College East (CCE)	On Campus			On Campus Student Housing			Non-Campus			Public Property			Unfounded Crimes		
				2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
<b>TYPE OF CLERY</b>															
<b>CRIME</b>															
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	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
Incest	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
Robbery	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
Burglary	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
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>															
Domestic Violence	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
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>															
Arrests: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION</b>															
Disciplinary: Weapons - carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary: Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary: Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## Hate Crime Statistics

Centralia College strives to foster a safe and healthy learning environment that supports students in diverse and inclusive ways. The hate crime statistics are separated by category of prejudice. The crime statistics for the primary crime offenses include crimes motivated by bias with the exception of Simple Assault and Intimidation. If a hate crime or bias incident occur where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime or bias incident even though there is no requirement to the crime classification in any other area of the compliance document. Categories of prejudice include race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability.

### Centralia College Main Campus:

2021: No hate crime or bias incidents reported  
 2020: No hate crime or bias incidents reported  
 2019: 1 hate crime or bias incidents reported

### Centralia College East Campus:

2021: No hate crimes or bias incidents reported  
 2020: No hate crimes or bias incidents reported  
 2019: No hate crimes or bias incidents reported

### Unfounded Crimes:

There were no unfounded crimes in 2019, 2020, 2021 on Centralia College Main campus or Centralia College East Campus.

## Registered Sex Offenders

The Vice President of Student Services maintains a current list of sex offenders who are registered with the Lewis and Thurston County Sheriff Offices. The Vice President makes timely and appropriated notification to the campus community of students that are registered sex or kidnapping offenders. In addition to these notifications, the Vice President provides information on request to concerned parties within the parameters specified by federal and state statutes and regulations.

### **Policy and Procedures Regarding Sexual Assault**

Centralia College condemns all sexual violence. It is the goal of the college to be a community free from sexual violence.

The college provides educational information in brochure form to students and the campus community about sexual violence. This information is available at the Student Life and Involvement Center. All students and employees are provided access to training on sexual violence, assault, and harassment.

Whenever sexual violence occurs, whether it is on or off campus, the college strongly encourages that the victim reports the incident to the police, the Title IX Coordinator, or the College's Counseling Center if they want to report anonymously. The College will assist any victim and will support them in reporting the incident to the police. Whether or not criminal charges are filed depends upon the wishes of the victim and upon the decision of the city or county attorney as to whether there are sufficient grounds to prosecute. If the alleged crime occurs within the jurisdiction of the college, the victim is strongly encouraged to report the crime to the Title IX Coordinator. With the consent of the victim, the college will initiate appropriate disciplinary action against the accused, even in cases also being handled by civil authorities. The college will also, at the victim's request, implement appropriate interim remedies to the victim. The college may take action without the complainant choosing to move forward if the college deems it necessary for the health and safety of campus.

The college's decision to initiate disciplinary action will be influenced by the wishes of the victim and the results of an investigation. The disciplinary process will be explained to the victim and possible outcomes of the proceedings will be discussed with the victim prior to proceeding. Victims ordinarily will need to participate in the disciplinary hearing and will be provided a support person if so desired by the victim. Both victim and accused have the right to have a support person present during a disciplinary proceeding. The victim will be notified of the final results of any disciplinary proceeding.

*Definitions:*

Sexual violence: any sexual behavior between two or more people in which one person does not or cannot consent. Sexual assault includes penetration, no matter how slight or any physical contact or touching of another person's sexual areas without consent.

Acquaintance rape: nonconsensual sex between adults who know each other. Acquaintances include platonic, dating, marital, professional, academic, or familial relationships.

Date rape: a narrower term referring to nonconsensual sex between two adults who are dating or on a date. Date rape is one form of acquaintance rape.

Unfortunately, acquaintance rape, especially date rape is often not understood as rape by the victim. Because the victim recognizes their attacker, resulting in confusion, feelings of self-doubt or betrayal. The victim may feel that they will be blamed for what has happened or that no one will believe them. Acquaintance rape is still rape. It is a violent act and can be prosecuted.

Rape occurs anytime a victim is forced, coerced, or tricked into sexual intercourse against her or his will. It is still rape even if the victim had sex with her or his attacker in the past, the victim engaged in kissing or sexual touching with the assailant, there was no weapon, or the victim was unable to say "no."

If you are a victim of sexual assault, you should consider the following actions:

- *Go immediately to a safe place.*
- *Call the police even if you don't want to press charges. They will help you get immediate and critical medical attention. Regardless of whether you choose to contact authorities, seek immediate medical assistance.*
- *Go to a hospital. Do not shower or douche. Do not urinate or have a bowel movement.*
- *Do not eat or smoke. While at the hospital you will be checked for physical injuries, and evidence will be collected in case you wish to press charges. Going to the hospital does not mean you need to press charges. You can decide that later.*

- *Contact the Lewis County Human Response Network (360-748-6601 or 1- 800 244-7414) for crisis intervention and support services.*
- *Protect yourself from possible pregnancy. Talk immediately with a health care provider or pharmacist about the "morning-after" pill. This may reduce the chances for pregnancy but needs to be done within 72 hours-the earlier, the better chance of preventing pregnancy.*
- *Consider talking with someone you trust such as a relative, counselor, teacher, or pastor for the much needed support you deserve*
- *Explore legal avenues for criminal and or civil action as well as using on- campus reporting procedures, including the college's disciplinary system or Title IX office*
- *Allow yourself time to heal. Seek counseling services at the Hope Alliance, private counseling, or at the College's Counseling Center.*

To minimize the danger of sexual assault, the college provides nightly security patrols of the Centralia College main campus. The Facilities/Safety Committee regularly reviews reports related to lighting and shrubbery. Further information about sexual assault prevention may be obtained from the Title IX Coordinator or the counseling center.

### **College Disciplinary Proceedings**

The college disciplinary process is the mechanism by which the college can appropriately respond to a report of student misconduct. Student Conduct proceedings are conducted in accordance with the Centralia College *Student Rights and Responsibilities Code, WAC 132L-351*.

In order for the college to proceed, a complaint (whether by a victim, third party, or college employee) must be filed with the vice president, student services. If the complaint is criminal in nature, it will be forwarded to the Campus Safety and Security Manager for Clery reporting and may be forwarded to law enforcement. Because the standard of proof for a college disciplinary proceeding is less than the standard of proof for criminal conviction, the college disciplinary process is a viable option for victims. The college has jurisdiction, not only for on-campus or college related actions, but also for off campus actions in which the college can show that its interests are involved. The college encourages any victim of sexual assault to proceed with the college disciplinary process. Criminal investigations and proceedings can occur independently, before, during, or after, college disciplinary proceedings.

During the disciplinary process, both the accuser and the accused are entitled to have others present for support during the hearing. Both have the right to call a reasonable number of witnesses to testify on their behalf. Both have the right to cross-examine and the Judicial Board may ask questions to both parties. Both shall be provided with the final outcome of the proceeding, with the proviso that this information shall not be disclosed to the public. The alleged assailant may be found responsible or not responsible depending on the facts and strength of the case. If the accused is found responsible, there are a wide variety of sanctions that may result in a disciplinary proceeding including, warning, restrictions, fines, restitution, probation, suspension, and dismissal.

For a complete information about proceedings and sanctions ask for a copy of the *Centralia College Student Rights and Responsibilities Code, WAC 132L-351* from the Office of the Vice President, Student Services or online at: <https://apps.leg.wa.gov/WAC/default.aspx?cite=132L350>.

### Access to College Facilities and Safety

College buildings and facilities are for the use of students, faculty, staff, the public, and those on official business. College buildings and facilities are open during normal business hours, including evening hours, and sometimes during the weekend. Buildings and facilities will be closed and locked after normal operating hours. The main campus is closed to the public after evening classes and events are over. Any person in a building or facility after closure shall be required to have permission and shall have identification that identifies them as a college employee or student on appropriate business. Identification must be presented when asked by any college staff member acting in their appropriate role or by the current contracted campus security agency. However, these precautions cannot prevent all potential intruders from entering or remaining in buildings. Therefore, all employees and students should practice good personal safety.

- Any person who notices suspicious persons or activity is encouraged to report it to the Campus Safety & Security Manager at ext. 8888 or 360- 623-8888 or the police immediately.
- Only authorized staff or students shall be issued keys to buildings and facilities.
- Locked outside doors must never be propped open.
- Building evacuation is mandatory for all fire alarms. Re-entry shall be only with permission of designated college personnel, police, or fire department authority.
- Employees who are the last one out of a building or facility shall ask all unauthorized people to leave. Problems should be directed to the Campus Safety & Security Department. The building should be locked when the last person leaves. Outside windows should be closed and locked prior to leaving.

### Video Surveillance Cameras

Centralia College has dozens of Closed-Circuit T.V (CCTV) cameras across campus. With these in operation, they're used by the Safety & Security team to help ensure safety for the college community. Camera efficacy is assessed on an annual basis to determine what cameras need to be replaced and where new cameras can be placed. CCTV footage is recorded and kept for 30 days. Campus Safety & Security has the ability to view and replay those recordings as appropriate for college security needs.

### Campus Facilities

Centralia College maintains campus facilities in a manner that minimizes hazardous conditions. Campus Safety & Security as well as the security contractor patrol campus and report malfunctioning lights and other unsafe physical conditions to the Facilities office for correction. Everyone on Centralia College campuses is encouraged to report equipment or facilities

problems to the Facilities office by calling 360-623-8947 or by email at [facilities@centralia.edu](mailto:facilities@centralia.edu).

### Personal Security Recommendations

Although the college has taken precautions to reduce risks, only you can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime.

- Lock your office door. It only takes seconds for someone to enter your room and take your valuables.
- Store your handbags, wallets and other valuables in locked cabinets or drawers, even when you are in your office or room.
- Do not prop open locked doors.
- Do not loan your keys to anyone, including colleagues, classmates, or friends.
- Do not leave your keys in public places or in your jacket pocket when you are not wearing it.
- Do not put your name or address on your keys; do not put room or building identification on your keys.
- Do not leave personal property unattended. Take purses, briefcases, books, and calculators with you when leaving a room, office, or classroom. Do not leave valuables in plain view.
- Do not carry large sums of money.
- Park your bike where you can keep an eye on it when possible. Always lock your bike. Casehardened or kryptonite heavy locks and 3/8-inch chains provide the good protection. A U-bolt locking device provides the best protection. Secure each wheel.
- Always lock your car doors and never leave your keys in the car.
- Park in well-lit areas.
- Avoid leaving valuables in your car.
- Always have your key ready when you approach your car, Scan the area. If you are not comfortable leave the area.
- Don't walk alone at night.
- Walk assertively without daydreaming; be alert to everything around you.
- Some people choose to carry whistles or other loud devices to alert others in case of emergency.
- Police advise saying, "No," to requests for money from street people and avoid confrontations by not saying or doing anything else.
- Engrave your driver's license number on valuables.
- Dress for movement; wear low-heeled shoes and don't carry too many bulky packages.
- Don't take shortcuts. Always walk where there is plenty of light and traffic.
- Be aware of your surroundings. If you think you are being followed, go in a different direction or the other side of the street and yell for help. Quickly go to a lighted area

or to a group of people.

- Watch for suspicious people in and around buildings and parking lots. Do not pursue them. Notify the coordinator of security or call the police.

### **Safety and Security Educational Programs**

The Campus Safety & Security Manager can make arrangements for presentations on security and safety, crime prevention, sexual assault awareness, personal safety, and fire prevention.

The Campus Safety & Security Manager has brochures and pamphlets available at no cost relating to safety and security issues.

## Fire Safety Procedures and Statistics

### Fire Statistics

Table 3: Fire Statistics for Centralia College Main Campus

	Total Fires in each building	Fire Number	Date	Time	Cause of fire	# of Injuries Req Treatment	# of deaths	Value of Property Damage
115 S Silver Street - 2019	0	0	0	0	0	0	0	0
115 S Silver Street - 2020	0	0	0	0	0	0	0	0
115 S Silver Street - 2021	0	0	0	0	0	0	0	0
401 S Rock Street - 2019	0	0	0	0	0	0	0	0
401 S Rock Street - 2020	0	0	0	0	0	0	0	0
401 S Rock Street - 2021	0	0	0	0	0	0	0	0
403 S Rock Street - 2019	0	0	0	0	0	0	0	0
403 S Rock Street - 2020	0	0	0	0	0	0	0	0
403 S Rock Street - 2021	0	0	0	0	0	0	0	0
512 W Pear Street - 2019	0	0	0	0	0	0	0	0
512 W Pear Street - 2020	0	0	0	0	0	0	0	0
512 W Pear Street - 2021	0	0	0	0	0	0	0	0

### Student Housing Fire Safety

Centralia College has limited student housing. Student housing is generally reserved for international students and student athletes. Listed below is a description of the fire safety system in each house. All smoke detector batteries are checked and/or changed twice every year coordinating with Daylight Saving time beginning and end. Fire extinguishers are checked every year in December.

115 S Silver Street: Smoke detectors are located in the hallway, and each bedroom. Fire extinguishers are located in the kitchen.

401 S Rock Street: Smoke detectors are located in the living room, each bedroom, and the top of the staircase on the second floor. Fire extinguishers are located in the kitchen and at the top of the staircase.

403 S Rock Street: Smoke detectors are located in the living room, each bedroom, and the top of the staircase on the second floor. Fire extinguishers are located in the kitchen and at the top of the staircase.

512 W Pear St: Smoke detectors are located in the living room & each bedroom. Fire



extinguishers are located in the kitchen.

### Fire Drills

The college conducts fire drills for residents of student housing. Student should make themselves aware of all escape exits from the house, including windows.

### Appliances in Bedrooms

While cooking is not permitted in student rooms, coffee pots, popcorn poppers, and irons that are Underwriter's Laboratory approved, in good repair, and have thermostatic control may be used. Due to fire hazard, hot plates are not permitted and will be confiscated if used.

### Candles & Open Flames

Candles, incense, potpourri burners, hookahs or water pipes, smoking, lithium-ion batteries, or other open flame/high-risk items are not permitted in Student Housing. Such items will be confiscated.

### Fire Equipment

Extinguishers and alarms are for your use, should a real emergency arise. However, the cost of refilling, replacing, and repairing any equipment or damage resulting from improper use, will be charged to whoever is responsible or to all residents. Each house has a smoke detector. These are in the house for your protection and are not to be removed or tampered with. Misuse of any fire safety system is cause for serious disciplinary action in accordance with the student conduct code, WAC 132L-351. Sanctions may include removal from student housing and suspension or dismissal from the college.

### Fireworks, Explosives, & Firearms

Possession or use of firearms, dangerous chemicals, or other dangerous weapons or instruments are not permitted in student housing.

No flammable or combustible substances including, but not limited to, those as defined in Washington State Explosives Act Chapter 70.74 REC and Washington State Fireworks Law Chapter 70.77 REC are permitted in student housing.

Violation of any of these rules is cause for serious disciplinary action in accordance with the student conduct code, WAC 132L-351. Sanctions may include removal from student housing and suspension or dismissal from the college.

### Fire Safety Procedures for Emergency Evacuation of Student Housing

- Call 911 any time a fire is present. DO NOT DO ANYTHING TO PUT YOURSELF IN DANGER.
- If there is a very small fire you may attempt to put it out yourself with the fire extinguisher in your facility. If this does not work, or if it seems uncontrollable, evacuate immediately. Leave your belongings and call for others in your building to evacuate as you are leaving.
- If you are caught in a fire, crawl or stay low so that you do not inhale too much smoke. Touch your hand to a door before leaving a room to see if it is too hot and if there is a fire on the other side. If so, do not go through that door.
- As you exit the building make as much noise as possible to get the attention of other students. DO NOT GO BACK INTO A BUILDING APARTMENT OR HOUSE.
- Stay at your evacuation location until the fire department indicates that it is safe to go inside or until Centralia College staff give you further instructions.
- When safe to do so, notify Facilities, Operations & Maintenance and Campus Safety & Security at ext. 8888 or 360-623-8888.

### Fire Safety Education

When checking into student housing, the student is issued a Student Housing Handbook that outlines the fire safety policies above. The college employee checking in the student also goes over this information which is on the housing contract that the student signs.

#### Notification of Fire:

After a fire has occurred in student housing, and students have notified the Residence Life and Clubs Specialist, the Residence Life and Clubs Specialist should report the fire to Director of Facilities and Campus Safety & Security by calling 360-623-8888 or emailing [8888@centralia.edu](mailto:8888@centralia.edu).

If a member of the college community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety & Security or Facilities has been notified they should immediately notify Campus Safety & Security and Facilities by calling 360-623-8888.

#### Plans for Future Improvement:

The college will conduct a yearly fire safety assessment with the jurisdictional Fire Marshall from the Riverside Fire Authority and will develop plans for improvements to all residential facilities.