



2013  
Campus Security and Fire Safety  
Annual Report  
January 01 through December 31, 2013

**Oregon Institute of Technology**

Campus Safety Department  
Emergency: 541-885-0911  
Office: 541-885-1117  
Patrol and Information Services: 541-885-1111

Risk Management  
Office: 541-885-1556

*Partners for a Safe Campus*

**Campus Crime Awareness and Campus Security Act**

This annual report summary is provided in compliance with the federal Campus Crime Awareness and Campus Security Act of 1990 (Title II, Public Law 101-542, Nov. 1990) and the Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. A complete listing by category can be obtained on the Oregon Tech Campus Safety web page. If you have information for inclusion, or questions, comments or remarks, contact Campus Safety or the Vice President for Student Affairs.



**The Annual Security and Fire Safety Report is a combined effort from Campus Safety and Risk Management**



# Annual Security Report

## **Preparation and Disclosure of Annual Crime Statistics**

Oregon Tech Campus Safety with assistance from Risk Management generates this report annually to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics. The report is also prepared with cooperation from the Klamath 911 Emergency Communications District. Klamath 911 provides statistics for off-campus and adjacent-to-campus reported crimes. The statistics provided are a culmination of crime reporting by the local Oregon State Police office, the Klamath Falls police department and the Klamath County Sheriff's office. Campus crime, arrest and referral statistics include those reported to the Campus Safety department, the Dean of Students, Residence Life staff along with other designated campus officials and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled faculty, staff members and students that provide the web site to access this ASR report. Paper copies of the report may also be obtained at the Campus Safety office located in the Cornett Hall building, room 231. You can also call 541.885.1117 to request a copy of this report. All prospective employees may obtain a copy of this report from Human Resources in the Snell Hall Administrative building, room 109 or by calling 541.885.1074.

## **Campus Environment**

Oregon Institute of Technology, a member of the Oregon University System, serves students from all over the world. It is the only accredited public polytechnic university in the Northwest. The main campus—consisting of 190 acres, 19 buildings and a stadium—is located in Klamath Falls, Ore., a high-desert town on the eastern slope of the Cascade Mountains. The city's metropolitan population is about 45,000. Oregon Tech maintains an “open campus” with no physical barriers between the university and the community.

## **Campus Safety is a Shared Responsibility**

No university campus or community is totally risk free. Each person must contribute to fostering a safe learning environment by using common precautions and practicing crime prevention. These measures help reduce vulnerability as well as opportunities for criminal activity on campus.

Oregon Tech's Campus Safety program, directed by the Vice President for Student Affairs through the Campus Safety Director, is a proactive approach to incorporating visibility, education, prevention and immediate response to campus incidents.

Campus safety at Oregon Tech involves students, faculty and staff. It is Oregon Tech's desire to create and promote an open environment that encourages learning and freedom among all who attend or visit the university. Safety is an important part of the educational and occupational experience.

If you see or suspect a crime in progress within the campus boundaries or adjacent properties, report it immediately to the Campus Safety department at **541.885.0911** or Klamath County 911 Emergency Services by calling **911**. Everyone needs to be an active member of our campus community to report crimes and point out safety concerns to the appropriate departments or agencies. It is our collective responsibility in helping to keep our campus crime free. Whether a victim or bystander, everyone can play an important role in keeping our community safer.

Campus Safety has a role in preserving an open environment where students, faculty and staff feel safe to academically explore the issues of the day. With this goal in mind, Oregon Tech is committed to providing a professional Campus Safety program, administered by a trained, professional staff. The program uses updated procedures to provide a “reasonably secure campus” for all members of the campus community.

## **Campus Safety Services**

The mission of the Campus Safety Department is to provide for the safety, security and maintenance of order for the campus community including faculty, staff, students and visitors. Campus Safety promotes safety and security on campus through educational programs, emergency and non-emergency response services, problem solving and enforcement of appropriate laws, rules and regulations.

Campus Safety serves all students, staff, faculty and guests. The university employs full and part-time Campus Safety officers. Students assist with issuing temporary parking permits, weekend patrols and other safety-related responsibilities. Campus Safety operates 24 hours a day, seven days a week, responding to campus incidents, including building alarms, crimes, injuries, illnesses, accidents, safety hazards and calls for assistance. Additionally, Campus Safety provides coordination with local law-enforcement agencies, crowd control, building inspections and parking enforcement.

### **Campus Safety Programs and Trainings:**

Annually, the Campus Safety department teams with other departments or members of the community to provide trainings to faculty, staff and students. Below are the trainings and times of the year that they are made available to the campus community:

- Campus Safety informational sessions including personal safety, how to report a crime/accident/incident, self-defense for all resident students specifically, being aware of your surroundings, dangers of drug and alcohol use - every September prior to the first day of fall term classes.
- New student orientation table occupied by the Campus Safety training officer. Subject matter includes but is not limited to Campus Safety services, personal safety, how to report a crime/accident/incident, dangers of drug and alcohol use, and self-defense 5-7 times per academic year.
- Campus Safety informational presentation to the campus community (faculty, staff and students) directly after the new calendar year (January). The informational session includes information on personal safety, how to report a crime/accident/incident, active shooter information to the campus, how everyone has to assist in keeping the campus community safe.
- Office Safety and personal defense training is provided by Campus Safety. It is directed at those staff members that have to deal with upset and irate customers. There are lessons in de-escalating situations and how to stay safe or minimize an attacker's weapon options if matters escalate.
- Self Defense classes taught by Campus Safety for resident and off campus student training sessions 2-3 times per academic year. These sessions are available to residents and off campus students.
- During the national Sexual Assault Awareness Month, Campus Safety teams up with Campus Life, the Women's Resource Center and Student Affairs to take part in trainings and presentations with on and off campus presenters. These presentations consist of what to do if you are a survivor of a sexual assault, the process of reporting a sexual assault, how to connect with resources if you are sexually assaulted, the criminal process of initial reporting and court cases, surviving and thriving after an assault. The national Sexual Assault Awareness Month takes place annually in April.
- Active Shooter presentation for faculty, staff and students. This presentation includes Human Resources and Student Affairs personnel along with Campus Safety. It uses the model of "Shots Fired on Campus" for what-to-do's if an active shooter is reported on campus. The options for shelter-in-place, flee the area if it is safe to do so or stay and fight are discussed and explained. Those that take part in the presentation will realize that they will have a direct part to play in their own safety and the safety of others. This presentation is given at different times to faculty, staff, residents, and off campus students through each academic year beginning in August.

### **Campus Safety also provides:**

- Crime Prevention/Safety Information: Campus Safety Officers are available to assess potential safety problems or hazardous situations.
- Parking Services: Temporary parking permits, information, vehicle unlocks and "jump starts" for dead batteries.
- Special Events Assistance: Campus Safety Officers assist with crowd control, barricade set-up, traffic control, vehicle assistance and other activities.
- "Night Ride" Program: Officers are available to escort individuals on campus to vehicles, buildings or the Residence Halls.
- Building Access: Faculty and staff members without a key who need access to a building may request assistance after proper clearance or verification.
- Student Auxiliary Safety Patrol: SASP employees act as an additional level of safety for the campus. Patrols raise the visibility of Campus Safety and increase a security presence on campus.

## **Campus Safety and Klamath Falls Police Department**

Oregon Tech and the Klamath Falls Police Department have a long history of coordination and cooperation in responding to crime on campus and areas adjacent to campus.

Campus Safety is generally considered the “first responder” to campus incidents. All uniformed officers are State of Oregon employees. Under ORS 164.205 (5), all officers are designated as “lawful persons in charge” with authorization to direct persons to leave the campus and initiate subsequent law-enforcement intervention for crime and university violations.

All Campus Safety officers are trained in first aid and CPR procedures. They conduct foot, bike and vehicular patrols of the university facilities 24 hours a day, seven days a week.

Klamath Falls Police Department is the “primary” law enforcement agency in the city of Klamath Falls. They have jurisdiction and will respond upon request to all crimes against the State of Oregon Revised Statutes (ORS). The Klamath County Sheriff’s Office and Oregon State Police will also respond to calls from campus.

Any major crime incidents on campus will generally be handled by or include the Klamath Falls Police Department in cooperation with Campus Safety personnel. As a general operating procedure, the Klamath Falls Police Department will conduct investigations upon requests from the Campus Safety department and make arrests as the responsible law-enforcement jurisdiction.

## **Crime Prevention and Education**

Campus Safety, staff, faculty and students continually work together on personal safety and preparedness to assist others in time of need. This strategy works. Each individual is responsible for taking basic precautions such as walking in pairs at night or high-risk periods, locking office and car doors and securing personal valuables when unattended. Campus Safety is always available to meet with individuals, groups and clubs to discuss safety, crime-prevention methods and related issues.

Campus Safety actively supports crime prevention through a number of activities. Uniformed officers provide educational talks, workshops and information exchanges throughout the academic year.

### ***Campus Safety personnel provide the following crime-prevention services:***

- Daily incident and crime reports
- Crime information and data to local police agencies
- Resident Advisor support
- Orientation programming for new students

When campus crimes occur, Campus Safety will notify the campus community to educate and inform members as a crime deterrent. If you have information or questions, contact Campus Safety at 541.885.1111.

## **Excluded Crimes**

In some cases an incident that is reported as a crime may not be included in the annual report. Each of the following five standards must be met for an incident to be included in the annual report:

- 1. *Reported to the Proper Authorities*** – The incident must be reported to law enforcement or a person who, according to the Clery Act, is defined as a Campus Security Authority. A person designated as a Campus security authority does not only mean a person employed by the University security department. The term is applied to any person who works for the University in a paid or volunteer status and has significant responsibilities for student activities. For example; professors, student advisors, resident advisors, coaches for university athletics and persons who perform security functions at campus recreational facilities are considered campus security authorities.

If you are someone whom a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed directly through your intervention or that you will contact law enforcement for a response, then you are campus security authority.

2. **Listed Crimes** – The crime must be one of those listed in the Clery Act as a reportable crime.
3. **Reportable Area** – The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is in a reportable area. The two remaining areas are a little more difficult to define. Perimeter streets are described in the following way: “Sidewalk – Street – Sidewalk”. This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. Unfortunately, most law enforcement agencies do not distinguish where a crime occurs with this degree of detail. Crimes are usually located by street and house numbers.
4. **Made in Good Faith** – For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the credibility of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.
5. **Not Unfounded** – If in the case of a particular incident, law enforcement determines that the incident could not have occurred or did not occur, i.e., a false report, the crime would not be included in the annual report.

### **Reporting a Crime**

In the event of a crime or emergency, contact Campus Safety at 541.885.0911. This number will reach Campus Safety on campus. Dialing 911 will reach the Klamath County Dispatcher. One or more agencies will respond immediately.

In addition, you can report a crime to the following persons or offices:

- Vice President for Student Affairs/Dean of Students @ 541.885.1011
- Administrative Director of Integrated Student Health @ 541.885.1800
- Director of Residence Life @ 541.885.1087
- Human Resources Director (Affirmative Action/Civil Rights/Chief Diversity Officer/Title IX Coordinator) @ 541.885.1108
- Campus Safety general office line (non-emergency/minor crime) @ 541.885.1111
- Vice President of Finance and Administration @ 541.885.1105

### **Building Access and Safety**

Campus buildings are open Monday through Friday, 8 a.m. to 5 p.m. Access to buildings is limited during evenings and weekends. Campus Safety officers will confirm campus buildings are being secured beginning at 5 p.m., except where evening classes meet. All buildings are locked after evening activity is completed.

Unauthorized entry to, or use of, the college facilities, including buildings and grounds, is prohibited. Building access for special use or use during non-business hours requires prior approval.

If you're working alone or will be in a building after normal work hours or on weekends, notify Campus Safety of your entry time and location. This is for your safety. ***Please report all strangers or suspicious activity in your building to Campus Safety immediately.***

### **Security of Campus Grounds**

The university is strongly committed to campus safety and security. Parking lots, pedestrian walkways, high-traffic areas, buildings, exterior lighting and grounds are checked during routine patrols. Patrols occur often during daytime and evening shift times. Doors are secured each evening. Shrubs, trees and vegetation are trimmed regularly by Facility Services. Members of the campus community are encouraged to report all hazards, exterior-lighting deficiencies or grounds problems to Facilities Services at 541-885-1690.

## **Residence Hall Safety**

Campus Safety officers routinely patrol the Residence Halls (RH), respond to requests and assist students as needed. Officers usually respond to calls within two to five minutes. RH public areas are accessible to residents and their guests. RH doors are locked at 11 pm. After that time, only persons with keys may enter the building. Late-entering residents should be certain that doors shut and lock behind them. Access is limited only to the extent that residents abide by established security procedures. Residents are asked to report suspicious person or circumstances.

Resident Advisors (RAs) make routine “rounds” and hall checks. An RA is “on call” at all times. Visitors and guests are to be escorted and “checked-in” pursuant to RH rules. Students should call their RA and/or Campus Safety at 541-885-0911 any time they need safety assistance or observe unusual circumstances.

## **Timely Warnings**

The issuance of timely warnings on campus satisfies the Clery Act for the purposes of reporting an ongoing threat to the campus community. If there is a crime with an element of a continued threat to the safety of campus faculty, staff students or visitors, a timely warning to the campus community will be communicated. The timely warning will be comprised of the initial crime, suspect description (if known), generic victim information where appropriate along with the time and location the crime took place. The timely warning will also include information regarding the continued or ongoing threat to the campus community’s safety and precautions to take until or unless the threat is removed or no longer considered an on-campus threat.

The timely warning will originate from the Campus Safety department. The timely warning can also originate from office of the Vice President of Student Affairs or Public Affairs, in cooperation with the Campus Safety department. The timely warning will be released through Oregon Tech student and employee e-mail addresses along with campus-wide notifications through Human Resources and Publications offices on campus. Timely warnings can also be found on Oregon Tech’s daily information page on Oregon Tech’s web site known as Tech News Daily. Updates to the Timely Warning will also be found on all of the same locations mentioned under this heading when new or updated information is confirmed and released.

## **Emergency Notification**

In October 2009, the Department of Education finalized the rules to the Higher Education Opportunity Act amendment that Congress passed in 2008. The changes affected many parts of the original act, but significant changes were put in place that impact emergency management and reporting. Institutions of higher learning must have mass notification plans and provide detailed reports to the Department of Education about campus security and fire safety. There are strict guidelines in place regarding what information must be included in these reports and how the institution should provide access to the reports to current and prospective students and employees.

## **OIT-Alert**

The Oregon Institute of Technology Risk Management, Information Technology Services and Campus Safety departments working in conjunction with selected administrative personnel have implemented the OIT-Alert system to alert the on-campus and off-campus community to an emergency situation.

It is our hope that this information will insure and assist in having the best experience possible with the university as a student, faculty member, staff member or visitor. It is our mission to assist the campus community in providing a safe and secure environment in pursuing educational or work experiences.

The OIT-Alert notification system enables the university to contact the Oregon Tech community in the event of an emergency by sending messages to preferred electronic devices. These devices include:

- Cell Phone
- E-mail
- Phone (land line)

OIT –Alert *is not* used to send non-emergency, routine or spam messages.

## **How OIT-Alert Works**

We are committed to providing a safe learning environment for its students, faculty, staff and administrators. With this commitment comes a responsibility to notify the campus community of emergency situations if they arise on

Oregon Tech campuses. OIT-Alert fulfills this commitment with emergency information available to the campus community and by providing emergency information and notification to a large scale of persons on campus and the larger outlying community. OIT-Alert will provide emergency information without delay to the campus community and beyond once an emergency situation or threat is confirmed and the appropriate officials on campus are notified for purposes of emergency response and possible evacuations.

In the event that Oregon Tech receives a confirmed significant emergency or dangerous situation involving an immediate threat at or near an Oregon Tech campus, an Oregon Tech official that is recognized as an emergency information provider will confirm the given emergency through other emergency channels on or off campus. These “other channels” may include but not be limited to Oregon Tech’s Chief Information Officer, Risk Management Director, Campus Safety Director, Vice President, Public Information Representative or from legitimate off-campus emergency response and/or law enforcement agencies. Once the emergency is confirmed and the scope of the emergency is determined (campus-wide, section of campus one building etc.), the emergency information officer will enter the alert on Oregon Tech’s alert network server of choice, Blackboard Connect. Blackboard Connect will automatically send the alert message to various relay points of delivery to be dispersed to those persons that have signed up and/or updated their emergency information on the OIT-Alert system. The alert is then delivered to landlines, cellular phones and through e-mail accounts.

In the event that an on-going emergency at or near the Oregon Tech campus has follow-up information to be disseminated, the same process will be used to update the emergency alert information through OIT-Alert. Reasons for an updated OIT-Alert message would include but not be limited to further detailed information on the emergency, changes in location of the emergency, the emergency being deemed contained, concluded or no longer a threat.

In the event of an emergency, primary phone numbers and Oregon Tech e-mail accounts will be used for contact. Add a cell phone, a secondary e-mail address or an alternate phone to update personal profiles. Information for parents, spouses or friends to contact in case of a campus emergency can also be added to a personal profile.

#### **How OIT-Alert will be used**

Situations for which OIT-Alert will be used but not limited to:

- Campus Closings
- Building emergencies
- Potential life-threatening situations on campus
- Extreme weather conditions
- Activation of Emergency Response teams

#### **Types of messages to be sent by OIT-Alert**

Depending on the device of choice, a sample message will appear similar to this:

*“OIT-Alert - Fire in Owens Hall. If you are in Owens Hall, evacuate immediately. If you are not in Owens Hall, avoid the area.*

*Visit [www.oit.edu](http://www.oit.edu) and check e-mails for details.”*

Confirmation that the emergency notification message is from OIT-Alert

In order to know that a message has been sent from OIT-Alert by the message sender, look for the following addresses with the given preferred electronic device:

- **Text message SMS ID#:** 23177
- **Phone:** 541-885-0648 (885-0-OIT) message only for referring to Web
- **E-mail:** [oit-alert@oit.edu](mailto:oit-alert@oit.edu)

OIT-Alert was established and initially tested on November 17, 2009. More tests of this emergency notification system are coordinated to occur at least two times through each subsequent academic year. Persons with updated profiles will be notified of the testing via their electronic device of choice described in the text. The audible or electronic message will clearly state that a test message has been transmitted. For more detailed and updated OIT-Alert information, please visit <http://www.oit.edu/oit-alert>.

### **Evacuation Drills and Procedures**

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. At Oregon Tech, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During an active drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to evacuations procedures during the drills, the process also provides Oregon Tech with an opportunity to test the operation of the fire alarm system components.

### **Missing Student Notification Policies & Procedures**

In accordance with the Higher Education Opportunity Act of 2008, Oregon Tech has established procedures for missing student notification and campus response. This procedure outlines the process campus officials will follow in response to a report of a missing student from on campus housing (residence halls) locations.

Missing students should be reported to Housing staff. Missing students can also be reported to the, Vice President for Student Affairs, Director of Residence Life, Athletics Director or the Student Health staff. Any university official who receives a report that a student is missing shall immediately contact the Campus Safety Department. If the student lives in on-campus housing, the Campus Safety Department will open an official investigation and retain status as the primary response unit. A welfare check of the student’s on-campus residence will be made. If the student lives off campus, the appropriate law enforcement agencies will be contacted. All reasonable efforts will be made to locate the student to determine their status and well-being.

Oregon Tech Housing and Residence Life maintain emergency contact information for each student that lives in on-campus housing. Beginning September 2009, each student that lives in on-campus housing has the option to identify a contact person or persons whom the university will notify if the student is determined to be missing for a 24 hour period. As with all emergency contact information it will remain confidential, be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing student investigation.

It is the Campus Safety Department that will be responsible for determining that a student is missing. Once determined missing for 24 hours, Oregon Tech will notify the designated contact person within 24 hours. If the student is under 18 years of age and is not emancipated, the student’s custodial parent or guardian will also be notified within 24 hours. The appropriate law enforcement agencies will be contacted within 24 hours of the determination that the student is missing. This notification will be made even if the student has not registered a contact person.

### **Standards of Conduct**

Disciplinary sanctions as serious as suspension or expulsion from the university or eviction from university housing may be imposed against any students found guilty of committing, attempting to commit or intentionally assisting in any of the offenses listed in the Student Conduct Code and the housing contract. These offenses include but are not limited to selling or distributing illicit drugs, actions that result in serious injury or death of another person(s), rape, acquaintance rape, or other forcible or non-forcible sex offenses.

### **Alcohol and Drug Policy**

Oregon Tech participates in the “Drug Free Schools and Community Act” (Public Law 101-226, Sec. 22) and is committed to providing an environment that maximizes the potential for drug- and alcohol-free lifestyle. Possession, consumption or furnishing alcoholic beverages on campus is prohibited, except in designated “Over 21 Wings” of the Residence Halls (including the Sustainable Village and on special sanctioned occasions in the College Union).

The use, possession, sale, giving or exchanging of illegal drugs or controlled substances is prohibited on campus by state law and university policy. Persons violating these prohibitions are subject to discipline and corrective intervention by the university, including possible suspension, expulsion and filing of criminal charges. Health risks associated with misuse and abuse of mind-altering drugs, controlled substances and alcohol include, but are not limited to, diminished immunity; physical and psychological dependence; brain, pancreas, kidney and lung damage; high blood pressure; heart attack; strokes; ulcers; birth defects; and death.

The Integrated Student Health Center provides assessment and referral service to students and serves as an alcohol and drug abuse information and educational resource.

## **Firearms, Munitions and Explosives**

Except as expressly authorized by law or university regulations, possession, use or threatening use of firearms, fireworks, ammunition, explosives, chemicals or any objects that may be used as a weapon are strictly prohibited on university property or at university sponsored or supervised activities. Concealed weapons are prohibited, even with an authorized permit. Professional law enforcement officers are the only person permitted to possess firearms on campus.

## **Clery Crime Definitions**

**Homicide and non-negligent manslaughter:** The willful killing of one human being by another.

**Negligent manslaughter:** The killing of another person by gross negligence.

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

- Forcible Rape
- Forcible Sodomy
- Sexual Assault with an Object
- Forcible Fondling

**Non-forcible sex offenses-** Non-forcible is defined as incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

- Incest
- Statutory Rape

**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.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

**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.

## **Hate Crime Definitions**

**Hate crimes:** Any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. **Bias-***A preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.*

Categories of bias are:

- Race
- Gender
- Religion
- Sexual Orientation / Gender Identity
- Ethnicity / National Origin
- Disability

In addition to the standard list of Clery reportable crimes, the following crimes are classified as hate crimes when there is evidence that the offense was committed with bias against a protected class, as described above.

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

## **Liquor, Drug and Weapon Law Offenses**

**Liquor, drug and weapon law offenses:** Any violation of liquor, drug or weapon laws.

**Driving under the Influence of Intoxicants** is not reportable because it is a driving crime and not a liquor crime unless the driver is also a minor or the means of intoxication is an illegal drug.

### **Sexual Offenses on Campus**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

### **Programs and Available Training for Sexual Offenses Awareness and Prevention**

By the fall term of 2014, Oregon Tech will be institute mandatory training programs for all employees and students. These programs will promote the prevention and awareness of the following sexual offenses:

- Rape and acquaintance rape
- Domestic Violence
- Dating violence
- Sexual Assault
- Stalking

The educational training programs will also include the recognition of signs of abusive behavior along with safe and positive options for bystander intervention an individual may take to prevent harm if/when intervening in risky situations observed by the said bystander. Ongoing prevention and awareness campaigns for students and all employees will follow after the fall programs are completed.

### **Definitions of Sexual Crimes/Offenses**

**Dating Violence:** The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

**Domestic violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

The Oregon Revised Statutes (O.R.S.) **163.732** defines **Stalking** as:

(1) A person commits the crime of stalking if:

(a) The person knowingly alarms or coerces another person or a member of that person’s immediate family or household by engaging in repeated and unwanted contact with the other person;

(b) It is objectively reasonable for a person in the victim’s situation to have been alarmed or coerced by the contact; and

(c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim’s immediate family or household.

**Sexual Assault:** Sexual assault is any non-consensual sexual contact. It includes any intentional sexual touching, however slight, that is without consent and/or by force. Anyone can be the target of sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history or social class. Acquaintances (people who know each other in some way) are involved in 85 percent of campus sexual assaults in the United States. Sexual assault is also a form of sexual harassment.

**Sexual Harassment:** Sexual harassment is unwelcomed conduct of a sexual nature. Oregon Tech is committed to providing a respectful environment for all its members. Sexual harassment of students, faculty or staff by other members of the university community is prohibited and will not be tolerated.

Sexual harassment is a violation of Federal Law (Titles VII and IX) and the Oregon University Administrative Rule 580-015-0015 along with Oregon Administrative Rule 578-12-0010(1)(2) prohibiting any form of discrimination.

Sexual harassment is a prohibited act normally resulting in disciplinary proceedings against the perpetrator.

Unwanted sexual activity by persons abusing positions of economic, supervisory or academic power is undesirable and oppressive. Sexual harassment is also sex discrimination which is against the law and administrative rules.

If you believe you are being or have been sexually harassed, please contact the Title IX Coordinator Ron McCutcheon (541-885-1108 or 541-331-1855 after business hours) for Oregon Tech and will deal with all harassment matters directly and confidentially. The Title IX Coordinator is also the Oregon Tech Director of Human Resources/Affirmative Action Officer/Chief Diversity Officer/Civil Rights Officer. Complaints are handled in accordance with Oregon Tech Policy 21-25; retaliation also is prohibited.

**Consent:** One of the most important areas for someone to be aware of is the area of consent. It is the responsibility of the parties to both give and receive consent in a clear, concise and mutually understood manner. Consent once given can be revoked at any time. Just because consent was given in the past each new contact should clearly establish consent between everyone involved.

The Oregon Revised Statutes defines the inability to consent as:

**Oregon Revised Statute (O.R.S) 163.315/Incapacity to consent; effect of lack of resistance.**

(1) A person is considered incapable of consenting to a sexual act if the person is:

- (a) Under 18 years of age;
- (b) Mentally defective;
- (c) Mentally incapacitated; or
- (d) Physically helpless.

(2) A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. [1971 c.743 §105; 1999 c.949 §2; 2001 c.104 §52]

**Evaluate and Communicate Your Intentions**

Domestic Violence, Dating Violence, Stalking and Sexual Assault are issues that impact both women and men. Because the largest percentage of all university related rapes, dating violence and stalking are committed by acquaintances, it is important that you decide what you want to happen in intimate situations.

Both women and men should consider the following:

- Pay close attention to what is happening around you. Clearly communicate your desires, limits and intentions to your date, partner, or friend.
- Intercourse becomes rape when a person is under the influence of any intoxicating or controlled substance and is thereby prevented from resisting or consenting to the sexual contact. Be aware that alcohol and other drugs can impair your judgment; make you slow or unable to escape from a dangerous situation.
- Previous sexual contact, regardless of frequency, does not constitute consent for sexual activity in the present or future. A current or previous dating relationship does not constitute the basis for implied consent.
- Do not assume that sexual intercourse is permissible if a person is dressed in a certain way or is incapacitated and does not give consent.
- Being turned down for sexual activity is not necessarily a personal rejection. It should be accepted as expressed because "NO" means "NO."

- Assaultive behavior is never acceptable.

### **If You Are Sexually Assaulted**

Remember that you are not to blame--no one deserves to be sexually assaulted.

You should contact one of the following offices: Campus Public Safety, Vice President for Student Affairs, Student Health, or the Klamath Falls Police Department.

- For Campus Safety assistance, dial 5-1111 (on campus) or 541-885-1111 (off campus).
- For the Vice President for Student Affairs office, dial 5-1011 (on campus) or 541-885-1011 (off campus).
- For Integrated Student Health Center, dial 5-1800 (on campus) or 541-885-1800 (off campus)
- For police assistance, dial **911** (on or off campus).
- Talk to someone you trust about the incident--a good friend, a family member, and/or a member of the university community. Talking to someone can help you clarify your options.
- Do not wash, shower, douche, change, destroy or clean the clothes you wore during the assault. These provide vital evidence should you later decide to prosecute.
- Contacting the police department does not mean you must press charges. Ask about filing an "informational" (informal) report, which covers the expenses for a rape exam and provides a record of the incident if you later decide to file charges.

Whether or not criminal charges are filed, a campus administrative investigation will be conducted and handled through the Dean of Students/Vice President of Student Affairs office *if the incident is officially reported to this office*. Campus sanctions can be imposed regardless of the criminal investigation.

### **Rape Evidence Collection Examination**

A rape exam provides essential treatment for exposure to sexually transmitted diseases and pregnancy. It also collects evidence to be used against your assailant should if pressing charges is the victim's course of action. Campus Safety will assist in reporting to the Klamath Falls Police Department. The exam must be completed within 84 hours of the sexual assault. The examination will be conducted at a medical facility by a certified Sexual Assault Nurse Examiner (S.A.N.E.).

### **General Medical Attention**

You can receive medical attention from the following areas:

Integrated Student Health Services: 5-1800 (on campus) or 541-885-1800 (off campus)

Sky Lakes Medical Center: 541-882-6311 <http://skylakes.org/>

### **For Immediate Counseling**

- Oregon Tech Integrated Student Health Center at 5-1800 (on campus) or 541-885-1800 (off campus). The counseling center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. to schedule appointments.
- Campus Safety (5-1111) on campus; 541-885-1111 (off campus or from a cell phone) has emergency contact capability for counselors who can assist after business hours.
- Oregon Tech Sexual Assault Hotline at 541-891-00IT (0648)
- Rape Hotline (Klamath Crisis Center/Marta's House) at 541-884-0390 or 1-800-542-3669 <http://www.klamathcrisiscenter.org/>. They offer support groups for survivors that meet during designated times, individual counseling for survivors at their office Monday through Friday 9:00 a.m. to 5:00 p.m.; domestic violence shelters; play therapy for children who have been abused, and 24-hour counseling over the phone. This center may also be able to refer you to another resource.

### **Additional Reporting Information and Options**

- Oregon Tech Vice President for Student Affairs Office at 5-1011 (on campus) or 541-885-1011 (off campus). This office can help you explore potential university judicial disciplinary actions that could follow an incident of sexual assault or relationship violence in compliance with the Oregon Tech Student Code of Conduct, which governs internal disciplinary sanctions and procedures.
- Oregon Tech takes sexual and relationship violence very seriously. Another reporting option for crimes of sexual and dating violence can be anonymously reported by completing an Anonymous Report Form for sexual or relationship violence. It is available on line through the Office of Student Affairs at

<http://www.oit.edu/docs/default-source/Student-Affairs-/anonymous-report.pdf?sfvrsn=0> Once the form is filled out, it can be placed in an envelope and mailed or delivered to either the Office of Student Affairs or the Integrated Student Health Center. The form includes addresses for both locations. If the survivor wishes for the crime to be recorded in university statistics, a section on the report form will need to be completed. All details are on the anonymous reporting form. ***Filling out the available form does not constitute a police report or a student conduct report. Please read the entire Sexual Assault portion of this annual report for more information on reporting a sexual crime to authorities.***

- Oregon Tech Campus Safety at 5-1111 (on campus) or 541-885-1111 (off campus). They will help you in any manner possible, including contacting a counselor, helping you get a medical exam, reporting an assault to the Klamath Falls Police Department
- Klamath Falls Police Department at 541-883-5336 or 911 in an emergency. They hold jurisdiction for any criminal action occurring in the city of Klamath Falls. Officers will respond and assist in getting an incident documented and can follow up on any needed action.

If you are sexually harassed, assaulted, or a victim of sexual violence, you should contact the Title IX Coordinator Ron McCutcheon at 541-885-1800. (<http://www.oit.edu/faculty-staff/human-resources/contact-us>)

Student Health Counseling Center at 541-885-8313 can assist with any medical or counseling resources you may seek (<http://www.oit.edu/campus-life/student-health>).

Marta's House (Klamath Crisis Center) at (541-884-0390 or 1-800-452-3669) has trained Advocates available that can assist you through the process. <http://www.klamathcrisiscenter.org/>.

### Explore Reporting Options

If the police or Campus Safety are contacted, you can choose to make either an "informational (informal) report" or a formal report. A formal report initiates a criminal investigation. An informational report is not activated until you file a formal complaint and ask police to do so. All informal as well as formal reports are forwarded to the Dean of Students for review and appropriate action.

- You can explore reporting options with Campus Safety (5-1111). Ask to speak with an officer. You do not have to fill out a report or press charges against the offender. A campus administrative investigation will be conducted based upon the information received.
- You can report a sexual assault up to six years after it occurred without any DNA evidence or up to 12 years if there is DNA evidence. Call 541-885-1111 and ask to speak with an officer regarding a "personal matter." You do not have to give your name. The officer will talk to you then or call you back.
- You have the right to have someone present with you (an Advocate) during a medical examination, police report, or meeting with Public Safety.
- When reports are made relative to domestic violence, dating violence, sexual assault and stalking, the Dean of Students/Vice President of Student Affairs will work with Campus Safety to investigate the incident, assign charges, invoke interim sanctions (including, but not limited to, removal from residence hall, reassigning classes, removal from campus and interim suspension) when necessary, conduct a hearing and determine an outcome based on the **preponderance of evidence** (*Superiority in weight of an evidence that is more convincing [even if minimally] than the evidence presented by the other party. In a civil case, the jury is instructed to determine which party on the whole has preponderance of evidence, and to return a verdict in its favor.*) Following a report of domestic violence, dating violence, sexual assault or stalking, a survivor is provided a letter from the Dean of Students that identifies campus and community resources, and explains the student conduct process should a survivor wish to participate in the process. The contact name and number for the Dean of Students will be provided within the letter. The Dean of Students will assist the survivor throughout the process.

### **Sanctions Process**

Following an on-campus disciplinary procedure, university sanctions for domestic or dating violence, rape, acquaintance rape or other sex offenses include actions from probation up to and including expulsion from school. The disciplinary procedures in all alleged sexual assaults include the following:

- The accuser and the accused are entitled to the same opportunities to have others present during a university disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any university disciplinary proceeding alleging a sexual assault, sexual harassment, domestic violence, dating violence, or any sexual offense.
- Student victims have the option to request assistance in changing academic and living situations after an alleged sexual assault incident if these changes are reasonably available.

### ***Student Sanctions:***

Possible sanctions or protective measures imposed can include, but are not limited to, any one or a combination of the following:

- written warning
- disciplinary probation
- removal from the residence halls
- change in class schedule
- reflection paper
- research paper
- counseling
- deferred suspension
- suspension
- expulsion

### **Institutional Disciplinary Process**

Procedures for adjudicating student conduct cases are outlined in the Student Code of Conduct. Hearings are conducted by professional staff and hearing boards who receive annual training on standards of conduct, adjudication procedures and on issues related to domestic violence, dating violence, sexual assault, and stalking. Hearings are conducted in a manner that is fair, prompt, and impartial, and protects the safety of the survivor. All hearings are closed to the public. What is stated in a hearing is confidential. The survivor has the option to attend the entire hearing with the exception of the committee's deliberation process, and may attend the hearing accompanied by a support person or advocate. The charged student is afforded the same rights in terms of attending the entire hearing and being accompanied by an advisor of the charged student's choosing. Hearing results are provided to both the charged student and the survivor in writing. Both the charged student and the survivor have the right to appeal the results of the hearing.

### ***Faculty Employees:***

Academic employees found to have engaged in sexual harassment may be subject to an oral or written warning or reprimand in accordance with OAR 578-12-0010. Sanctions more severe than an oral or written warning or reprimand, such as removal from an assigned post and reassignment, suspension or termination shall be imposed in accordance with Oregon Tech policies OIT-21-321 and OIT-21-325.

### ***Classified Employees:***

Classified employees found to have engaged in sexual harassment may be subject to disciplinary action in accordance with current collective bargaining agreements. If a proven incident of sexual harassment occurs, sanctions in accord with the progressive discipline concept shall be instituted, including written reprimand, suspension, reductions of pay, demotion, and finally, termination of service.

**Campus Sex Crimes Prevention Act**

The federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law Oct. 28, 2000, but which delayed certain provisions until Oct. 28, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institution of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime-reporting law, and the Family Educational Rights and Privacy Act of 1974 (FERPA) to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex-offender program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. They also must alert the state of any change in enrollment or employment status.

Under current state law, computerized sex-offender information can be obtained through local law-enforcement agencies and the Oregon State Police through the sex offender registration information line at 503-378-3720, ext. 4429. This computerized database can access sex offender information by name, address, zip code or county. The website for the Oregon State Police sex offenders’ registration list inquiries can also be found at:

<http://sexoffenders.oregon.gov/>

Additionally, Oregon Tech Campus Safety will maintain a list of sex-offenders who have been required to report their sexual-offender status to the institution under federal and/or state law.

**Health Professional Reporting of Crimes and Annual Crime Statistics**

The Student Health Center is comprised of staff that provides professional counseling and psychological services to their given clientele. For the purposes of supporting the client victim of a crime, staff will encourage and assist their client with how to report a crime to the Campus Safety department or local police agencies. This reporting will be done on a voluntary or confidential basis, should the health professional feel it is in the best interest of the client. There is also an option for the health professional to anonymously capture crime statistics disclosed confidentially during a given session.

**Keys**

Members of the campus community are issued keys to help access their place of business on campus. If a key is lost, misplaced or stolen, it should be reported to Campus Safety immediately. Campus keys may not be duplicated, transferred or loaned to others. Report all lost keys immediately to your supervisor and the Campus Safety Department.

**Campus Safety Activity Report**

Offense Type	2013		2012		2011	
	Campus	Residence Hall	Campus	Residence Hall	Campus	Residence Hall
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses(including forcible rape)	0	0	0	0	1	0
Non-forcible sex offenses	0	0	0	0	0	0
Domestic violence	0	0	-	-	-	-
Dating violence	1	1	-	-	-	-
Stalking	4	2	-	-	-	-
Sexual harassment	0	0	-	-	-	-
Aggravated assault	0	0	0	0	0	0
Assault	2	2	0	0	0	0
Arson	0	0	0	0	2	2
Robbery	0	0	0	0	0	0

Burglary	0	0	3	1	1	1
Motor vehicle theft	1	0	0	0	4	0
Theft*	9	1	15	0	13	2
Criminal Mischief*	6	4	8	0	10	1
Criminal trespass*	3	0	2	0	2	1
Disorderly conduct*	3	0	1	0	3	0
<b>Hate Crimes #</b>						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Forcible sex offenses(including forcible rape)	0	0	0	0	0	0
Non-forcible sex offenses (including statutory rape/incest)	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	1~	0	0	0	0	0
Arson	0	0	0	0	0	0
Theft	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0
<b>Disciplinary Actions or Arrests</b>						
Liquor Law Violations	27+/4**	27+/4**	43+/0**	43+/0**	17+/0**	13+/0**
Drug violations	4+/6**	4+/6**	3+/8**	0+/8**	12+/0**	11+/0**
Weapons possession	0+/0**	0+/0**	1+/0**	0+/0**	0+/0**	0+/0**

# **Hate Crimes:** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's *bias*.

**Bias:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

**There were no reported hate crimes for calendar years 2011, 2012 and 2013.**

\* Denotes statistics not required by law

\*\* Arrests

+ Referrals

~ Klamath Falls Police Department recovered a stolen vehicle from campus boundaries.

**Oregon Tech received a total of one anonymous report of a Forcible Sex Offenses during the 2013 calendar/reporting year.** This report of forcible rape did not provide enough information to be counted in this report. It was not counted within our statistics for a variety of reasons. The main reasons for not counting this incident were that it was a third party report with little more information than this. Also, the third party report did not have a confirmed location for this incident, thus it is unknown whether the incident occurred within the reportable areas for Oregon Tech.

# Fire Safety Report

## Campus Fire Safety Act

These annual fire safety statistics are provided in compliance with Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. Additional information pertaining to fire safety programs at Oregon Tech can be obtained on the Oregon Tech Risk Management web page. If you have information for inclusion, questions, or remarks contact The Risk Management Department or the Vice President of Finance and Administration.

## Fire Safety at Oregon Tech

It is the policy of Oregon Tech to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by conducting periodic fire safety inspections of all University buildings and increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety. Regular inspections and maintenance is performed on fire safety equipment.

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

For the purposes of including a fire in the annual fire safety report, the fire should be reported to any of the following departments/people: the Campus Safety Department, the Occupational Safety professional, Resident Advisors or the Director of Housing and Residence Life.

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

## Policy Statement

To minimize the potential for fires at Oregon Tech student housing facilities, it is the policy of Oregon Tech to prohibit the use of the following items in any University owned student housing facility, portable space heaters, barbecue grills, and related accessories including lighter fluids and lighters, halogen lamps, and other similar type products, any open flame device or object including candles, incense sticks and related accessories. Smoking is also prohibited in all buildings on the Oregon Tech campus. Hot plates, slow cookers, deep fryers, electric skillet, electric woks, griddles, toaster ovens, sandwich makers/grills and other similar type products are allowed only in kitchen areas.

## Definitions:

**Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire evacuation exercise:** A supervised practice of a mandatory evacuation of a building for a fire. This exercise is also referred to as a fire drill.

**Fire related death:** Any instance in which a person is (1) killed as a result of fire, including death resulting from

natural or accidental cause or, (2) dies within one year of injuries sustained as a result of the fire.

**Fire related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting escape, or escaping from the dangers of fire.

**Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire.

**Value of property damage:** The estimated value of the loss of the structure and contents in terms of the replacement in like kind and quantity.

**Fire Safety Systems in Student Housing**

On-campus student housing at Oregon Tech consists of the original Residence Hall and the Village for Sustainable Living 3 buildings complex. The original residence hall has smoke detectors in all student rooms as well as all hallways. Fire extinguishers are located in all hallways. Specific common areas, such as the television lounge, have sprinklers.

The Village Apartments complex is completely covered by an integrated automatic sprinkler and alarm system, which is monitored 24 hours/day, seven days/week. Fire extinguishers are located in all hallways. Additionally, the entrances to all suites are protected by listed fire doors with 20 minute protection ratings. Stairwells are protected by fire rated doors with one and a half hour protection ratings. The stairwell doors close automatically whenever the fire alarm system is activated.

**Student Housings Fire Safety Systems**

<b>Oregon Tech Residential Facilities</b>	<b>Traditional Residence Hall</b>	<b>Village Bldg. #1</b>	<b>Village Bldg. #2</b>	<b>Village Bldg. #3</b>
<b>Alarm System Monitored by Off-Site Firm</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Full Sprinkler System<sup>1</sup></b>		<b>X</b>	<b>X</b>	<b>X</b>
<b>Partial Sprinkler System<sup>2</sup></b>	<b>X</b>			
<b>Smoke Detectors</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Fire Extinguishers</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Evacuation Plans/Placards</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b># of Required Fire Evacuation Drills</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b># of Fire Evacuation Drills</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

1. Full sprinkler system is defined as having sprinklers in both the common areas and individual rooms.
2. Partial sprinkler system is defined as having sprinklers in common areas only.

**Fire Extinguishers**

All Oregon Tech buildings are equipped with portable fire extinguishers. These extinguishers are designated for the use of Fire District #1 personnel and/or Campus Safety Officers. However, Oregon Tech personnel may use an

extinguisher on an incipient fire if they have been trained in the use of fire extinguishers and are comfortable attempting to extinguish the fire. An incipient fire is defined as a fire in its initial stage and is no larger than a trash can fire. Anyone attempting to extinguish a fire should remember the PASS system.

- **P**ull the pin from the handle.
- **A**im the nozzle at the base of the fire.
- **S**queeze the handle to activate the extinguisher.
- **S**weep the nozzle from side to side at the base of the flame until the fire is out.

Fires are classified into four types; A – ordinary combustibles, B – flammable liquids, C – electrical and D – flammable metals. Fire extinguishers are grouped into five classes (A, B, C, D and K), each of which extinguishes a specific type of fire.

**Class A Extinguishers** will put out fires in ordinary combustibles, such as wood and paper.

**Class B Extinguishers** are to be used on fires involving flammable liquids, such as grease, gasoline, oil, etc.

**Class B Extinguishers** should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc.

**Class C Extinguishers** are suitable for use on electrically energized fires.

**Class D Extinguishers** are designed for use on flammable metals.

**Class K Extinguishers** are specific for kitchen fires involving burning oil or grease.

Many fire extinguishers available today are effective in extinguishing several types of fires. The majority of portable fire extinguishers located at Oregon Tech are rated for multiple types of fires. The most common type of extinguisher at Oregon Tech is rated as ABC followed by BC fire extinguishers.

### Oregon Tech Residence Halls Fire Statistics 2013

There were no reported fires in any on-campus housing facility in the calendar year 2013. On-campus housing consists of the Traditional Residence Hall and Sustainable Village buildings #1, #2 and #3.

### Oregon Tech Residence Halls Fire Statistics 2012

Oregon Tech Residential Facilities	Traditional Residence Hall	Village Bldg. #1*	Village Bldg. #2*	Village Bldg. #3*
Total Fires in Each Building	0	1	0	0
Cause	N/A	Cigarette Butt Receptacle+	N/A	N/A
Date	N/A	06/20/2012	N/A	N/A
Time	N/A	4:20pm	N/A	N/A
# of Injuries that Required Treatment at a Medical Facility	0	0	0	0
# of Deaths Related to a Fire	0	0	0	0
Value of property Damaged	0	N/A	0	0
Incident Number	N/A	12-0089	N/A	N/A

+ Report 12-0089 details an incident of a cigarette butt receptacle fire located within the Sustainable Village complex and outside of Village Building #1. It is counted as an on-campus housing facility fire as defined by the U.S. Department of Education.

### Oregon Tech Residence Halls Fire Statistics 2011

There were no reported fires in any on-campus housing facility in the calendar year 2011. On-campus housing consists of the Traditional Residence Hall and Sustainable Village buildings #1, #2 and #3.

### **Response to Fire and/or Alarms**

If you discover or suspect that there is a fire, pull the nearest fire alarm and exit the building. Make an attempt to warn others as you leave. On exiting the building, occupants shall proceed to the Evacuation Marshalling Site specified for that building. First contact the Fire at 911, and then contact Campus Safety at 541-885-0911 from a safe location. Do not re-enter the building until fire department or Campus Safety personnel give permission. The silencing of a fire alarm does not mean it is safe to return to a building. Oregon Tech Campus Safety coordinates with the Klamath Falls Police Department and/or the Klamath County Fire District #1 in the investigation of each fire incident.

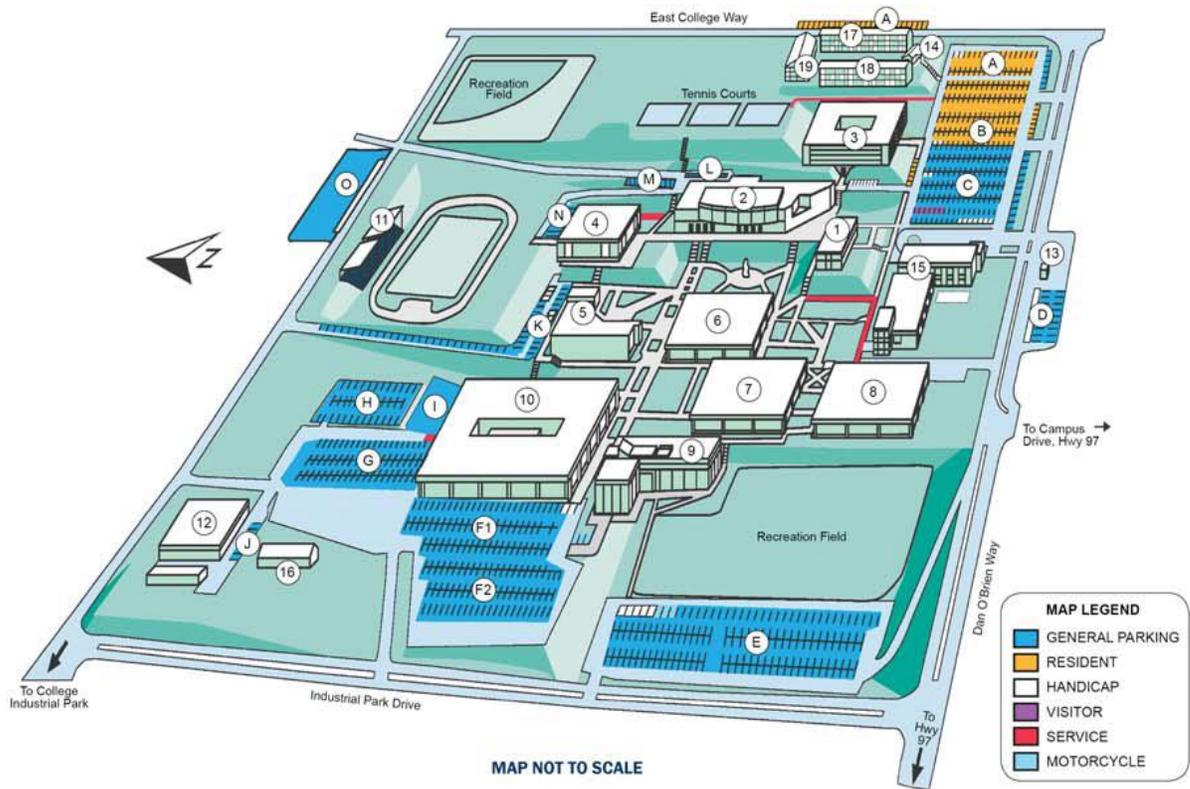
On receiving notification of a fire alarm activation, the on-duty Campus Safety Officer will immediately respond to the building involved. The Officer will visually inspect for the cause of the alarm. If the alarm is from a non-fire/emergency mishap (maintenance work or an accidental/malicious activation) the Officer will contact the 911 dispatcher and inform Klamath County Fire District #1 that the cause of the alarm has been determined. If the cause of the alarm has been determined to be a non-fire/emergency mishap the Officer may then silence the alarm. If the cause of the alarm cannot be determined, or is the result of a fire or emergency, Fire District #1 personnel will respond to the campus and perform an investigation to determine the cause of the alarm. Silencing the alarm without an approved investigation to determine the cause of the alarm is a violation of Oregon law. Persons who do so are guilty of a misdemeanor and can be prosecuted.

### **Training**

All Residence Hall residents (including those with special needs) and residence halls staff receive basic fire safety training at the beginning of each academic year. In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Building evacuation drills are conducted four times per year in each housing facility.

Fire safety training is offered to all employees annually. These sessions focus on three topics; fire characteristics, response procedures for building occupants and proper use of a fire extinguisher. Each training session consists of a lecture component, video clips and a voluntary hands-on module.

A fire evacuation exercise is an exercise performed by trained staff to prepare and evaluate the occupants on their efficiency and effectiveness to carry out emergency evacuation procedures. All occupants are required to participate. During a fire evacuation exercise, occupants are to practice safely evacuating the building, gathering at the assigned Evacuation Marshalling Site and providing any relevant information to emergency responders. Each Residence Hall participates in four fire evacuation exercises each year. All other campus buildings participate in a minimum of one exercise each year.



MAP NOT TO SCALE

**1. SNELL HALL**

Administrative offices, Alumni Relations, Cashier, Human Resources, Oregon Tech Foundation, Registrar

**2. COLLEGE UNION**

Admissions, ASOIT, Bookstore, Campus Dining, Financial Aid, Information, KTEC, Meeting Rooms, Post Office, Student Affairs

**3. RESIDENCE HALL**

**4. ATHLETICS**

Gymnasium, Pool, Fitness Center

**5. LEARNING RESOURCE CENTER**

Career Services, Center for Learning and Teaching (CFLAT), Offices, Shaw Historical Library, Student Success Center, Television Studio

**6. OWENS HALL**

Classrooms, Laboratories, Offices

**7. SEMON HALL**

Classrooms, Dental Clinic, Laboratories

**8. BOIVIN HALL**

Classrooms, Information Technology Services, Geo-Heat Center, Offices, Small Business Development Center

**9. PURVINE HALL**

Classrooms, Laboratories, Offices, Oregon Renewable Energy Center

**10. CORNETT HALL**

Campus Safety, Classrooms, Laboratories, Offices

**11. JOHN F. MOEHL STADIUM AND TRACK FACILITY**

Central Receiving

**13. INFORMATION CENTER**

Disabled Parking Information, Temporary and Visitor Parking Permits, Campus Security

**14. INTEGRATED STUDENT HEALTH CENTER**

Information, KTEC, Meeting Rooms, Post Office, Student Affairs

**15. MARTHA ANNE DOW CENTER FOR HEALTH PROFESSIONS**

Classrooms, Laboratories, Offices

**16. MILLER HALL**

**17. SUSTAINABLE VILLAGE 1**

**18. SUSTAINABLE VILLAGE 2**

**19. SUSTAINABLE VILLAGE 3**