



# SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

## ***2023 Annual Campus Crime/Annual Fire Safety (Clery Act)***

*(statistics for 2020, 2021, and 2022 calendar years)*

*The federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information and impose certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in the Annual Campus Crime/Annual Fire Safety Report and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.*

*The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name. It has been amended regularly over the years to keep up with changes in various laws including the Violence Against Women Act.*

*Below are Southwestern's policies and procedures that are in place to protect and maintain a safe educational and work environment. In addition, Student Housing completes an Annual Fire Safety Report that is also a Clery Act requirement. This report includes both the Annual Fire Safety report and Campus Crime information.*

***Hard copies of this report may be obtained by calling 541-888-7206***

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

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## *Annual Disclosure of Crime Statistics*

Southwestern Oregon Community College prepares this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* to address campus crime and safety issues. This report is prepared in cooperation with local law enforcement agencies surrounding the Coos Bay Campus, Curry Campus, and alternate sites. Although Southwestern solicits all local and state law enforcement for Clery statistics where classes are held by Southwestern, not all agencies respond to this request. This report is annually compiled by Administrative Services in conjunction with the Campus Security Director and the Director of Student Housing.

Campus crime, arrest and referral statistics are obtained from Incident Reports provided to Campus Security, appropriate Campus Security Authorities (CSAs), and various local law enforcement agencies. Each year, an e-mail notification is sent to all enrolled students and staff that provides the web address to access this report. Hard copies of the report may be obtained by calling Administrative Services at 541-888-7206. All prospective employees may also obtain a copy from Administrative Services. A link to this report is also included on the [Human Resources](#) website.

Crimes reported under the Clery Act include the following:

**Criminal Offenses**—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence, Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson;

**Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias;

**VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes; and

**Arrests and Referrals for Disciplinary Action**—for Weapons, Carrying, Possessing, Law Violations, Drug Abuse Violations and Liquor Law Violations.

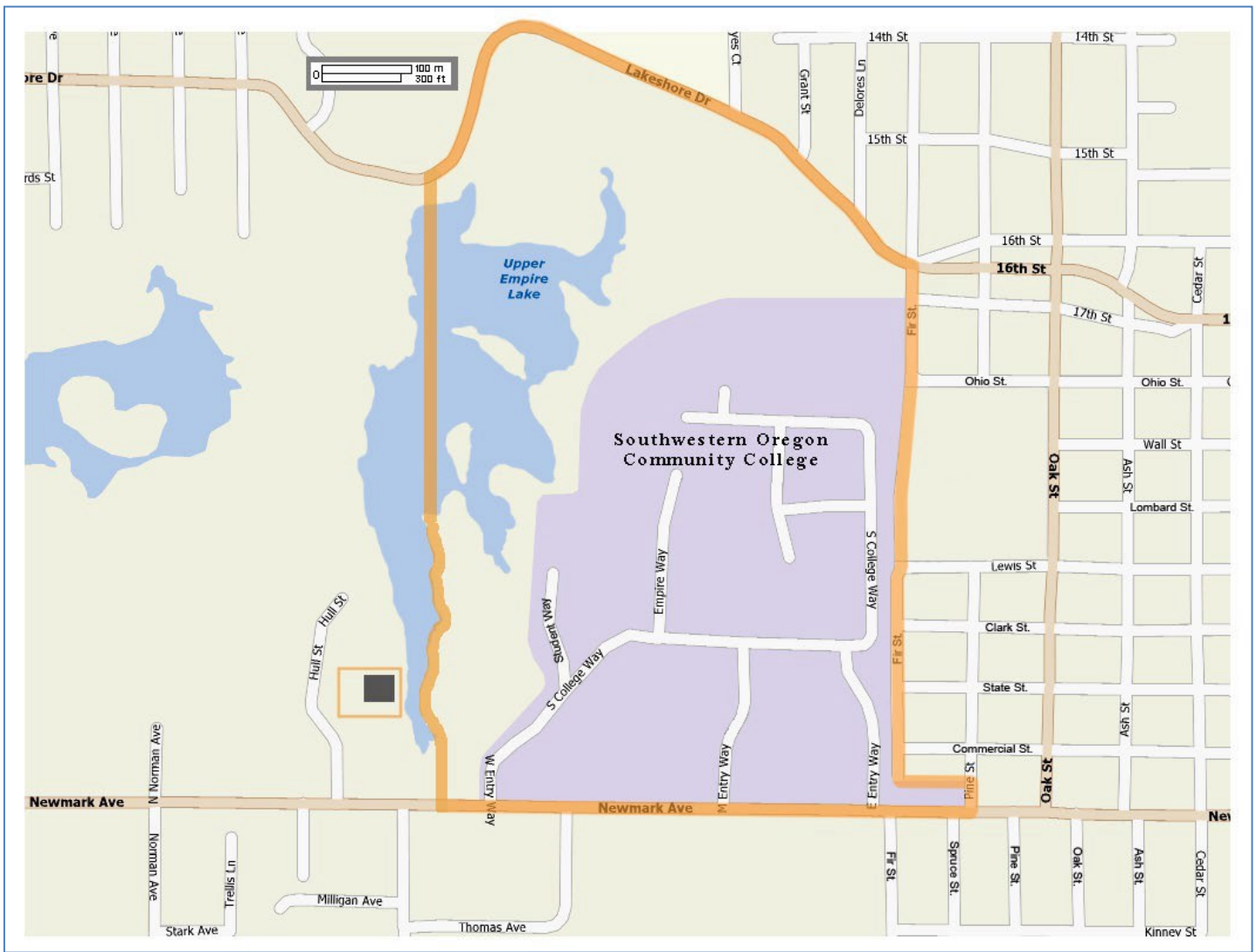
## *Campus Description*

### **COOS BAY CAMPUS**

Southwestern is a 174-acre institution which lies completely within the City of Coos Bay and is bordered on the north and east by the City of North Bend. On the Coos Bay Campus, there are 44 buildings including 18 Student Housing buildings. The Coos Campus is located at:

1988 Newmark Avenue  
Coos Bay, OR 97420  
541-888-2525

The Coos Bay Campus has a Campus Security officer available 24 hours per day, 7 days per week that may be reached at 541-297-4200. Below are borders of the Coos Bay Campus for Clery Act geography reporting.



## CURRY CAMPUS

The Curry Campus is a two-story, 24,918 square foot "campus in a building". The facility has seven classrooms, and several support areas dedicated for tutoring, studying, testing, etc. The facility is also designed as a community hub for short-term training and conferences. The campus building and associated parking lot occupy roughly five acres of the site. There is no Student Housing on the Curry Campus. The Curry Campus is located at:

96082 Lone Ranch Pkwy  
 Brookings, OR 97415  
 541-813-1667

## Campus Facility Access and Security

### COOS BAY CAMPUS

Per [AP 3501 Campus Security and Access](#), campus facilities generally will be open when classes are in session. Offices, support spaces, and some instructional spaces may be locked to protect College property and individuals from injury. Facilities will be locked when classes are not in session. Southwestern is considered an "open" campus in that there is public access to buildings and spaces.

Keys or access control cards will be issued to College staff or students with a continuing need to enter specific locations. Facilities Door Access request forms will be signed by the Director of Facilities Services prior to keys being issued. Student Housing key cards do not require the above form/signature; residents are issued key cards during the initial check-in process.

Keys or access control cards shall not be issued for community use of facilities or for student use without the approval of a College representative. Community use will be scheduled with the Facilities Department and Campus Security shall provide access on a prearranged schedule. Campus Facilities (541-888-7250) issues keys and/or key cards for approved employees, staff, and community members. Emergency access to campus facilities is available from Campus Security at 541-297-4200 or Campus Facilities at 541-888-7250.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Recreation Center, the Library, and the Campus Store. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic may have electronic surveillance conducted of them that is viewed by the Vice President of Administrative Services, Student Housing, and other appropriate staff.

To enhance campus safety, Southwestern's Safety Committee performs quarterly building inspections of each building on campus to ensure that stairwells, hallways, and egress lighting are functioning. These inspections may also include security issues such as landscaping, locks, alarms, and lighting.

Student Housing utilizes a card access system that helps increase security for student residents. Students, faculty and staff with encoded ID cards are afforded access to specific apartment doors in Housing. Aside from specific Housing staff, only the ID cards issued to those students assigned as building residents permit access to apartments in that building.

Doors not providing ID card access have locks to which only Housing, Campus Security, and Facilities staff have keys for emergency access.

## **CURRY CAMPUS**

Curry facilities are open from 8:30 a.m.-9:00 p.m. Monday through Thursday and 8:30 a.m.-5:00 p.m. on Friday. Offices and support spaces may be locked when not in use to protect College property and individuals from injury. Facilities will be locked when classes are not in session. Keys are issued in the same manner as for the Coos Bay Campus. Emergency access to the building is in place with local police and fire officials and available through the Executive Dean of Curry Campus at 541-813-1672 or 208-610-6853 (cell). The Curry Campus has electronic surveillance running 24/7 in various areas of the building. For more detailed information, contact Doug Bunn, Executive Dean of Curry Campus.

## ***Campus Security Department***

Southwestern Campus Security staff is responsible for all security activities on campus. All security officers are certified through the Oregon Department of Public Safety and Standards Training (DPSST) as unarmed, private security officers. Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Southwestern. Campus Security Officers do not possess arrest power. Criminal incidents are referred to the Coos Bay Police Department who has jurisdiction on the campus. Southwestern Campus Security can be reached 24/7 at 541-297-4200.

For the purpose of campus security policies, some types of criminal actions occurring on campus property may be investigated by the Campus Security Department and the Coos Bay Police Department jointly, including sex offenses if victims chose to involve law enforcement. The Campus Security Department at Southwestern maintains a highly professional working relationship with the Coos Bay Police Department. Campus Security and Coos Bay Police officers communicate regularly on the scene of incidents that occur in and around the College. Campus Security also works closely with Coos Bay Police when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, as deemed necessary. There are no written Memoranda of Understanding between Southwestern and local law enforcement agencies. Lastly, Campus Security rarely interacts with state law enforcement as Coos Bay Police respond to the Coos Campus and Brookings Police to the Curry Campus, but on occasion state law enforcement may be called into support local law enforcement for backup on certain situations.

## **CURRY CAMPUS**

The Curry Campus has no Campus Security Department. Brookings Police Department regularly patrols the campus both during operational hours and after hours. They can be reached at 541-469-3118. General facilities questions may be answered by Curry Facilities employee Michael Wolf at 541-813-1675 or Dean of Curry Campus Jill teVelde, Dean of Curry Campus Instruction 541-813-1672, 503-781-4278 (cell).

## ***Weapons on Campus***

The use, or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals, or any other objects as weapons on College property, except as expressly authorized by law or institutional regulations, is prohibited at Southwestern.

## ***Crime Reporting***

All community members, students, faculty, and staff crime victims and witnesses are strongly encouraged to immediately report crimes and campus safety related emergencies occurring on property owned, leased, or otherwise controlled by Southwestern, to Southwestern Campus Security (541-297-4200). Campus Security will then contact the appropriate local law enforcement agency depending on where the crime occurred. Staff, students, faculty and community members may also directly report crimes to appropriate police agencies, but then need to also contact Campus Security with the crime information. Violations of the law may also be referred to the Vice President of Enrollment and Student Services or the Vice President of Administrative Services for review as appropriate. Prompt reporting will assure timely warning notices of campus emergencies and timely disclosure of crime statistics. Witnesses are also encouraged to report crimes they witness or are aware of when the victim of a crime elects to, or is unable to, make such a report.

For incidents that do not pose a threat to the campus, are not in progress, or are potential violations of school policy only, please contact Southwestern Campus Security at 541-297-4200 or use one of the black emergency phones on campus. The black phones are located in buildings throughout campus and go directly to Campus Security. In cases of emergency, violent crime or a crime in progress, call 911 and request assistance from local law enforcement. Campus Security should then be notified after local law enforcement is contacted. An [Incident Report](#) should also be completed and sent to Campus Security.

Incident reports are forwarded to the appropriate department on campus for review and potential follow up. If further investigation is required, the Vice President of Administrative Services will assign the appropriate Southwestern personnel to follow up on the incident.

To report a non-emergency security or public safety-related matter, call Campus Security at 541-297-4200 or Coos Bay Police at 541-269-8911. Brookings Police may be reached at 541-469-3118 for non-emergencies.

Campus security requires the combined efforts of students, staff, and Campus Security officers. Do your part by immediately reporting suspicious behavior, activities, or crimes to the College Campus Security Department. Any suspicious activity or person seen in parking lots, near Residence Halls, or other buildings on campus, should be reported to Coos Bay Police at 911 or 541-269-8911 (non-emergencies), or Campus Security. When a potentially dangerous threat to the College community arises, timely warnings will be issued immediately through e-mail announcements, in-class announcements, text messages, or other appropriate means. It is important that official reports of crimes and emergencies be made immediately for Southwestern to notify the campus of dangerous conditions or ongoing criminal activities that present a risk of harm to persons or property at Southwestern.

Criminal offenses may also be reported to one of the following authorities on campus who will in turn inform Campus Security.

POSITION	NAME	CONTACT INFO	HOURS OF OPERATION
Vice President of Administrative Services	Rachele Lyon (Title IX Deputy Coordinator)	(office) 541-888-7402 (cell) 541-297-0123	M-F 8:30 a.m.-5:30 p.m.
Vice President of Instruction and Student Services	Ali Mageehon	(office) 541-888-7317	M-F 8:30 a.m.-5:30 p.m.
Director of Residence Life	Joe Belter	(office) 541-888-7800 (cell) 503-954-5583	M-F 8:30 a.m.-5:30 p.m.

## Daily Crime Log

A Daily Crime Log is posted inside of the Campus Security Office (Newmark 124) that can be viewed by anyone which contains information on the type of crime committed, location, date/time of crime, and the disposition of the crime. The purpose of the Daily Crime Log is to record all criminal incidents and alleged criminal incidents that are reported to Campus Security and local law enforcement by students, staff and community members. There is no personally identifiable information on this report. Southwestern may withhold information required from the Daily Crime Log if there is clear and convincing evidence that the release of the information would:

- jeopardize an ongoing investigation;
- jeopardize the safety of an individual;
- cause a suspect to flee or evade detection; or
- result in the destruction of evidence.

Once the adverse effects described above are no longer likely to occur, Southwestern will disclose information that was withheld on the Daily Crime Log; again, no personally identifiable information will be included on the crime log.

## CURRY CAMPUS

To report a crime on the Curry Campus, you may contact the Brookings Police Department at 541-469-3118, Campus Security at 541-297-4200, or the Executive Dean of Curry Campus staff for assistance. Please also complete an [Incident Report](#) and return it to a Curry staff member within 24 hours of the incident. The Curry Campus does not maintain a Crime Log as they have no Campus Security on site. Below are contacts for reporting a crime on the Curry Campus:

**Jill teVelde, Dean of Curry Campus Instruction**  
541-813-1672, 503-781-4278 (cell)  
E-mail to: [jill.tevelde@socc.edu](mailto:jill.tevelde@socc.edu)

**Brookings Police Department**  
898 Elk Drive  
Brookings, OR, 97415  
Business 541-469-3118 (non-emergency)

## Crime Prevention Programs/ Safety Security Training

Individuals on campus (students, employees, visitors, etc.) should take active responsibility for the security of their personal property and safety. The College is not responsible for any personal property losses. All students and employees need to be aware of their responsibility for their own security and the security of others. Student Housing and Campus Security staff are always available to answer questions about crime prevention.

During fall New Student Orientation, students and parents are informed of services offered by Campus Security. Video presentations outline ways to maintain personal safety and residence hall security. New students are introduced to learning safe personal habits during New Student Orientation when Campus Security and Student Housing staff discuss safety issues including prevention of burglary and vandalism. Emphasis is placed on teaching students to be responsible for one another to ensure the safety of the Southwestern community. Housing staff are trained on how to recognize and report crimes when they occur and how to promote the development of a sense of social responsibility in the campus community. First-time students are also informed of sexual assault, dating violence, domestic abuse, stalking and drug and alcohol issues through *Advantage Designs*, Southwestern's online risk management module for students.

Similar information is presented to new employees using *Vector Solutions*, Southwestern's online safety training module for staff. Staff training includes sexual assault, dating violence, domestic abuse, stalking and drug and alcohol issues through *Vector Solutions*.

Annually, links to Southwestern safety and security information are sent to staff and students via campus e-mail. The link locations are: [Emergency Action Plan](#), [Campus Evacuation Maps](#), [Campus Security](#) and this Annual Campus Crime/Annual Fire Safety report.

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### THREAT ASSESSMENT TEAM

Southwestern has a Threat Assessment Team dedicated to preventing acts of perceived risk or violence on campus. The team endeavors to identify, assess, advise and/or manage situations where there is a perceived risk of violence. They discuss reports on students of concern, assess specific situations, and refer them to counseling and other services if needed, including reaching out to faculty and other staff as necessary. Membership includes the Vice President of Enrollment and Student Services, Human Resources Assistant Director, Coordinator of Student Life and Events, Director of Residence Life, Assistant to the Vice President of Enrollment and Student Services and Director of Adult and Pre-College Education/Tutoring, Director of Disability Services, Curry County First Stop Representative, and Chief Human Resources Officer.

### CURRY CAMPUS

The Curry Campus also has New Student Orientation where questions about student safety concerns may be answered. Curry staff and Campus Security staff are available to answer questions about crime prevention. Curry students are also provided with *Advantage Design* training and Curry staff are included in *Vector Solutions* training. Contact information for Curry students is below:

**Jill teVelde, Dean of Curry Campus Instruction**  
541-813-1672, 503-781-4278 (cell)  
E-mail to: [jill.tevelde@socc.edu](mailto:jill.tevelde@socc.edu)

## ***Monitoring and Recording Criminal Activity at Off-Campus Locations***

Campus Security officers do not patrol off campus residences or off campus activities. As stated above, Campus Security maintains a close working relationship with the Coos Bay and North Bend Police departments who patrol Coos Bay/North Bend areas. This cooperative approach addresses situations as they arise as well as future concerns.

Criminal actions and other emergencies that occur during off-campus college activities (such as off-campus club activities) should be reported by the appropriate College representative to Campus Security who will forward criminal reports to the Office of Administrative Services and appropriate local law enforcement. Southwestern does not have any officially recognized student organizations with non-campus locations where local police monitor or record criminal activity.

### **CURRY CAMPUS**

Brookings Police Department regularly patrols the campus and surrounding areas of the City of Brookings both during operational hours and after hours. They can be reached at 541-469-3118. The Curry building is alarmed and monitored by Gold Coast Security who will take appropriate actions in the event of an emergency. For more detailed information, contact Jill teVelde at 541-813-1672.

## ***Missing Student Notification in Student Housing***

Southwestern Oregon Community College Student Housing takes student safety very seriously. The following procedure has been developed in order to assist in locating Southwestern Student Housing residents who, based on the facts and circumstances known to the College, are determined to be missing. During the student resident check-in process, housing students are given the option of identifying a contact person(s) for missing student notification who Southwestern will notify within 24 hours of determining that the student is missing. This is in addition to the emergency contact person students submit when registering at Southwestern. The emergency contact person and missing student notification person may be the same person. This information is verified during the resident check-in process and recorded. This information is confidential and will be accessible only to authorized campus officials. This information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. By registering a contact person, students are in effect giving permission for law enforcement personnel to contact the identified individual for the purpose of a missing student investigation. To protect student confidentiality, the student resident's emergency contact information and missing student contact information is kept separately by Southwestern, even if the student has the same person registered as both the missing student notification and emergency contact person.

Housing residents will be determined missing if it is reported that a resident has changed their normal routine and failed to inform roommates, friends, faculty, or staff of the change. Anyone who receives a missing student report should **immediately** let Campus Security know. Do not wait 24 hours to report this. The following procedures shall be followed at **minimum** within 24 hours of College personnel being notified of the possibility of a student's absence.

To report a missing student, please contact one of the below Southwestern staff.

POSITION	NAME	CONTACT INFO	HOURS OF OPERATION
Campus Security	Officer on duty	(cell) 541-297-4200 (office) 541-888-7399	24/7
Vice President of Administrative Services	Rachele Lyon (Title IX Deputy Coordinator)	(office) 541-888-7402	M-F 8:30 a.m. –5:30 p.m.
Vice President of Instruction and Student Services	Ali Mageehon	(office) 541-888-7417	M-F 8:30 a.m. –5:30 p.m.
Any Resident Assistant in Student Housing	Varied – On Duty Cell 541-260-6996		24/7
Director of Residence Life	Joe Belter	(office) 541-888-7800	M-F 8:30 a.m. –5:30 p.m.

**IT IS MANDATORY THAT ANYONE AWARE OF A MISSING STUDENT REPORT THIS  
IMMEDIATELY TO CAMPUS SECURITY AT 541-297-4200 WHO WILL REPORT THIS TO COOS BAY POLICE.**

After Campus Security is notified, they will alert Housing staff and will perform the following:

- Call missing student's cell phone and send a text message if available.
- Interview roommates, apartment mates, and known friends.
- Look at social networking sites such as Facebook for any activity.
- Check with Dining Services to see when the last time the resident's ID was scanned.
- Check the Housing door access database (WIN-PAC) to see if resident used an ID to enter a building.
- Check with faculty members to see when the resident last attended class or when they last had contact with the missing student.
- Attempt to locate resident's vehicle on campus if it is determined the resident has a vehicle.
- Campus Security will contact Coos Bay Police Department within 24 hours of the student being confirmed missing, unless Coos Bay Police was the entity that made the determination that the student is missing. Campus Security will notify Coos Bay Police regardless of whether a student has identified a contact person, is above the age of 18, or is an emancipated minor.

If, after an investigation by Campus Security and other appropriate Southwestern staff, the resident is determined to be missing, a staff member will contact the student's parent (if missing student is under 18) or the student's designated missing student contact person within 24 hours. Law enforcement will be called to report the person as missing. A description with any other information will be provided to the law enforcement agency. Campus Security will also coordinate its efforts with the Coos Bay Police Department in full compliance with legal obligations and established police procedures. Campus Security will continue its investigative procedures in collaboration with staff. An e-mail alert will be sent to appropriate faculty and staff seeking any information or knowledge of the missing resident.

#### **STUDENTS UNDER 18**

If a missing student is under 18 years of age and not emancipated, Southwestern must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional confidential contact person designated by the student. Southwestern will also at minimum notify Coos Bay Police within 24 hours of the determination that the student is missing.

#### **CURRY CAMPUS**

There are no Missing Student procedures for the Curry Campus, as there are no Residential Halls on that campus.

### ***Emergency Notification***

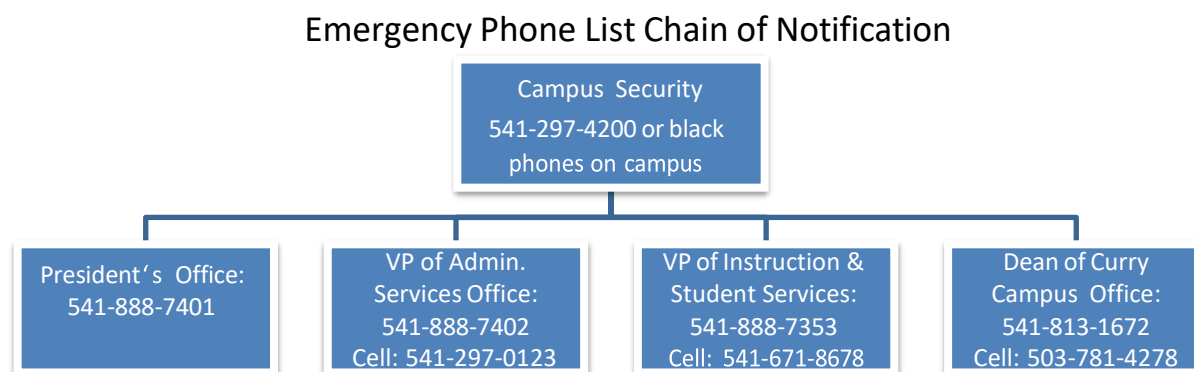
The Southwestern Emergency Notification System—RAVE—is used to transmit brief, urgent messages to segments of or to the entire Southwestern population immediately after confirmation is made that a legitimate significant emergency or dangerous situation exists that poses an immediate threat to students and/or staff. This includes Clery Act crimes **and** other crimes. The Curry Campus staff and students also receive RAVE notifications for emergencies on the Curry Campus. Confirmation of a significant emergency will typically be done by Campus Security or Facility Services through contact with local law authorities, interviews with witnesses, etc. The use of this system during a declared campus state of emergency must be authorized by Southwestern's Vice President of Administrative Services, the President, or designee. RAVE contact data for students and staff is updated daily with an automated process. To sign up for RAVE, login to MyLakerLink, go to either Student Home or Employee Home, and then click on "Manage Your RAVE Account" (for employees) or "Update Emergency Info" (for students) and enter contact information. Southwestern also has an emergency siren on campus that may be used in certain emergencies to notify staff and students to evacuate or check for instructions on what to do by accessing RAVE on nearby phones, computers, cell phones, or nearby staff and students. The College also uses Alertus Desktop™ Notification for staff which displays an emergency message to staff on computer desktops.

Mechanisms for sending out emergency notifications are web-based and phone-based. Southwestern users can immediately evacuate if required after notification by email, text, landline phone, or cell phone. The Emergency Notification System is based on requests only from authorized personnel. It is tested on at least an annual basis during the academic year and documented during annual all-campus evacuation drills. The Emergency Management Team receives feedback from staff after these drills via a follow up survey to improve the effectiveness/timeliness of emergency evacuation drills. Emergency notifications may include but are not limited to:

- Bomb threats or other imminent violent threats
- Gas leaks and hazardous waste or chemical spills affecting the entire campus
- Building evacuations and lock downs affecting the entire campus
- Biological or pandemic emergency notifications
- Natural disasters such as earthquake
- Campus closure due to declared civil emergency or rioting
- Approaching tsunami, hurricane or other extreme weather conditions
- Earthquake
- Terrorist incident
- Armed intruder
- Explosion

Messages conveyed through RAVE will include specific information regarding evacuation, building lock downs, and other pertinent information directly related to student and staff safety. If necessary, messages will be updated periodically with as much information as possible to assist in keeping students and staff safe. To report an emergency, call 911. After doing that, please contact Campus Security (541-297-4200) to provide any information you may have about an emergency. Emergency closures due to weather related or other emergency closures are also recorded on 541-888-1503.

Below is the Emergency Phone List Chain of Notification for Southwestern staff, which includes the Curry Campus.



#### CURRY CAMPUS

The Curry Campus is included in the above RAVE emergency alert system and Chain of Notification.

**IF YOU ARE A WITNESS TO OR INVOLVED IN AN EMERGENCY, PLEASE CALL 9-1-1, THEN CALL  
CAMPUS SECURITY AT 541-297-4200**

## ***Timely Warnings***

Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, Southwestern will immediately notify the campus community. An “immediate” threat would include an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in a campus building. When a situation arises, either on or off campus, that in the judgment of the Vice President of Administrative Services, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. For instance, if an armed intruder were on campus, an Emergency Notification would be sent out to campus. If the intruder assaulted someone on campus, a Timely Warning would then be sent to update students and staff to alert them to this ongoing threat and what to do. The decision about whether or not to issue a timely warning is made on a case-by-case basis taking into consideration a number of factors, including the nature of the crime, continuing danger to the campus community, and possible risk of compromising law enforcement efforts to assist victims, etc. The warning will be issued through the College e-mail, voice mail, texts, and emergency notification system (RAVE) to students and staff, as is deemed appropriate, excluding victim names and other personally identifying information to ensure confidentiality. The intent of the warning is to enable people to protect themselves. Coos Bay Police works closely with Southwestern in keeping Southwestern Campus Security and Administration apprised of potential threats that would require timely warnings.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security and other staff may post hard copy notices in residence halls, campus classrooms, or other building doors on campus.

Timely warnings may include the following information:

- Information about the crime that triggered the warning
- Date, time and location of the crime
- Suspect information and description (if applicable and available)
- Who to contact at Southwestern to report additional information about the crime

When notified of a potential threat, the Vice President of Administrative Services or their designee will confirm with Campus Security and/or Facilities the facts surrounding the threat. Campus Security will confirm the threat with Coos Bay Police (or Brookings Police for the Curry Campus) to confirm there is a significant emergency or dangerous situation. Depending on the situation, not all parts of campus may be notified. For example, if a fire

were reported in a Culinary kitchen, only the Culinary building would be evacuated and only Culinary students and staff would receive a notification.

Anyone with information warranting a timely warning should report the circumstances to Campus Security at 541- 297-4200 or in person to a Campus Security Officer. Campus Security will then contact Administrative Services who will send a timely warning to the campus if deemed necessary.

Following a campus emergency, Southwestern will provide follow up information to campus via email sent either by the Vice President of Administrative Services (or their designee) or the President.

### **CURRY CAMPUS**

The Curry Campus is included in the above timely warning notification policy. Students and community members may report issues that may necessitate a timely warning to the Curry staff below to initiate the timely warning process. Generally, the Executive Dean of Curry Campus or his/her designee will initiate a timely warning. Campus Security will confirm the threat with the Brookings Police Department for the Curry Campus to confirm there is a significant emergency or dangerous situation.

**Jill teVelde, Dean of Curry Campus Instruction**

541-813-1672, 503-781-4278 (cell)

E-mail to: [jill.tevelde@socc.edu](mailto:jill.tevelde@socc.edu)

## VAWA Crime Definitions

Please note that, for the purpose of *Clery Act* statistics gathering, Federal definitions are used for crime definitions. State definitions are included for community and educational awareness only.

### Consent

Oregon does not specifically define “consent.” However, a person is considered incapable of consenting to a sexual act if the person is:

- Minors (statutory rape) – in Oregon that is any party under the age of 18
- Mentally incapacitated persons
- Physically helpless persons
- Individuals who as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware or otherwise physically helpless

A lack of verbal or physical resistance does not, by itself, constitute consent; this may be considered by the decision maker in a case such as a judge (in a criminal case) or Title IX Coordinator (in a disciplinary hearing) along with all other relevant evidence.

Although the State of Oregon does not define “consent” in reference to sexual activity, below are guidelines to use when considering sexual activities:

- Both parties show a clear and mutual understanding of exactly what they are consenting to
- There is no coercion, force, threats, intimidation, or pressuring
- Both parties express in words or actions a clear willingness to do the same thing, at the same time, in the same way, with each other
- Silence does not equal consent
- Consent is not indefinite and consent may be withdrawn at any time. At any time consent is withdrawn, sexual activity must cease unless and until additional effective consent is given.

### Domestic Violence

**State Definition:** Abuse between family or household members. Family or household members: Spouses or former spouses; adults related by blood or marriage; persons cohabitating with each other; persons who have cohabitated with each other or who have been involved in a sexually intimate relationship; unmarried parents of a child.

**Abuse:** The occurrence of one or more of the following acts within a domestic relationship: (a) attempting to cause or intentionally, knowingly or recklessly causing bodily injury. (b) Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury. (c) Causing another to engage in involuntary sexual relations by force or threat of force.

**Federal Definition:** (1) A felony or misdemeanor crime of violence committed- (i) By a current or former spouse or intimate partner of the victim (ii) By a person with whom the victim shares a child in common (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner (iv) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or (v) 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 in which the crime of violence occurred.

### Dating Violence

**State Definition:** There is no state of Oregon definition for Dating Violence.

**Federal Definition:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (2) For purposes of this definition- (i) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence. (3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of *Clery Act* reporting.

## Stalking

**State Definition:** (1) A person commits the crime of stalking if: (a) The person knowingly alarms or coerces another person or a member of that persons 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 victims 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 victims immediate family or household.

**Federal Definition:** (1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (i) Fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress (2) For the purposes of this definition- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

## Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**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 complainant.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant 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 wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. In the State of Oregon, this age is 18.

## *Sexual Assault, Domestic Violence, Dating Violence & Stalking Prevention and Response (VAWA Crimes)*

Southwestern prohibits the crimes of sexual assault, domestic violence, dating violence and stalking as defined by the Clery Act and is committed to maintaining a campus environment of respect. To help mitigate these VAWA crimes, both on or off Southwestern's campus, Southwestern conducts mandatory training on these topics for all new incoming students and staff. New students are informed of sexual assault, dating violence, domestic abuse, stalking and drug and alcohol issues through *Advantage Designs*, Southwestern's online risk management module for students.

Similar information is presented to new employees using *Vector Solutions*, Southwestern's online safety training module for staff. Staff training includes sexual assault, dating violence, domestic abuse, stalking and drug and alcohol issues through *Vector Solutions*.

It is important that evidence be preserved for prosecution of criminal offenses. Information about procedures for preservation of evidence can be obtained from:

Campus Security	541-297-4200
Coos Bay Police Department	541-269-8911
Bay Area Hospital	541-269-8111
Coos County District Attorney	541-396-7550
The SAFE Project	541-756-7000

## CURRY CAMPUS

Information about procedures for preservation of evidence for Curry Campus victims may be obtained from:

Curry Medical Center	541-412-2000
Brookings Police Department	541-469-3118
Brookings Harbor Medical Center	541-469-7401
Curry County District Attorney	541-247-3298

## ***Victim's Rights/ Procedures for Victims to Follow for Domestic Violence, Dating Violence, Sexual Assault, or Stalking (VAWA Crimes)***

Southwestern Oregon Community College is committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, or stalking to ensure they can continue to participate in campus programs, activities, education, and employment. All victims/survivors of these crimes, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime occurred on campus or the victim does not wish to report the incident to local law enforcement. Victims have the right to:

1. Make a report to local law enforcement and/or state police, and campus authorities with the assistance of Southwestern staff if the victim chooses;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair and respectful counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of their choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

All victims of Violence Against Women ("VAWA") crimes - whether students or staff will be provided with this [Victim Rights/Procedures](#) as their written rights and options after an incident. For more information on Victim Rights, please visit [Crime Victim & Survivor Services](#)

Written notification for staff and students shall include:

- options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Accommodations or protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Any accommodations or protective measures provided to the victim shall remain confidential.
- assistance in notifying law enforcement of the crime if the victim so chooses
- the choice to decline to notify law enforcement of the crime if the victim so chooses

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PROCEDURES FOR VICTIMS TO FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING (VAWA CRIMES)

Get to a place of safety. Once you are there, please call one of the Southwestern staff listed in Table 1, local area law enforcement such as Coos Bay Police Department (911) or Brookings Police Department (911), or the S.A.F.E. Advocate located in the Newmark Center (please see [Voluntary Confidential Reporting](#)). After being the victim of a crime, you need to reach out for support. Southwestern staff and local area law enforcement and other services are here to help you.

## Southwestern Campus Security Authorities (CSAs) – Table 1

POSITION	NAME	CONTACT INFO	Hours of Operation
Campus Security	Any officer on duty	(cell) 541-297-4200 (office) 541-888-7399	24/7
Vice President of Administrative Services	Rachele Lyon Deputy Title IX Coordinator	(office) 541-888-7402 (cell) 541-297-0123	M-F 8:30 a.m. –5:30 p.m.
Vice President of Enrollment and Student Services	Ali Mageehon	(office) 541-888-7417 (cell) 541-404-0999	M-F 8:30 a.m. –5:30 p.m.
Dean of Student Success and Transfer	Jared Gardner	(office) 541-888-7413 (cell) 208-339-7781	M-F 8:30 a.m. – 5:30 p.m.
Dean of Curry Campus	Jill teVelde	(office) 541-813-1672 (cell) 503-781-4278	M-F 8:30 a.m. –5:30 p.m.
Chief Human Resources Officer (Southwestern Staff Victims)	Stephanie Ingalls	(office) 541-888-7259	M-F 8:30 a.m. –5:30 p.m.
Director of Conduct and Community Standards	John Atkinson Title IX Coordinator	(office) 541-888-7098 (cell) 503-953-5994	M-F 8:30 a.m. –5:30 p.m.
Director of Residence Life	Joe Belter	(office) 541-888-7800 (cell) 503-954-5583	M-F 8:30 a.m.-5:30 p.m.
RAs & RDs	Varies	(Cell) 541-260-6996	24/7
Dean of Athletics, Health and Physical Education	Mike Herbert	(office) 541-888-7208 (cell) 541-888-404-2815	M-F 8:30 a.m.-5:30 p.m.
Women's Volleyball Coach Assistant Coach	Kyle Smith Hailey Moses	(office) 541-888-1650	Hours vary
Women's Wrestling Coach	Josh White	(office) 541-888-1632	Hours vary
Men's Wrestling Coach	Adam Whitlatch	(office) 541-888-7228	Hours vary
Track and Field Coach	Jason Cash	(office) 541-888-7334	Hours vary
Swimming Coach	Sandra Bullock	(office) 541-888-1651	Hours vary
Softball Coach	Megan Corriea	(office) 541-888-7207	Hours vary
Women's Soccer Coach	Emma Myer	(office) 541-888-7711	Hours vary
Men's Soccer Coach	Drew Jones	(office) 541-888-1646	Hours vary
Golf Coach	Ray Fabien	(office) 541-888-7347	Hours vary
Cross Country Coach	Steve Delgado	(office) 541-888-7279	Hours vary
Women's Basketball Coach Assistant Coach	Heather Weber Garrett Stout	(office) 541-888-7611 (office) 541-888-7346	Hours vary
eSports Coach	Max Bright	(office) 503-871-7718	Hours vary
Men's Basketball Coach	Riley Grandinetti		Hours vary
Men's Baseball Coach Assistant Coach	Dave Deutschman Derek Ridgway	(office) 541-888-7279 (office) 541-888-7311	Hours vary Hours vary

- Any of the staff listed in Table 1 will assist a victim in notifying law enforcement if the victim chooses. It is up to the victim whether or not to file a police report (unless the victim is under age 18), whether or not to file charges, or whether or not to pursue a disciplinary/conduct process.
- Victims of VAWA crimes are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in a disciplinary hearing or police investigation.
- For student victims, Southwestern has a policy of removing sanctions relating to the student code of conduct which will allow students to voluntarily report crimes to campus officials.

Crimes will be investigated by the Vice President of Enrollment and Student Services (student incidents) or the Chief Human Resources Officer (staff incidents). For more detailed information about victim rights, please visit [Crime Victim & Survivor Services](#)

Below are resources for victims to access. Items highlighted in **BLUE** are generally for Coos Bay staff/student victims. Items highlighted in **GREEN** are generally for Curry staff/student victims. Items highlighted in **YELLOW** are for all staff/student victims.

Resource Name	Resource Contact Information	Type of Services Offered	Hours of Operation
Bay Area Hospital	541-269-8111	Initial exam/medical follow up	24/7
Coos Bay Police Department	541-269-8911	No contact order/restraining orders, etc. Initial reporting/restraining orders	24/7
Coos County District Attorney Crime Victim's Unit	541-396-7545	Legal assistance	Mon, Tues, Thurs 8:00 a.m.-10:00 a.m. 1:00 p.m.-4:00 p.m. Wed & Friday 8:00 a.m.-10:00 a.m. 1:00 p.m.-3:00 p.m.
Coos County Health Department	541-756-2020, ext. 510	Medical follow up	8:00 a.m. – 5:00 p.m.
The SAFE Project	541-756-7000	<ul style="list-style-type: none"> <li>▪ Confidential reporting</li> <li>▪ Counseling</li> <li>▪ Protection orders</li> <li>▪ Victim advocacy</li> <li>▪ Arrange shelter</li> <li>▪ Transportation</li> <li>▪ Safety planning</li> </ul>	Mon-Fri 8:00 a.m.- 4:00 p.m. 24 hour hotline
Campus Security	541-297-4200	<ul style="list-style-type: none"> <li>▪ Campus escort</li> <li>▪ No Contact Orders</li> <li>▪ Safety Plan</li> </ul>	24/7

Resource Name	Resource Contact Information	Type of Services Offered	Hours of Operation
Curry Medical Center	541-412-2000	Initial exam/medical follow up	8:00 a.m. – 8:00 p.m.
Brookings Police Department	541-469-3118	Initial reporting	24/7
Brookings Harbor Medical Center	541-469-7401	Initial exam/medical follow up	8:00 a.m. – 5:00 p.m.
Curry County District Attorney	541-247-3298	Legal assistance	9:00 a.m. – 5:00 p.m.
Curry County Victims' Assistance Program	541-247-3298 <a href="#">Curry County Victim's Assistance Program</a>	<ul style="list-style-type: none"> <li>▪ No contact order</li> <li>▪ Accompaniment to court proceedings by an advocate</li> <li>▪ Crisis intervention by trained advocates</li> <li>▪ Confidential Reporting</li> <li>▪ Assist in filing for Crime Victim Compensation</li> <li>▪ Assisting with emergency shelter for victims of domestic and family violence</li> </ul>	
OASIS	Crisis line: 541-247-7600 Toll free: 800-447-1167	<ul style="list-style-type: none"> <li>▪ 24-hour crisis and support hotline</li> <li>▪ Emergency shelter</li> <li>▪ Transitional housing</li> <li>▪ Support groups</li> <li>▪ Legal advocacy</li> </ul>	24/7
Curry County Sheriff's Office	541-247-3242	Initial reporting	24/7
Crime Victim's Compensation	503-378-5348 <a href="#">Compensation for Victims of Crime</a>	Benefits for victims and their families include: <ul style="list-style-type: none"> <li>• Mental health counseling expenses</li> <li>• Medical and hospital expenses</li> <li>• Loss of earnings</li> <li>• Counseling expenses for children who witness domestic violence</li> </ul>	
Address Confidentiality Program	888-559-9090 <a href="#">Confidentiality Program</a>	Free mail forwarding service to help shield physical address of victim.	

Resource Name	Resource Contact Information	Type of Services Offered	Hours of Operation
Chief Human Resources Officer (for Staff Victims from any area—Coos Bay or Curry)	541-888-7259	<ul style="list-style-type: none"> <li>▪ Initial reporting</li> <li>▪ Work accommodations</li> <li>▪ Changes in work situations for staff or student employees if reasonably available</li> <li>▪ No contact orders</li> </ul>	8:00 a.m. – 5:00 p.m.
Campus Security	541-297-4200	Initial reporting/guidance through process	24/7
Vice President of Instruction and Student Services	541-888-7417	<ul style="list-style-type: none"> <li>▪ Changing a student's living situation if requested by the victim and changes are reasonably available (in Student Housing)</li> <li>▪ Student enrollment in a different section of class</li> <li>▪ Withdrawal without penalty</li> <li>▪ No contact orders</li> <li>▪ Academic , campus employment, financial aid accommodation</li> </ul>	8:00 a.m. – 5:00 p.m.
Employee Assistance Program (for staff victims)	866-750-1327	Counseling/mental health	24/7
Immigration Office (USCIS)	800-375-5283	Visa/Immigration assistance	
National Domestic Violence Hotline	800-799-7233 800-787-3224 (TTY)	<ul style="list-style-type: none"> <li>▪ Confidential reporting</li> <li>▪ Assistance with domestic abuse</li> </ul>	24/7
Sexual Assault Victims' Emergency Medical Response (SAVE) Fund	503-378-5348, or	Financial assistance for Medical exam, counseling	
National Sexual Assault Hotline	800-656-4673	<ul style="list-style-type: none"> <li>▪ Confidential support</li> <li>▪ Support finding a local health facility that is trained to care for survivors of sexual assault and offers services like sexual assault forensic exams</li> <li>▪ Someone to help you talk through what happened</li> <li>▪ Referrals for long term support in your area</li> <li>▪ Information about the laws in your community</li> <li>▪ Basic information about medical concerns</li> </ul>	24/7

Resource Name	Resource Contact Information	Type of Service Offered	Hours of Operation
Southwestern Student Financial Aid	541-888-1583	Financial aid assistance	8:00 a.m. – 5:00 p.m.
Crime Victims Assistance Network	<a href="#">Crime Victim and Survivor's Services</a> P.O. Box 43 Salem, OR 97308 503-434-7510	<ul style="list-style-type: none"> <li>▪ Victim rights</li> <li>▪ Victim notification</li> </ul>	
National Teen Dating Abuse Helpline	866-331-9474 866-331-8453 (TTY)	24-hour national web-based and telephone helpline created to help teens (ages 13-18) experiencing dating abuse	24/7
Rape, Abuse, and Incest National Network (RAINN)	<a href="#">RAINN</a> 1-800-656-4673	Carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.	24/7
Department of Justice National Center for Victims of Crime	<a href="#">National Center for Victims of Crime</a> 1-855-4-VICTIM (1-855-484-2846)		
Department of Education, Office of Civil Rights	<a href="#">Department of Education Office of Civil Rights</a>		
Victim Information and Notification Everyday (VINE)	<a href="#">VINE</a>  1-877-or-4-VINE	Services include: <ul style="list-style-type: none"> <li>▪ ask for the current status of an offender.</li> <li>▪ register to receive immediate notification if an offender is released, transferred, escapes or dies.</li> <li>▪ ask about any other important probation and parole information</li> </ul>	24/7

## PROTECTIVE ORDERS

Southwestern complies with Oregon law in recognizing orders of protection/restraining orders. Students with orders should provide a copy to the Campus Security Department and the Office of the Title IX Coordinator. Staff with orders should provide a copy to Human Resources. Employees may be eligible to take advantage of intermittent or continuous leave in order to secure restraining orders, attend court, or the like.

Southwestern may issue a college “No Contact Order” directive, if deemed appropriate, or at the request of the victim or accused. Southwestern will work cooperatively to ensure that the victim’s health, physical safety, work and academic status are protected. To apply for a protective order in Coos County, contact [The SAFE Project](#) website or call 541-756-7000 for assistance.

For Curry staff and students, to obtain a protective order, go to the Circuit Court at:

29821 Ellensburg Ave, Gold Beach, OR 97444  
8 am – 5 pm open, closed from 12 pm – 1 pm Mon-Fri  
Thursdays closed from 12pm - 1:30pm  
541-373-6894

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## VOLUNTARY CONFIDENTIAL REPORTING

- Southwestern does not have any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
- Southwestern has two “Professional Counselors” on staff in Stensland Hall and one Privileged Advocate through a VOCA grant that victims may access at the Newmark Center. A professional counselor is defined as one whose only role is to provide mental health counseling. Professional counselors are able to exercise “privileged communication.” “Privileged communication” consists of interaction between two parties (e.g., doctor and patient) in which the law recognizes a private, protected relationship. Whatever is communicated between these parties remains confidential, and the law cannot force disclosure of these communications
- It is up to the victim to determine whether or not a crime will be reported to the College or law enforcement. Given that, information sharing is kept on a need to know basis including any information about a victim’s personally identifiable information. Information sharing is limited to only staff and authorities who require this information to offer help and support to victims.
- Victims may inform campus authorities that they do not wish to file a police report or have a formal police investigation completed; however, the law mandates that if the victim is a minor, Southwestern staff must report this to the Department of Human Services or local law enforcement.
- Southwestern will keep confidential any accommodations or protective measures provided to victims, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations, protective measures, and to remain in compliance with Federal Title IX regulations. Additionally, personally identifiable information about the victim will be shared only with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the victim. For example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim.
- Southwestern does not publish the name of crime victims or residence address of victims in the Southwestern Daily Crime Log. Victims may request that directory information on file be removed from public sources. Students should contact the Office of the Registrar (541-888-1518) and employees should contact the Office of Human Resources (541-888-7259).
- **No personally identifiable information will be included in incident statistics for annual crime reporting purposes of this report, or the Southwestern Daily Crime Log.** Information that is kept confidential on an incident report includes the victim’s:
  - First and last name
  - Address
  - Contact information including postal, email or Internet protocol address
  - Phone number
  - Fax number
  - Social security number
  - Driver’s license number
  - Student ID number
  - Passport number
  - Date of birth
  - Racial or ethnic background or religious affiliation

- The Title IX Coordinator and Deputy Coordinators are responsible for carefully considering what and to whom victim information is given to in order to provide accommodations or protective measures in a timely manner. Before disclosing this information, the Title IX Coordinator will inform the victim which information they want to share, with whom, and why. This decision will always be made with the victim's safety and confidentiality given the highest priority.

#### DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING, OR SEXUAL ASSAULT CRIME VICTIM INFORMATION (VAWA CRIMES)

If you are a victim of domestic violence, dating violence, stalking, or a sexual assault, your first priority should be to get to a place of safety. Time is a critical factor for evidence collection and preservation. Preserving evidence may assist in proving the criminal offense occurred, and may help in obtaining a protective order. Any of the crimes listed above ("VAWA crimes") should be reported directly to one of the following individuals who can assist you with what to do following an assault:

POSITION	NAME	CONTACT INFO	HOURS OF OPERATION
Campus Security	Officer on duty	(cell) 541-297-4200 (office) 541-888-7399	24/7
Vice President of Administrative Services	Rachele Lyon (Title IX Deputy Coordinator)	(office) 541-888-7402 (cell) 541-297-4209	M-F 8:30 a.m. –5:30 p.m.
Vice President of Instruction and Student Services	Ali Mageehon	(office) 541-888-7417 (cell)	M-F 8:30 a.m. –5:30 p.m.
Director of Conduct and Community Standards	John Atkinson Title IX Coordinator	(office) 541-888-7098 (cell) 503-953-5994	M-F 8:30 a.m. –5:30 p.m.
Director of Residence Life	Joe Belter	(office) 541-888-7800 (cell) 503-954-5583	M-F 8:30 a.m. –5:30 p.m.
Chief Human Resources Officer (staff reporting)	Stephanie Ingalls	(office) 541-888-7259 (cell)	M-F 8:30 a.m. –5:30 p.m.
Privileged Counselor	Emily Bolle-Van Loo <a href="mailto:emily@stopabusecoos.org">emily@stopabusecoos.org</a> Newmark 217 Office- 541-888-1048, Ext 151	Newmark Center, room 217	M-F 8:00 a.m. – 4:00 p.m.
Director of Conduct and Community Standards	John Atkinson	(office) 541-888-7098 (cell) 503-953-5994	M-F 8:30 a.m. –5:30 p.m.

To contact Campus Security, call the Campus Security duty phone at 541-297-4200. After receiving your call, Campus Security will take the necessary action required to respond to the specific situation including assisting the victim in notifying law enforcement if the victim chooses. Victims may also call Coos Bay Police or Brookings Police by dialing 911. In the event a victim is unable to report a sexual assault, domestic violence, dating violence or stalking crime, Southwestern Security will ensure that the victim has available necessary care deemed appropriate.

#### CURRY CAMPUS

If a student or staff member at the Curry Campus is the victim of a VAWA crime, they may report it to any of the below contacts or to the Dean of Curry Campus, Jill teVelde, Dean of Curry Campus Instruction 541-813-1672, 503-781-4278 (cell) who will guide them through the process after an assault.

Brookings Police Department	541-469-3118
OASIS	Crisis line: 541-247-7600 or Toll free: 800-447-1167
Curry County Sheriff's Office	541-247-3242 or 800-543-8471
Curry Medical Center	541-412-2000
Brookings Harbor Medical Center	541-469-7401
Curry County District Attorney	541-247-3298

## *Investigatory Proceedings & Disciplinary Action for Alleged Crimes of Sexual Assault, Domestic Violence, Dating Violence & Stalking (VAWA Crimes)*

The College Complaint and Investigation process is set up to provide a procedure for the investigation and further handling of complaints. Any student or community member who has a complaint regarding student conduct, violation of college policy, or allege that their rights at Southwestern Oregon Community College have been violated are encouraged to follow this procedure. This includes, but is not limited to, allegations of discrimination based on race/ethnicity, color, religion, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws. This complaint process is followed for all types of complaints, including VAWA crimes reported to the College. For complete details of the College's Complaint and Investigation process, including Appeals and Sanctions, please see [APP 7160B College Complaint and Investigation \(Student or Community Member\)](#). For staff, please see [APP 7160C Faculty and Staff Conduct Complaint and Investigation](#)

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### SANCTIONS

For details on Southwestern's Complaint, Investigation and Discipline Process, including Sanctions, please refer to the [Student Handbook](#)

Disciplinary action shall be prompt and fair, with an impartial investigation/resolution. Sanctions imposed on students for college-related criminal actions, including sexual assault, domestic violence, dating violence or stalking, may include but are not limited to:

- Written reprimand
- Disciplinary probation
- Personal Mental Health Referral
- Bar Against Re-Enrollment
- Restitution
- Withholding of an Official Transcript
- Suspension from Rights and Privileges
- Suspension of Eligibility for Co-curricular Activities
- Temporary exclusion (removal from classes, privileges, or activities for a specified period)
- Expulsion (termination of student status)

The College will change a victim's work situation after an alleged offense listed above, if requested by the victim and the changes are reasonably available, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Options could include reduced/altered work hours or use of intermittent or continuous leave in order to secure restraining orders, attend court, etc., use of the Employee Assistance Program, or campus escort.

Disciplinary action shall for staff for college-related criminal actions, including sexual assault, domestic violence, dating violence or stalking, may include but are not limited to:

- Verbal warning
- Written warning
- Suspension
- Termination
- On campus no contact order
- Temporary or permanent trespassing from campus or specific facilities

Staff have the same victim rights as student victims listed in [Victim Rights/Procedures](#) of this report. The Chief Human Resources Officer shall investigate VAWA crimes. The Title IX Coordinator will make final decisions regarding the outcome of complaints.

If requested by the victim, the College will offer reasonable accommodations such as transportation or security escorts or changes in working situations if reasonably available. Staff who obtain restraining orders that list college campuses or facilities as protected areas should provide Human Resources with a copy of the signed order. Human Resources will notify Campus Security as appropriate.

## CURRY CAMPUS

The above procedures also apply to Curry Campus students and staff.

## *Sexual Assault, Domestic Violence, Dating Violence & Stalking Awareness Training*

Southwestern offers sexual assault, domestic violence, dating violence and stalking awareness training at fall New Student Orientation. During the months of February, and at Springfest each May, these topics are also offered as a part of Southwestern's ongoing prevention and awareness programs. At the 2021 New Student Orientation, C.L. Lindsay provided "Sex and the Law" training to all students. Southwestern staff are also welcome to attend these student events. The Campus Security Department also offers sexual assault education and informative programs to Southwestern students and employees upon request. Domestic violence, dating violence and stalking are also topics that are addressed at New Student Orientation through *Advantage Designs*.

Staff and students at Southwestern are provided with Campus Security procedures/practices via the Southwestern website and an annual email that includes links to security information contained in this Clery report.

## CURRY CAMPUS

The Curry Campus also has New Student Orientation where questions about student safety concerns may be answered. Curry and Campus Security staff are available to answer questions about the above topics. Domestic violence, dating violence and stalking are also addressed for new students at the Curry Campus via *Advantage Designs*. Curry staff are also trained on sexual assault, dating violence and sexual violence awareness via *Vector Solutions*. This training is given to staff and disseminated to all new staff upon hire.

## *Bystander Intervention Guidelines*

Bystander intervention can be used as a safe and positive option that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention can assist in risk reduction by recognizing warning signs of abusive behavior or potential harm. If you witness potentially harmful behavior, don't be afraid to say or do something—**KEEPING IN MIND YOUR OWN SAFETY AND THE SAFETY OF THOSE AROUND YOU.**

Below are some things you can do as a bystander if you see a risk of dating violence, domestic violence, sexual assault, or stalking:

1. Notice the incident – If the situation you witness is not an immediate threat, report it to Campus Security by calling 541-297-4200.
2. If the incident is an emergency – Call 911.
3. Assume responsibility for intervening – Don't assume someone else will intervene. If you are unsure of what to do, ask another bystander what they think about the situation. If in doubt, it is always best to call Campus Security or 911.

Try one of the below strategies if you witness a potentially abusive situation:

1. **Direct** – if you know one or both of the persons involved, you may try approaching one or both of the persons. Do not do this if alcohol or drugs are involved as the person you are trying to stop may become defensive or hostile. Examples of the direct approach could include saying, “Hey, stop that!”, “Please stop”, “Are you OK?”, or simply giving a disapproving look.
2. **Distract** – This may work when dealing with intoxicated persons. Some ideas are:
  - Make a noise complaint to Campus Security (541-297-4200)
  - Talk loudly on your cell phone close to the situation
  - Engage them in an activity such as helping you to look for your lost keys or some other item
3. **Delegate**– This works when you are unsure what to do or are unable to intervene by yourself. It works best if you do not know the people involved in the situation and you are able to find one of their friends to help intervene. For example:
  - Ask a colleague to distract one person while you distract the other
  - Call 911 or Campus Security
4. **Delay** – Stall! Here are some examples of how you might try to delay or stall a situation:
  - If you are a faculty member, ask a student to stay after class. Other staff members could ask the student to review forms or paperwork, etc.

If you are a bystander during a domestic violence, dating violence, sexual assault or stalking incident, in order to try to prevent harm or intervene during such an incident, you should immediately call 911 or Campus Security at 541-297-4200. The above are tactics to use while waiting for Campus Security or law enforcement to arrive. If you witness something that does not look or sound right, don’t hesitate to call 911 or Campus Security. Even if the situation resolves before Campus Security or law enforcement arrive, it still needs to be documented. If, on the other hand the situation continues to escalate, law enforcement or Campus Security needs to be notified as soon as possible to be on their way to assist with a potentially dangerous situation.

### ***Risk Reduction***

Below are some risk reduction suggestions you can use to protect yourself from dangerous situations:

1. Avoid traveling alone at night. Use the “buddy system” – or if you have to leave a night class alone, call Campus Security for an escort (541-297-4200).
2. Report suspicious persons, vehicles and activities to Southwestern Campus Security.
3. If you are on an elevator with someone who makes you feel uneasy, get off.
4. If you are in a situation that makes you feel uncomfortable, trust your instincts and leave and go to where there are other people.
5. Always watch your drink, do not accept beverages from someone you do not know or trust.
6. Leave social events with friends, not with someone you just met.
7. Have your keys in your hand.
8. Look inside and under your car before you get in.
9. Do not hitchhike or pick-up hitchhikers.
10. Be aware of your surroundings. Don’t walk and text.

### ***Recognizing Abusive Behavior***

Domestic violence and abuse can happen to anyone. If you suffer abuse or if you suspect someone you know suffers abuse, contact Campus Security, the Director of Student Housing, the Vice President of Enrollment and Student Services, or the Chief Human Resources Officer. Below is information on recognizing abusive behavior and what to do in order to aid in risk reduction of domestic violence.

## SIGNS OF AN ABUSIVE RELATIONSHIP

There are many potential signs of an abusive relationship. The most predominant sign is fear of the abuser. Below is a chart you may use to help determine if you or someone you know may be in an abusive relationship:

VICTIM'S THOUGHTS/FEELINGS/ACTIONS	PARTNER'S BEHAVIOR
Fear of partner	Humiliates/yells at you
Avoids discussing specific topics you feel may anger your partner	Criticizes/humiliates you
Feels you never do anything right with respect to your partner	Treat you so badly you'd be embarrassed for your friends or family to witness it
Believes you deserve to be hurt/mistreated	Ignores you/puts you down
Believes you may be the one who is crazy	Blames you for their abusive behavior
Feels emotionally numb/helpless	Views you as a sex object or property rather than a person
Goes along with whatever your partner says	Has a bad, unpredictable temper
Frequently misses work, school, other social activities without explanation	Acts overly jealous or possessive
Wears clothing that will hide bruises/scars (e.g., sunglasses inside, long sleeved shirt on hot days, etc.)	Tries to isolate you from friends/family
Has frequent injuries	Threatens suicide if you were to leave
Talks about partner's temper, jealousy, possessiveness	Threatens to hurt/kill you
Seems depressed, anxious, suicidal	Controls where you go/what you do
Shows a marked change in personality (perhaps was very outgoing, but is now very withdrawn)	Limits your access to money, phone, transportation Constantly checks up on you Forces you to have sex Destroys your belongings Threatens to take your children away or hurt them

Other tactics abusers may use towards victims can include the following:

- Dominating the relationship including making all decisions, treating you like a child or his/her property
- Intimidating the victim by using threatening looks or gestures. May also include smashing/breaking things in front of victim. May show victim weapons abuser has, implying that there will be violent consequences.
- Blaming the victim or others and making the victim feel it is the victim's fault for the abuser's violent behavior. Many abusers also deny that the abuse even occurred.

Abusers are selective about whom they will abuse. Most abusers are not out of control. In fact, they are able to immediately stop their abusive behavior when it is to their advantage to do so (for example, when the police show up or their boss calls). They are also selective about physical abuse they inflict so that it is on body parts that will not show.

If you suspect that someone you know is being abused, please call one of the staff below. Keep in mind that you could be saving the life of a friend or acquaintance. By speaking with one of these Southwestern staff, they will be able to offer help to victims of abuse. If you are being abused, please contact any of these staff. There is help and resources available to support you in this process.

POSITION	NAME	CONTACT INFO	HOURS OF OPERATION
Campus Security	Officer on duty	(cell) 541-297-4200 (office) 541-7399	24/7
Vice President of Instruction and Student Services	Ali Mageehon	(office) 541-888-7417	M-F 8:30 a.m. –5:30 p.m.
Director of Residence Life	Joe Belter	(office) 541-888-7800 (cell) 503-954-5583	M-F 8:30 a.m. –5:30 p.m.
Chief Human Resources Officer (staff reporting)	Stephanie Ingalls	(office) 541-888-7259	M-F 8:30 a.m. –5:30 p.m.

Students or staff who have orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal, civil or a tribal court, are encouraged to notify Campus Security or Human Resources (for staff reports) who will then be better able to respond in the event of an incident.

#### CURRY CAMPUS

The above information applies to Curry Campus students and staff with the exception that appropriate Curry contacts include:

Brookings Police Department	541-469-3118
Curry County Victims' Assistance Program	541-247-3298
OASIS Shelter	Crisis line: 541-247-7600
	Toll free: 800-447-1167
Curry County Sheriff's Office	541-247-3242

In the case of orders of protection, no contact orders, restraining orders, or similar lawful orders, students and staff are encouraged to bring the existence of these documents to the attention of:

**Jill teVelde, Dean of Curry Campus Instruction**  
541-813-1672, 208-610-6853 (cell)  
E-mail to: [jill.tevelde@socc.edu](mailto:jill.tevelde@socc.edu)

#### *On and Off Campus Counseling and Assistance Programs for Sexual Assault, Domestic Violence, Dating Violence & Stalking Victims*

Below is a list of resources available along the South Coast for counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims. This includes both on campus and community agencies available to assist victims.

Campus Security	541-297-4200
Vice President of Instruction and Student Services	541-888-7417
Coos Bay Police Department	541-269-8911
Bay Area Hospital	541-269-8111
The SAFE Project (offers women's and men's program)	541-756-7000
Coos County District Attorney	541-396-7550
Coos County Health Department	541-756-2020, ext. 510
<a href="#">National Domestic Violence Hotline</a>	1-800-799-7233

#### CURRY CAMPUS

Below is a list of Human Services resources available to crime victims of crimes in Curry County:

Brookings Police Department	541-469-3118
OASIS	Crisis line: 541-447-1167
<a href="#">National Domestic Violence Hotline</a>	1-800-799-7233

## ***Registered Sex Offender Information***

Under current state law, sex offender information can be obtained through the Oregon State Police through the sex offender registration information line at (503) 378-3725 extension 44429 or through the Oregon State Police website at <http://sexoffenders.oregon.gov/>. This database can access sex offender information by name, address, zip code or county.

Anyone who is required to register as a sex offender under ORS 181.592-181.607 (sexual offender registration) or has been ordered by any court, parole board or other public agency to not have contact with persons under the age of 18 must notify the Office of Administrative Services at Southwestern Oregon Community College (1988 Newmark Ave., Coos Bay OR 97420) in writing within one business day of registering for any class at the College.

## ***Drugs and Alcohol (Board Policy 7135, Admin. Policy 7135)***

The use of alcohol and illegal drugs at any Southwestern facility or event will be in compliance with all state and federal laws. This applies to all members of the College (students, faculty, staff and community members) while at the workplace. The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol or illicit drugs in the workplace.

The legal age for drinking alcohol in Oregon is 21. State laws deal harshly with underage drinking. It is also against the law in Oregon to sell or give away alcohol to anyone under the age of 21. Southwestern is a dry campus except when a specific function has been authorized by Southwestern's President. Student Housing prohibits the consumption or possession of alcohol (including empty or partially full containers of alcohol), illegal substances, and drug paraphernalia.

Southwestern uses *Advantage Designs* as a component of our alcohol prevention initiative. This is a thoughtful, educational program for students committed to thinking about their life choices. To this end, we require every new incoming Southwestern student to complete the *Advantage Designs* modules.

The Southwestern Oregon Community College [Student Handbook](#) document defines the following behaviors as violations of the standards of student conduct: "The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned, or occupied by the College at any time when classes or student activities are scheduled. "

Below are some facts regarding the health risks associated with alcohol and some common drugs:

**Marijuana** is addictive and can cause: Impaired short-term memory, visual tracking, heart rate; slowed reaction time/poor coordination; lung disease; damage to reproductive functions

**Cocaine and Crack** are highly addictive and may cause: Impaired judgment; short attention span; irritability, depression, mood swings; malnutrition; severe weight loss and liver damage; seizures; coma; heart attack

**Amphetamine/Methamphetamine** are highly addictive and may cause: Increased pulse rate & blood pressure; agitation; insomnia; increased body temperature; loss of appetite; hallucinations; depression; disorientation; convulsions; possible death

**PCP, LSD, Heroin, Mescaline and Morphine** have a wide variety of negative health effects which may include: Hallucinations; mental confusion and/or permanent loss of mental function; addiction; convulsions; coma; death

**Prescription Drugs** are too often used to reduce stress, and are not safe unless they are taken as prescribed. If abused, they can lead to: Malnutrition; sluggishness or hyperactivity; impaired reflexes; addiction and brain damage; coma; death

**Alcohol** is the most commonly abused drug and can cause: Loss of concentration; poor judgment and coordination; impaired memory; drowsiness and mood swings; liver damage/cirrhosis of the liver; high blood pressure and heart attack; pancreatitis; various cancers; heart disease

On July 1, 2000, a law went into effect which affects the eligibility for federal financial aid for students convicted of possession or selling of controlled substances. The Federal Government requires that a student who has been convicted under Federal or State law of possession or sale of a controlled substance, regardless of when the conviction occurred, is ineligible for federal financial aid for a specified period. Southwestern will enforce State and Federal drug laws regarding the use, possession and sale of illegal drugs.

### **Suspension of Eligibility for Drug-related Offenses**

A student who has been convicted of any offense under any Federal or State law involving the possession, use or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table.

<b>The possession of a controlled substance</b>	<b>Ineligibility period</b>
First offense	1 year
Second offense	2 years
Third offense	Indefinite
<b>The sale of a controlled substance</b>	
First offense	2 years
Second Offense	Indefinite

**Rehabilitation** - A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period determined if:

- the student satisfactorily completes a drug rehabilitation program;
- the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program; or
- the conviction is reversed, set aside, or otherwise rendered nullified.

Staff and students of Southwestern are subject to a combined drug and alcohol policy [BP 7135 Alcohol and Drug-Free Workplace](#) and [APP 7135 Alcohol and Drug Free Workplace](#). Staff receive training on drug and alcohol abuse prevention through *Vector Solutions* and students receive training through *Advantage Designs*.

Students of Southwestern are subject to various sanctions which are discussed in the [Laker Code of Conduct](#). Student Housing residents are also subject to these and other sanctions listed in the Student Housing Room and Board Agreement.

### **Specific sanctions may include:**

1. **First Offense** – Written reprimand and referral to counseling, educational assessment and/or community service.
2. **Second Offense** – Required alcohol assessment and disciplinary probation.
3. **Third Offense** – Suspension from College for a defined period of time. If a student is enrolled in certain educational programs (nursing, culinary arts, fire science, etc.) or participating in student activities such as athletics, student government, or other clubs, or living in campus student housing, **additional sanctions may apply**. Please see those policies that apply below.

**Additional Sanctioning Bodies:**

1. Athletic Department: please see current Redbook
2. Residence Life/Housing: please see current Student Housing contract
3. Nursing Standards: please see current nursing handbook
4. OCCI: please see current OCCI handbook
5. Student Government (ASG): please see current bylaws
6. Federal Financial Aid Regulations pertaining to drug convictions: Eligibility regarding drug convictions - student is ineligible for financial aid if he/she has a drug conviction which is declared at the time student files the FAFSA. Ineligibility begins from date of conviction. Please note that this is a self-declaration when the student files the FAFSA.

**CURRY CAMPUS**

The above drug and alcohol policies apply to all Southwestern students and staff at the Curry Campus.

***Drug/ Alcohol Abuse Education Programs***

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse, including dissemination of informational materials, educational programs, counseling services, referrals, and College disciplinary actions.

Programs for students include:

- Fall student orientation includes alcohol and drug education presentations.
- Information about the health risks associated with the use of illegal drugs and the abuse of alcohol.
- A description of local, state and federal laws and sanctions.
- Student first offenders for alcohol may be offered a diversion program through the legal process.
- Incoming freshmen complete the *Advantage Designs* online orientation which includes drug and alcohol policy education.
- *Judicial Educator* on line modules are administered for student sanctions and education.

Programs for staff include:

- Assistance programs – The Employee Assistance Program is available to staff for drug/alcohol services through the Human Resources Department (541-888-7259).
- Staff should refer to Board Policy [BP7135 Alcohol and Drug Free Workplace](#) and [APP 7135 Alcohol and Drug Free Workplace](#)
- Weekly Alcoholics Anonymous meetings are held on campus.
- Staff are given drug and alcohol information via *NeoEd Learn*.

The College recognizes that alcohol and drug abuse is a disease that requires treatment and assistance to combat. Insurance benefits available to employees may cover the cost of treatment programs. Students with abuse problems are encouraged to visit the Student Success Center in Stensland Hall. Counselors can provide preliminary assessment and can refer students to community agencies. Information about these agencies is posted on College bulletin boards, and is available from the Student Success Center in Stensland Hall.

Listed below are resources for drug and alcohol assistance programs for students and staff:

<b>Information and Education</b>	
Coos County Public Health	541-756-2020 Ext. 548
Substance Abuse and Mental Health Services (SHAMA)	541-396-7575, ext. 7576
<b>Private - for profit</b>	
ADAPT	541-751-0357
Coastal Center (Youth)	541-267-2113
<b>Support Groups</b>	
Alcoholics Anonymous, Answering Service	541-269-3265
Al-Anon/Alateen, call Helpline for referral	541-266-4269
Federal referral treatment routing service/SAMHSA	1-800-662-4357
Narcotics Anonymous	541-267-0273
South Coast Alano Club	541-751-9726

## CURRY CAMPUS

Listed below are resources for drug and alcohol assistance programs in Curry County:

- A counselor from Stensland Hall of the Coos Bay Campus visits the Curry Campus one day a month and is available for follow up phone appointment to Curry students.
- Curry County Human Services 541-247-4082
- Brookings Alcoholics Anonymous hot line 541-469-2440
- Curry students and staff also receive drug and alcohol training via *Advantage Designs* and *Vector Solutions*, respectively.

## Emergency Evacuation and Response

### SOUTHWESTERN EMERGENCY MANAGEMENT TEAM (EMT)

Southwestern Oregon Community College is committed to supporting the welfare of its students, faculty, staff, and visitors. The Emergency Response Plan is modeled after National Incident Management System guidelines and supports the Incident Command System model for emergency management. See Appendix A for the College's Emergency Response Plan.

The Emergency Response Plan is administered by the Emergency Management Team (EMT) and is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the College, and assure responsive communications with the community, surrounding neighborhoods and the cities of Coos Bay/North Bend. The plan is set in operation whenever a natural or induced emergency affecting the College reaches proportions that cannot be handled by established measures. This plan is intended to be sufficiently flexible to accommodate contingencies of all types, magnitudes, and duration. The intent is for the plan to be viewed as a tool to establish structure for managing the emergency.

Members of the Emergency Management Team are:

POSITION	NAME	CONTACT INFO
Director of Emergency Management	Robert Aton, Jr.	541-888-1623
Vice President of Administrative Services	Rachele Lyon	541-888-7402
Director of Facilities Services	Kyle Croy	541-888-7229
Executive Director of Integrated Technology Services/CIO	John Taylor	541-888-7428
Athletic Director	Mike Herbert	541-888-7208
Dean of Curry Campus Instruction	Jill teVelde	541-813-1672
Director of Residence Life	Joe Belter	541-888-7800
Director of Conduct and Community Standards	John Atkinson	541-888-7098
Graphic Designer and Communications Administrator	Anne Matthews	541-888-7612
Chief Human Resources Officer	Stephanie Ingalls	541-888-7259

General information about emergency response and evacuation procedures for Southwestern is publicized as part of Southwestern's Clery Act compliance efforts. Additional information about the College's Emergency Response Plan may be obtained by contacting Department of Emergency Services at 541-888-1623.

Testing, fire drills, and evacuations are held on an ongoing basis in Student Housing, including one annual announced fire drill and one annual unannounced fire drill. Residents are given an orientation on the fire drill procedure at the beginning of each school year. Any new residents coming in throughout the school year will be individually instructed on the fire drill process by their Resident Assistant. Fire alarm systems and sprinklers are tested annually at Southwestern which is facilitated by the Facilities Department. The Emergency Management

Team facilitates at least one annual announced all-campus evacuation drill that includes Student Housing. During the 2021 year, no evacuation drills were held on the Coos Bay or Curry Campuses due to COVID-19.

The southern Oregon coast has had predictions of a 9+ earthquake. An earthquake of this size may result in a tsunami and isolate all coastal communities from outside relief efforts and inflict heavy damage to infrastructure. Because of this, earthquakes have a great significance should they occur on either the Coos Bay or Curry Campuses. **Please take a moment to read Appendix B for directions on what to do in the case of an earthquake/tsunami.**

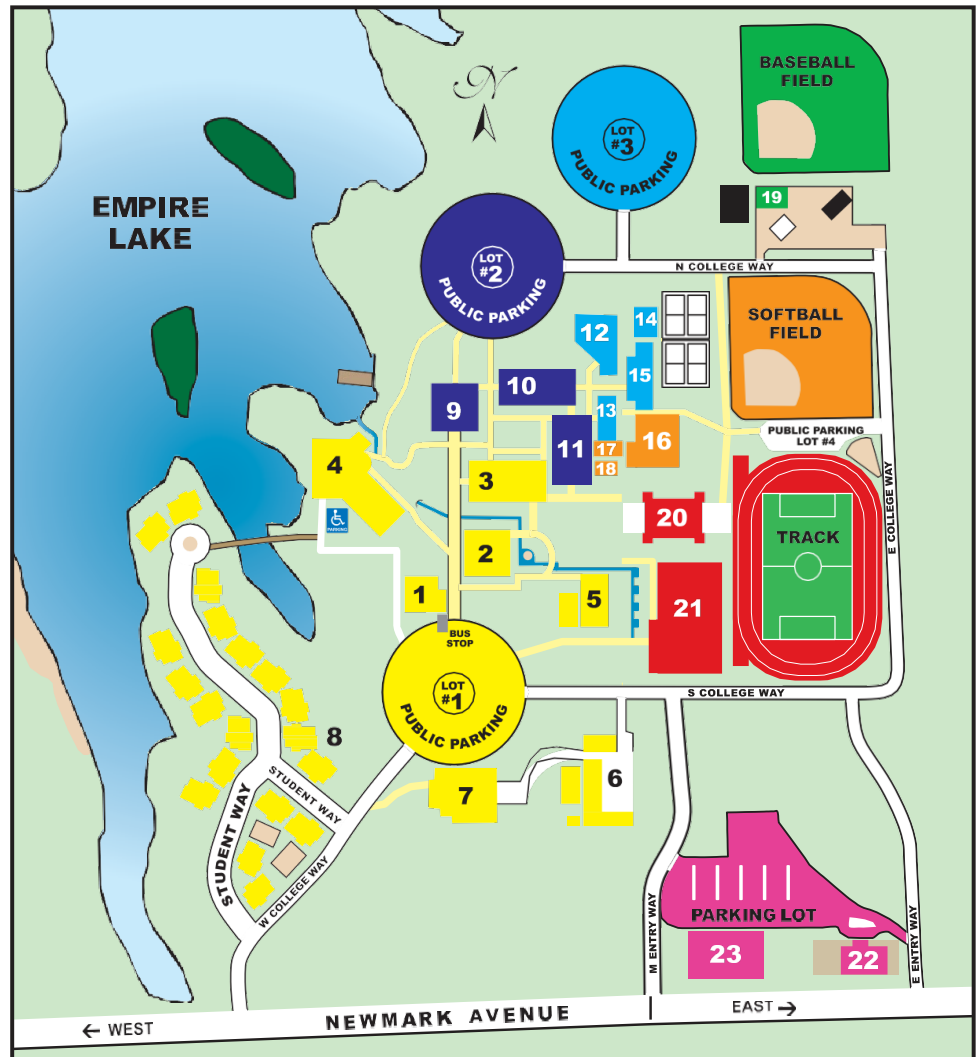
## EMERGENCY TESTING, FOLLOW-UP AND REVIEW

Following evacuation drills, Southwestern Emergency Management Team staff meet to assess the drill and adjust future tests; Student Housing staff meet after drills to evaluate their drills also.

During the evacuation drill, students and staff learn the location of emergency exits in residence hall buildings, offices, and classrooms, and are provided guidance about the direction they should travel when exiting each facility. Each building has an evacuation diagram located at [Campus Evacuation Maps](#). Hard copies of these diagrams are also posted throughout Southwestern facilities. Following is a map showing students and staff where they are to evacuate on campus.

### EMERGENCY EVACUATION ASSEMBLY POINTS FOR COOS BAY CAMPUS

BUILDING	RALLY POINT
1. Stensland	Parking Lot #1
2. Dellwood	Parking Lot #1
3. Randolph	Parking Lot #1
4. Empire	Parking Lot #1
5. Umpqua	Parking Lot #1
6. Maintenance	Parking Lot #1
7. OCCI	Parking Lot #1
8. Student Housing	Parking Lot #1
9. Tioga	Parking Lot #2
10. Sitkum	Parking Lot #2
11. Coaledo	Parking Lot #2
12. Eden	Parking Lot #3
13. Lampa	Parking Lot #3
14. Sunset	Parking Lot #3
15. Sumner	Parking Lot #3
16. Fairview	Softball Field
17. B-2	Softball Field
18. Greenhous	Softball Field
19. Fire Science	Baseball Field
20. Prosper	Track
21. Rec Center	Track
22. Family Ctr.	Parking lot in front
23. Newmark Ctr.	Parking lot in front



When an emergency evacuation test is being conducted, the following items are to be followed:

1. When evacuating a building, walk briskly, do not run. Remain calm and act in a quiet, orderly manner. Help people in need of assistance.
2. The stairways in Tioga, Prosper, Stensland, Newmark Center and Empire Hall are designed primarily as fire escapes. They are insulated and reinforced, offering the best protection when exiting these buildings. If for some reason your designated exit (stairway or other) is blocked, quickly go to the nearest alternative fire exit.

### DO NOT USE THE ELEVATORS DURING FIRE OR EARTHQUAKE

3. Once outside of the building, go directly to your designated rally point.
4. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
5. Do not return to an evacuated building unless instructed by the Police, Fire Department, Campus Security, Maintenance, Vice President of Administrative Services, or other designated emergency personnel in charge. The message to return to an evacuated building will be given at the rallying points.
6. When evacuation is required (for bomb threat, fire, etc.) stay as far away as possible from the source of danger (at least 300 feet).

## CURRY CAMPUS

In the event of a major emergency at the Curry Campus, the following response will be followed:

1. Curry staff contact 911
2. Curry staff to contact Curry Campus Executive Dean
3. Dean of Curry Campus Instruction and Workforce Development to notify Curry staff/students and Coos Bay Campus
4. All staff, students, and public at the Curry Campus should follow all directions given by emergency personnel as soon as they arrive, including fire, police, and ambulance.

The Curry building is alarmed and monitored by Gold Coast Security for fire, who will take appropriate action in the event of an actual emergency. For more contact Mike Wolf at 541-813-1675.

Some Curry staff have received NOAA (National Oceanic and Atmospheric) training for Tsunami awareness and evacuation. Individuals at the Curry Campus have access to the same safety/security information via the Southwestern website and [MyLakerLink](#). See following diagram for the Curry evacuation routes.

RAVE is used for Coos Bay and Curry Campuses in evacuation drills and actual emergencies. It is very important for students and staff to make sure their information in RAVE is accurate. To sign up for RAVE, login to [MyLakerLink](#), go to either Student Home or Employee Home, and then click on "Manage Your RAVE Account" (for employees) or "RAVE For Emergency Contact" (for students) and enter contact information. The College also uses Alertus Desktop™ Notification for Southwestern faculty and staff which displays an emergency message on the desktop of Southwestern-owned computers.



## Campus Statistics

Please note that although Southwestern makes a good faith effort in requesting statistics from local law enforcement agencies for Clery Crimes for all areas where Southwestern holds classes, not all agencies necessarily respond. The statistics below are a compilation of Southwestern's statistics (from Southwestern's Incident Reporting System, *Maxient*) and those of local law enforcement agencies who responded to a request from Southwestern. Each year, Administrative Services, local law enforcement, and Campus Security work together on compiling this security report and the statistics found below.

### CRIMINAL OFFENSES

Criminal Offenses - On Campus		2020	2021	2022
Murder/Non-negligent manslaughter	Coos Bay	0	0	0
	Curry Campus	0	0	0
Negligent manslaughter	Coos Bay	0	0	0
	Curry Campus	0	0	0
Rape	Coos Bay	0	0	0
	Curry Campus	0	0	0
Fondling	Coos Bay	0	1	0
	Curry Campus	0	0	0
Incest	Coos Bay	0	0	0
	Curry Campus	0	0	0
Statutory Rape	Coos Bay	0	0	0
	Curry Campus	0	0	0
Robbery	Coos Bay	0	0	0
	Curry Campus	0	0	0
Aggravated assault	Coos Bay	0	0	0
	Curry Campus	0	0	0
Burglary	Coos Bay	4	0	0
	Curry Campus	0	0	0
Motor Vehicle Theft (Does not include theft <i>from</i> a motor vehicle)	Coos Bay	2	1	0
	Curry Campus	0	0	0
Arson	Coos Bay	0	0	0
	Curry Campus	0	0	0

Criminal Offenses On Campus – Student Housing Facilities (Coos Bay only)	2020	2021	2022
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	1	0	0
Fondling	0	1	0

Criminal Offenses On Campus – Student Housing Facilities (Coos Bay only)		2020	2021	2022
Incest		0	0	0
Statutory Rape		0	0	0
Robbery		0	0	0
Aggravated assault		0	0	0
Burglary		0	0	0
Motor Vehicle Theft (Do not include theft <i>from</i> a motor vehicle)		0	0	0
Arson		0	0	0

Criminal Offenses - Non-Campus		2020	2021	2022
Murder/Non-negligent manslaughter	Coos Bay	0	0	0
	Curry Campus	0	0	0
Negligent manslaughter	Coos Bay	0	0	0
	Curry Campus	0	0	0
Rape	Coos Bay	1	0	0
	Curry Campus	0	0	0
Fondling	Coos Bay	0	0	0
	Curry Campus	0	0	0
Incest	Coos Bay	0	0	0
	Curry Campus	0	0	0
Statutory Rape	Coos Bay	0	0	0
	Curry Campus	0	0	0
Robbery	Coos Bay	0	0	0
	Curry Campus	0	0	0
Aggravated assault	Coos Bay	0	0	0
	Curry Campus	0	0	0
Burglary	Coos Bay	0	0	1
	Curry Campus	0	0	0
Motor Vehicle Theft	Coos Bay	0	0	0
	Curry Campus	0	0	0
Arson	Coos Bay	0	0	0
	Curry Campus	0	0	0

Criminal Offenses - Public Property		2020	2021	2022
Murder/Non-negligent manslaughter	Coos Bay	0	0	0
	Curry Campus	0	0	0
Negligent manslaughter	Coos Bay	0	0	0
	Curry Campus	0	0	0
Rape	Coos Bay	0	0	0
	Curry Campus	0	0	0
Fondling	Coos Bay	0	0	0
	Curry Campus	0	0	0
Incest	Coos Bay	0	0	0
	Curry Campus	0	0	0
Statutory Rape	Coos Bay	0	0	0
	Curry Campus	0	0	0
Robbery	Coos Bay	0	0	1
	Curry Campus	0	0	0
Aggravated assault	Coos Bay	0	0	0
	Curry Campus	0	0	0
Burglary	Coos Bay	0	0	0
	Curry Campus	0	0	0
Motor Vehicle Theft (Do not include theft <i>from</i> a motor vehicle)	Coos Bay	0	0	0
	Curry Campus	0	0	0
Arson	Coos Bay	0	0	0
	Curry Campus	0	0	0

## HATE CRIMES

The following hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin. Any category reported with other than a zero, will state the category of bias for the crime reported.

There were no hate crimes reported in 2019, 2020 or 2021 at either the Coos Bay and Curry Campuses. This includes no hate crimes reported that occurred on campus, on campus Student Housing, Non-campus or Public Property.

2020 – Zero hate crimes

2021 – Zero hate crimes

2022 – Zero hate crimes

## VAWA OFFENSES

VAWA Offenses - On Campus		2020	2021	2022
Domestic Violence	Coos Bay	0	0	0
	Curry Campus	0	0	0
Dating Violence	Coos Bay	0	0	0
	Curry Campus	0	0	0
Stalking	Coos Bay	0	0	0
	Curry Campus	0	0	0

VAWA Offenses - On Campus – Student Housing Facilities (Coos Bay only)		2020	2021	2022
Domestic Violence		0	0	0
Dating Violence		0	0	0
Stalking		0	0	0

VAWA Offenses - Non-Campus		2020	2021	2022
Domestic Violence	Coos Bay	0	0	0
	Curry Campus	0	0	0
Dating Violence	Coos Bay	0	0	0
	Curry Campus	0	0	0
Stalking	Coos Bay	0	0	0
	Curry Campus	0	0	0

VAWA Offenses - Public Property		2020	2021	2022
Domestic Violence	Coos Bay	0	0	0
	Curry Campus	0	0	0
Dating Violence	Coos Bay	0	0	0
	Curry Campus	0	0	0
Stalking	Coos Bay	0	0	0
	Curry Campus	0	0	0

## ARRESTS

Arrests - On Campus		2020	2021	2022
Weapons: carrying, possessing, etc.	Coos Bay	0	0	0
	Curry Campus	0	0	0
Drug law violations	Coos Bay	4	0	1
	Curry Campus	0	0	0
Liquor law violations	Coos Bay	5	41	11
	Curry Campus	0	0	0

Arrests - On Campus – Student Housing Facilities (Coos Bay only)		2020	2021	2022
Weapons: carrying, possessing, etc.		0	0	0
Drug law violations		4	0	1
Liquor law violations		5	41	11

Arrests - Non-Campus		2020	2021	2022
Weapons: carrying, possessing, etc.	Coos Bay	0	0	0
	Curry Campus	0	0	0
Drug law violations	Coos Bay	3	8	0
	Curry Campus	0	0	0
Liquor law violations	Coos Bay	1	0	0
	Curry Campus	0	0	0

Arrests - Public Property		2020	2021	2022
Weapons: carrying, possessing, etc.	Coos Bay	0	1	1
	Curry Campus	0	0	0
Drug law violations	Coos Bay	0	0	0
	Curry Campus	0	0	0
Liquor law violations	Coos Bay	0	2	0
	Curry Campus	0	0	0

## DISCIPLINARY ACTIONS

Disciplinary Action - On Campus		2020	2021	2022
Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.				
Weapons: carrying, possessing, etc.	Coos Bay	0	0	0
	Curry Campus	0	0	0
Drug law violations	Coos Bay	0	4	25
	Curry Campus	0	0	0
Liquor law violations	Coos Bay	0	34	41
	Curry Campus	0	0	0

Disciplinary Action - On Campus - Residence Halls (Coos Bay only) Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.		2020	2021	2022
Weapons: carrying, possessing, etc.		0	0	0
Drug law violations		0	4	25
Liquor law violations		24	34	41

Disciplinary Action Non-Campus Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.		2020	2021	2022
Weapons: carrying, possessing, etc.	Coos Bay	0	0	0
	Curry Campus	0	0	0
Drug law violations	Coos Bay	0	0	0
	Curry Campus	0	0	0
Liquor law violations	Coos Bay	0	0	0
	Curry Campus	0	0	0

Disciplinary Action – Public Property Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.		2020	2021	2022
Weapons: carrying, possessing, etc.	Coos Bay	0	0	0
	Curry Campus	0	0	0
Drug law violations	Coos Bay	0	0	0
	Curry Campus	0	0	0
Liquor law violations	Coos Bay	0	0	0
	Curry Campus	0	0	0

## Unfounded Crimes

2020: Zero unfounded crimes  
2021: Zero unfounded crimes  
2022: Zero unfounded crimes

## Annual Fire Safety Report

### FIRE SAFETY STATISTICS

The Higher Education Opportunity Act calls for the disclosure of statistics for each student housing facility as they relate to the occurrence of fires and unwanted/false alarms for the current and two preceding calendar years.

### FIRE SAFETY LAST YEAR

The statistics below refer to fire drills conducted during the 2019-2021 academic years. Listed you will find the date and time of the drill as well as the length of time from beginning of alarm sounding to end alarm clearing Student Housing and conducting roll in Parking Lot 1.

#### ANNOUNCED FIRE DRILL:

November 9, 2020, 7:58 p.m. (10 minutes)  
November 11, 2021, 7:30 a.m. (14 minutes)  
November 15, 2022, 6:58 p.m. (16 minutes)

#### UNANNOUNCED FIRE DRILL:

No unannounced drill in 2020 due to COVID-19 and lack of students  
No unannounced drill in 2021 due to COVID-19 and lack of students  
No unannounced drill in 2022.

### FIRE SAFETY SYSTEMS

#### 1. FIRE EXTINGUISHER

Every month the Resident Assistants (RAs) perform health and safety inspections. During these inspections, every apartment is checked. The first thing RAs look at when they enter the apartment is the fire extinguisher to make sure it is charged and that it has not been tampered with. Once the fire extinguisher has been checked, the tag attached to the extinguisher will be initialed and dated. RAs then date and mark the status of the fire extinguisher on the Fire Extinguisher Inspection Form. After inspections are completed, inspection forms are given to the Director of Residence Life. If there is a problem with an extinguisher, the Director will make sure that a work order gets submitted to have it repaired.

The Director of Residence Life annually has someone come out to check and recharge every fire extinguisher in Housing. There is a log located in this section showing the times inspections were conducted.

#### 2. FIRE ALARMS

Every month, RAs will perform health and safety inspections. During these inspections, every apartment will be checked. While in the apartments, RAs check every fire alarm to make sure they are hooked up and functioning. If the fire alarm is not working because of a low battery, the RA will replace the battery. If the alarm still will not work, the RA will complete a work order to have it repaired.

#### 3. SPRINKLERS

Four of the apartments have sprinklers hooked up inside of them in case there is a fire (Gray's Harbor, Battery Point, Trinidad Head, and Willapa Bay). This system is monitored by Gold Coast Security. There is an outside closet in Willapa Bay that serves as the central hub for this system. The Coos Bay Fire Department will be notified through this system if a fire occurs.

#### 4. FIRE HYDRANTS

There are four fire hydrants located throughout the Housing complex. They are located in the following areas.

- The first entrance when you come in from Newmark across from Grays Harbor
- In between Willamette River and Warrior Rock
- In front of Tillamook Rock
- At the end of the cul-de-sac by Umpqua River and Heceta Head

### **FIRE SAFETY POLICY**

Following is the Fire Safety Policy as stated in the Room and Board Agreement under Housing Conduct Code Section 10, labeled "Fire Safety":

#### 1. FLAMMABLE MATERIALS

Residents may not possess, display, or burn flammable materials (including, but not limited to, fireworks, candles, incense, gasoline, kerosene lamps, and open cooking elements). The College and Student Housing prohibit the use of any tobacco products in any manner within the confines of the apartment and building. Tobacco product or inhalant delivery system use or possession by students under the age of 21 is not permitted, in accordance with Oregon Senate Bill 754. This law raised the required minimum age for a person to legally buy or obtain tobacco products, inhalant delivery systems, and tobacco product devices, from 18 to 21.

#### 2. LIGHT FIXTURES

Residents may not hang anything from the ceiling, including sheets, covering light fixtures

#### 3. FUEL POWERED MOTOR VEHICLES

All fuel powered motor vehicles (including but not limited to, motorcycles, all-terrain vehicles, and gas-powered scooters) must be parked in designated parking areas.

#### 4. CONDUCT AND SANCTIONS

If one of the above or any other guideline is broken, students may face a variety of consequences from the Student Housing staff. Sanctions can include verbal warnings, citations, housing probation, or eviction. Fines are as follows:

- Burning candles and incense in apartment-\$10
- Smoking in an apartment or within 10 feet of an entrance- \$10
- Replace a smoke alarm - \$33
- Smoke alarm batteries are free to students unless they abuse it; at that point it is \$8
- Intentionally tampering with fire alarms-\$55
- Tampering with and re-filling fire extinguishers- \$55
- Replacing a fire extinguisher-\$75
- Apartments and rooms damaged by smoke-\$50

Note: During monthly health and safety inspections, RAs and RDs will check to ensure that heaters are not being blocked and outlets are not being overloaded.

## ***Fire Safety Procedures***

### ***FIRE DRILLS***

Fire drills will be held on an ongoing basis, including one annual announced fire drill and one annual unannounced fire drill. Residents will be given an orientation on the fire drill procedure at the beginning of each school year. Any new residents coming in throughout the school year will be individually instructed on the fire drill process by their Resident Assistant. At this point in time, Southwestern has determined that future improvements in fire safety are not necessary, as the fire safety procedures discussed have been effective.

### ***FIRE DRILL PROCEDURES***

Fire drills will be monitored and designed collaboratively by Student Housing and Campus Security. Once the drill commences, residents will hear an alarm signaling the need to evacuate the building they are in. Resident Assistants will sweep their respective areas after determining it is safe to do so. After the Resident Assistants have evacuated their buildings, they will direct foot traffic to the center of Parking Lot #1. Upon arrival at Parking Lot #1, Resident Assistants will take roll for their assigned buildings. Once the Resident Assistants have identified who is missing, they will interview residents to determine possible locations of missing students and report all information to the Resident Director on duty who will be located in the middle of Parking Lot #1. The Resident Director on duty will gather all resident information and report it to Campus Security.

### ***ANNOUNCED FIRE DRILL***

An announced fire drill will be advertised through bulletin boards, e-mail, website, and campus mail at least one week prior to the drill. On the date and time of the announced fire drill, Student Housing residents will hear an alarm signaling the beginning of the drill and follow the above listed procedures. If at any point the drill is unsatisfactory, more drills will be conducted until the drill is done properly in a timely manner.

### ***UNANNOUNCED FIRE DRILL***

An unannounced fire drill will be conducted at an undisclosed time during the winter or spring term. On the date and time of the unannounced fire drill, Student Housing residents will hear an alarm signaling the beginning of the drill and follow the above listed procedures. If at any point the drill is unsatisfactory, more drills will be conducted until the drill is done properly in a timely manner.

### ***HOW TO RUN A DRILL***

- **Before and after a drill call:**  
Gold Coast Security: 541-267-5000  
Call Campus Security 541-297-4200
- **Set off alarms on the three-story buildings**  
There is a fire panel in the outside closet of Willapa Bay. Hold the drill button down for two seconds and alarms will go off in all of the three-story apartments. To shut the alarms off, press the reset button.
- **Pull Station**  
If a pull station gets pulled and there is not a fire, you can reset at the station with the fire key. After this is done, go and reset the system at the fire panel by pressing the reset button.

## ***Fire Safety Education and Training***

### ***TRAINING***

Resident Assistant staff begin training the day after Labor Day. During this time RAs are trained on how to inspect fire extinguishers and fire alarms during health and safety inspections. RAs will also go through the proper fire extinguisher training so they are prepared to use them if necessary.

Once the school year starts, RAs have an area meeting with their residents where they discuss with their residents how to manage their fire extinguishers, fire alarms and what to do if there is a fire. Residents are to report any problems to their RA or a Housing staff member.

## ***Fire Safety Contacts***

### **IN CASE OF FIRE CONTACT:**

1. Campus Security 541-297-4200 or 911
2. RA DUTY PHONE 541-260-6996 OR RESIDENT DIRECTOR(S)

### **AFTER A FIRE CONTACT:**

1. RA Duty Phone 541-260-6996
2. Resident Director(s)
3. Director of Resident Life

**Fires – On Campus Student Housing Facilities**

All Student Housing Units have an address of 365 Student Way, Coos Bay OR 97420

<b>Building</b>	<b># of Fires 2020</b>	<b># of Fires 2021</b>	<b># of Fires 2022</b>	<b>Date/ Time</b>	<b>Cause Category</b>	<b>Location</b>	<b># of injuries requiring medical treatment</b>	<b>Deaths</b>	<b>Value property damage</b>
Point Adams	0	0	0						
North Head	0	0	0						
Willamette River	0	0	0						
Warrior Rock	0	0	0						
Desdemona Sands	0	0	0						
Tillamook Rock	0	0	0						
Cape Meares	0	0	0						
Yaquina Head	0	0	0						
Umpqua River	0	0	0						
Cape Arago	0	0	0						
Coquille River	0	0	0						
Cape Blanco	0	0	0						
St. George	0	0	0						
Battery Point	1	0	0	9/29/20	1	Battery Point	0	0	0
Trinidad Head	0	0	0						
Willapa Bay	0	0	0						
Gray's Harbor	0	0	0						
Heceta Head	0	0	0						
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>\$0</b>

**CAUSE CATEGORY**

1 = Unintentional Fire – Cooking, Smoking materials, Open flames, Electrical, Heating equipment, Hazardous products, Machinery/Industrial, Natural, Other; 2 = Intentional Fire; 3 = Undetermined

## Fires – Summary

	2020			2021			2022		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Point Adams	0	0	0	0	0	0	0	0	0
North Head	0	0	0	0	0	0	0	0	0
Willamette River	0	0	0	0	0	0	0	0	0
Warrior Rock	0	0	0	0	0	0	0	0	0
Desdemona Sands	0	0	0	0	0	0	0	0	0
Tillamook Rock	0	0	0	0	0	0	0	0	0
Cape Meares	0	0	0	0	0	0	0	0	0
Yaquina Head	0	0	0	0	0	0	0	0	0
Umpqua River	0	0	0	0	0	0	0	0	0
Cape Arago	0	0	0	0	0	0	0	0	0
Coquille River	0	0	0	0	0	0	0	0	0
Cape Blanco	0	0	0	0	0	0	0	0	0
St. George Reef	0	0	0	0	0	0	0	0	0
Battery Point	1	0	0	0	0	0	0	0	0
Trinidad Head	0	0	0	0	0	0	0	0	0
Willapa Bay	0	0	0	0	0	0	0	0	0
Gray's Harbor	0	0	0	0	0	0	0	0	0
Heceta Head	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Appendix A: Emergency Response Plan

### DEFINITION OF AN EMERGENCY

An emergency is any unplanned event that can cause death or significant injuries to faculty, staff, students, or the public, or that can shut down business, disrupt operations, cause physical or environmental damage, or can threaten the institution's financial standing or public image.

The Emergency Response Plan is put into effect whenever a crisis, man-made or natural, disrupts operations, threatens life, creates major damage, and occurs within the College community and/or Southwestern campuses in Curry County. While it is likely that outside assistance would be available in most large-scale crisis/emergency situations affecting Southwestern Oregon Community College, the College must be prepared to carry out crisis response and short-term recovery operations on an independent basis.

### LEVELS OF EMERGENCY

Emergencies can generally be classified into three levels:

#### Level I (Disaster)

A community-wide emergency that seriously impairs or halts the operation of Southwestern Oregon Community College. Outside emergency services would be needed.

**Examples of a level I disaster include, but are not limited to:**

- Mass casualties.
- Natural disaster such as earthquake or tsunami.
- Large-scale hazardous material spill.
- Health epidemics.
- Major weather emergency.

#### Level II (Major Emergency)

A serious emergency that completely disrupts one or more operations of Southwestern Oregon Community College and may affect mission-critical functions or life safety. Outside emergency services, as well as major efforts from campus support services, would be required. Major policy considerations and decisions would usually be required.

**Examples of a level II major emergency include, but are not limited to:**

- Hostage situation
- Major fire
- Civil disturbance
- Widespread long-term power outage
- Bomb threat
- Natural gas explosion
- Suicide
- Death of a student, faculty, or staff member (depending on circumstances)
- Shooting or stabbing
- National terrorist incident

#### Level III (Minor Emergency)

A localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of Southwestern Oregon Community College.

**Examples of a level III minor emergency include, but are not limited to:**

- |                                   |                      |
|-----------------------------------|----------------------|
| Small fire                        | Limited power outage |
| Small hazardous material incident | Weather              |

## AUTHORITY

The Vice President of Administrative Services (or his/her designee(s)) has the authority to declare a campus state of emergency in consultation with the President (if available). In the absence of the Vice President of Administrative Services, the Director of Emergency Management, the Director of Integrated Technology Services, or the Vice President of Instruction are designated with this authority.

The Vice President of Administrative Services is responsible for establishing the basic policies and procedures that govern the College's emergency response plan. The Vice President of Administrative Services (or designee), in consultation with the President, is the highest level of authority during an emergency.

## EMERGENCY MANAGEMENT TEAM (EMT)

The Southwestern Emergency Management Team consists of the following members:

POSITION	NAME	CONTACT INFO
Director of Emergency Management	Robert Aton, Jr.	541-888-1623
Vice President of Administrative Services	Rachele Lyon	541-888-7402
Director of Facilities Services	Kyle Croy	541-888-7229
Director of Integrated Technology Services/CIO- Interim	Patty Scott	541-888-7707
Athletic Director	Mike Herbert	541-888-7208
Dean of Curry Campus Instruction	Jill teVelde,	541-813-1672
Director of Residence Life	Joe Belter	541-888-7800
Director of Conduct and Community Standards	John Atkinson	541-888-7098
Graphic Designer and Communications Administrator	Anne Matthews	541-888-7612
Chief Human Resources Officer	Stephanie Ingalls	541-888-7259

The Southwestern Emergency Management Team will, without delay, consider the safety of the campus community, determine the appropriate content/recipients to receive emergency notification, and initiate emergency notification procedures, unless issuing a notification will, in the professional judgment of the Emergency Management Team, compromise the efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

The Emergency Management Team is responsible for coordinating the College's Emergency Response Plan. The Emergency Management Team members' duties and responsibilities relate closely to their normal authority and functions. In the event of a crisis, coordination and organization of all operations at the College shall be directed by the Emergency Management Team. Emergency Management Team members will implement the strategy and planning of the response. They communicate with field personnel, issue instructions to particular units, and monitor progress in carrying out the instructions.

The responsibilities of the Emergency Management Team include, but are not limited to:

1. Activate the Emergency Operations Center, as required.
2. Establish the Incident Commander for the emergency.
3. Establish support leaders for:
  - a. Operations
  - b. Planning
  - c. Logistics
  - d. Finance (if needed)

4. Identify the emergency and determine its impact. Decide the necessary level of response required to manage the emergency.
  - a. Use the established Southwestern Oregon Community College Emergency Response Plan and department response operations as a guide to deal with the situation.
  - b. Facilitate a multi-unit response.
  - c. Activate the Emergency Management Team.
5. Exercise control over emergency operations and provide guidance on matters of policy and decision-making authority.
6. Authorize the evacuation and/or closing of College facilities, as required.
7. Notify Campus tenants of the emergency situation.
8. Coordinate the release of all official information and instructions to the public.

In addition to their responsibilities in an emergency, the Emergency Management Team members are responsible for insuring that the College is prepared and in the best possible position to respond to an emergency when it occurs. Additional duties of Emergency Management Team members include:

1. Insuring that department heads have developed departmental plans and checklists to respond to various emergencies. Departmental plans will be coordinated and amended as needed. A copy of each departmental plan, including updates, will be forwarded to the Campus Security Director, and to the Vice President of Administrative Services. Department plans will be general in nature and include the assignment of general duties and responsibilities to employees, perceived to be required for each type of emergency.
2. Insuring that staff are familiar with the overall emergency response plan and the specific requirements of departmental plans.
3. Maintaining adequate emergency resources and equipment particular to departmental plan requirements.
4. Maintaining a call list of departmental employees designated as "essential personnel." This call list will be updated as needed and a copy (including updates) forwarded to the Department of Campus Security.
5. Ensuring the preservation of essential records, or other materials deemed essential.

In the event of a crisis, the Vice President of Administrative Services or his/her designee will declare the need for the members of the Emergency Management Team to convene, and will contact all members of the Emergency Management Team. Whether the Emergency Management Team is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. Department Plans may be able to contain localized emergencies. Southwestern Emergency Response Teams may be activated as deemed appropriate to the situation.

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## EMERGENCY MANAGEMENT TEAM RESPONSIBILITIES

### *INCIDENT COMMANDER - VICE PRESIDENT OF ADMINISTRATIVE SERVICES*

- Provides overall leadership for incident response
- Ensures incident safety
- Establishes incident objectives
- Is responsible for all functions until delegated
- Delegates authority to others
- Provides information to internal and external parties
- Establishes and maintains liaison with other responders – police, fire other emergency response teams
- Takes direction from agency official.

#### *OPERATIONS –DIRECTOR OF EMERGENCY MANAGEMENT*

- Directs and coordinates all incident tactical operations
- Directs EMT responders
- Is typically one of the first functions to be assigned
- Establishes on site command post

#### *PLANNING- EXECUTIVE DIRECTOR OF INTEGRATED TECHNOLOGY SERVICES*

- Tracks resource status (responding EMT members)
- Tracks situation status
- Prepares the Emergency Management Team’s action plan
- Develops alternative strategies
- Provides documentation services

#### *LOGISTICS - DIRECTOR OF Residence Life/DIRECTOR OF FACILITIES SERVICES*

- Provides communications
- Provides food and medical support to Team members
- Manages supplies and facilities

#### *FINANCE - ACCOUNTING TECHNICIAN (OPTIONAL)*

- Contract negotiation and monitoring
- Timekeeping
- Cost analysis
- Compensation for injury or damage to property in conjunction with Administrative Services

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#### EMERGENCY RESPONSIBILITIES

##### **ACADEMIC PLANNING**

###### **Position on Campus**

###### **Vice President of Instruction**

- Responsible for all academic issues that surface during an emergency.
- Arrange for temporary classrooms or workspace.
- Coordinate with VP of Enrollment and Student Services.
- Refer to Office of Instruction Department Plan and checklists.

##### **FOOD SERVICE**

###### **Position on Campus**

###### **Executive Chef of Dining Services**

- Direct/arrange for emergency meals.
- Inventory available food supplies.
- Request necessary food supplies.
- Coordinate efforts with Red Cross and other agencies.
- Coordinate with Director of Residential Life regarding meal procedures.
- Refer to Dining Services Department Plan and checklists

## **BUILDING MAINTENANCE AND FACILITIES SERVICES**

### **Position on Campus Director of Facilities**

- Assist local, state and federal agencies in damage estimation.
- Maintain and provide access to blueprints and building plans.
- Execute design work and the subsequent construction contracts to correct necessary repairs that are beyond the capability or resources of the campus work force.
- Make assessment of any campus area susceptible to damage. An assessment of building safety will be made in coordination with the Campus Security Department. Utilities will be secured if an unsafe condition exists, restoration of utility service will be made when appropriate.
- Coordinate the assessment of the condition of the water and sewage system.
- Make emergency repairs.
- Remove debris.
- Provide necessary support to other departments (heavy equipment, barricades, etc.)
- Provide sanitation services during an emergency.
- Provide generators for emergency power.
- Refer to Plant Services Department Plan and checklists.

## **COMMUNICATION AND COMPUTER SERVICES**

### **Position on Campus Executive Director Integrated Technology Services**

- Provide phone service for Media Relations.
- Provide phone service for Emergency Command Center.
- Re-establish affected networks.
- Relocate affected offices if necessary.
- Implement Integrated Technology Services emergency procedures and disaster recovery plan as needed.
- Maintain network and computing operations.
- Secure critical data and information resources
- Repair and restore network and computing facilities.
- Refer to ITS Disaster Recovery Plan and checklists.

## **HOUSING (INCLUDING PROVISIONAL SHELTER)**

### **Position on Campus Director of Residence Life**

- Responsible for the operation and maintenance of College housing facilities and emergency shelters, as well as assisting in providing housing services.
- Coordinate with Red Cross if necessary.
- Coordinate the distribution of supplies.
- Assess the impact of the situation on students and student life.
- Account for all residents of student housing.
- Coordinate communications with families and parents.
- Identify individuals with special needs and implement plans for assistance.
- Refer to Student Housing Department Plan and Checklists.

## LEGAL

### Position on Campus

#### Vice President of Administrative Services

- Consult College attorney to advise EMT on any legal issues arising from the emergency.
- Assist with notification of Board as appropriate.

## COUNSELING

### Position on Campus

#### Student Success Center

- Organize and implement appropriate mental health interventions in crisis situations.
- Facilitate mental health debriefings with crisis team after crisis response.
- Review departmental crisis plans to ensure adequate attention is given to mental health issues.
- Advise Emergency Management Team regarding the mental health referral list to secure appropriate community support in crisis situations.
- Work with Red Cross as needed.
- Refer to Student Success Center-Department Plan and checklists.

## MEDIA RELATIONS

### Position on Campus

#### Communications Administrator

- Coordinate emergency information to be disseminated during and after a crisis to Coos Bay/North Bend/Curry community. May update information using social media sites such as Southwestern's Facebook page.
- Maintain communications with media and others affected by the incident.
- Provide input into all decisions related to communications and public relations.
- Make appropriate plans for media.
- Organize press conferences and releases.
- Coordinate with other departments for cost recording.
- In collaboration with the President, serve as official College spokesperson to media.

## NEWMARK CENTER

### Position on Campus

#### Tenants

- Follow parent agency emergency plan.
- Communicate with Southwestern Emergency Management Team.

## PERSONNEL SERVICES

### Position on Campus

#### Chief Human Resources Officer

- Arrange for expedited services of temporary employees when required.
- Coordinate mental health assistance to faculty and staff in coordination with counseling services.
- Coordinate with other departments for cost recording.
- Assist faculty/staff where needed.
- Coordinate any employee relations matters arising from an emergency.
- Coordinate efforts with ITS staff to restore payroll data.

## PRESIDENT'S OFFICE

### Position on Campus

#### President

- Serve as official contact with Board.
- Approve all official communiqués.
- Serve as official College spokesperson when appropriate.
- Serve as contact with government officials and work closely with the Media Relations office on public communication.

## PROCUREMENT/FINANCE

### Position on Campus

#### Account Technician

- Initiate a records-keeping system for all expenditures associated with emergency operations.
- Coordinate security of on campus funds.
- Initiate/process emergency purchases.
- Arrange for contract services and locate required equipment and supplies.
- Initiate record-keeping system and coordinate with Purchasing regarding cost recording.
- Arrange for a photo/video team to document damage for insurance purposes.
- Initiate/process insurance claims.
- Coordinates emergency purchasing (in emergencies will be decentralized).
- Coordinate with other departments for cost recording.
- Provide budget accounts for emergency spending.
- Identify funds available to meet emergency needs.
- Coordinate efforts with ITS staff to restore financial data.
- Refer to Business Office Department Plan and checklists.

## SAFETY

### Position on Campus

#### Director of Emergency Management

- Coordinate with off-campus emergency response resources.
- Monitor and assess the hazards and unsafe situations to develop measures for ensuring personnel safety.
- Point of contact for assisting or coordinating agencies.
- Consult with leader of the Emergency Management Team about the development of overall incident plan.
- Develop plans for effective use of communications among various off-campus agencies and the EMT (pre-emergency)
- Determine evacuation routes and implement evacuation plans.
- Direct access and security control.
- Assess/direct efforts to control hazardous materials in conjunction with the Fire Department.

In a crisis, Southwestern Oregon Community College must respond immediately and be open and candid in disseminating accurate and complete information to the public. The communications portion of the emergency response plan presumes that it is in the College's interest to take a pre-emptive approach to public relations in a crisis and that our preferred strategy will be one of forthcoming disclosure of as much confirmed information as possible. The goal is to minimize speculation, inaccurate reporting, and negative publicity. By acting in this manner, the institution has more influence on what the media reports and acts to end the public relations aspect of a crisis as quickly as possible.

When a crisis initially occurs, basic information will be updated on the automated answering service by the Emergency Management Team to respond to incoming phone calls and inquiries. The emergency communications system may also be utilized to reach the College population.

The following strategies can/will be utilized in a crisis to communicate with the campus community:

- For faculty and staff, voice mail can be utilized to send out basic information regarding a crisis.
- If the campus network is available for use, an emergency alert message could be sent to all faculty, staff, and students via e-mail, SMS, voice message or voicemail.
- If voice and data capabilities are not available, the Emergency Operations Center is equipped with a shortwave radio and will be used to communicate to county agencies. Runners will be used to disseminate communiqués from the EMT and where offices and individuals could go to receive information about the emergency. Printed information will be made available at this location for distribution on-campus.
- All Campus Security patrol vehicles have loudspeaker capability. Patrol vehicles can be used to announce messages on campus at various locations to alert the community to the emergency and what steps should be taken.

## STRATEGIES FOR WORKING WITH THE MEDIA

1. Working quickly and proactively is imperative. Journalists tend to report the first information they get. If information is slow in coming it invites speculative coverage. All employees should direct the media to the Communications Administrator for official press release information.
2. The media should be given as much information as possible. When information is withheld, we run the risk of inaccurate reporting, negative editorials, and damaging future media relations.
3. While communication following an incident is reactive by nature, the goal of media relations officers is to turn the situation into a proactive communications opportunity.

## OFFICE OF COMMUNITY RELATIONS RESPONSIBILITIES

1. Community Relations will assist in developing strategy and appropriate messages, in preparing "talking points" and fact sheets, and in providing text for fliers/posters, e-mail distributions, and postings to the Southwestern Oregon Community College website. Media Relations will prepare and distribute all news releases to on- campus and off-campus media.
2. The Communications Administrator (or designee) will serve by default as the College's official spokesperson to whom media questions will be referred. Where major incidents are concerned, or where especially sensitive issues are involved, an appropriate informed high-level administrator (president, vice president, executive director, e.g.) will be designated as official spokesperson throughout the particular crisis-reporting period. This individual must be available and accessible to the community relations office and/or news media at all times during the crisis. Responsibilities to media may include participating in press conferences and being interviewed in person or by telephone.

## COMMUNICATIONS ADMINISTRATOR EMERGENCY RESPONSE CHECKLIST

1. Immediately respond to the emergency and the needs of the news media.
2. Consult with pertinent administrators and the EMT to determine the level of response needed.
3. Work with law enforcement and emergency services (if involved) and College personnel to develop facts. Draft talking points, fact sheets, flier/poster text, e-mail, website posting, emergency closing hot line/information desk recordings, and news releases as appropriate.
4. Distribute news releases to media.
5. Be available to the media until the crisis is over and media interest abates.
6. Delegate information gathering and distribution responsibilities to other College officials as appropriate.

## RESPONSE LEVELS

The Communications Administrator will respond according to the level of crisis using the following rankings:

1. Crisis media response
2. Timely media response
3. Routine or non-media response

Response level 1 will always be in effect when emergency level 1 (disaster) or 2 (major emergency) are in effect. Response level 2 will be in effect in most cases for emergency level 3 (minor emergency). By definition, response level 3 would not be used in any case in which the Emergency Response Plan is activated.

## CRISIS MEDIA RESPONSE

These incidents are certain to have a high media interest and an expectation for immediate reporting, along with a concomitant impact on the College's public image. Immediate notification must be made to the Communications Administrator and immediate action taken by it, 24 hours a day, 365 days a year.

Every reasonable effort should be made to release an alert to the news media within an hour, or less, giving bare minimum details of the time, place and nature of the event with an assurance that the alert will be followed as quickly as possible with a more detailed report. In the highest level of crisis operations, immediate communications may be limited to on-campus and local media, as well as to wire services, but will be expanded as quickly as possible. Follow-up news releases will be made as needed and as quickly as essential details can be compiled. Depending on the nature of the event and the media's interest, continued follow-up reporting will be done as information becomes available and as official statements can be prepared. For major events, this stage of crisis response may continue for days or even weeks.

Technical support may be requested from elsewhere on campus to prepare and process communications to the on-campus and off-campus communities. Crisis communications will take precedence over other activities as needed, until the crisis is over or the urgency moves to a lower level.

## **TIMELY MEDIA RESPONSE**

These incidents can generally be handled on a next-business-day basis. Good faith efforts will be made to meet media deadlines, if the media inquiries, and to report in a timely manner as defined by journalistic standards. News releases will be processed and disseminated according to regular policy.

## **ROUTINE OR NON-MEDIA RESPONSE**

These incidents pose no need for crisis communications, either by their nature or magnitude, and therefore will not involve activation of the Emergency Response Plan. The matter will be handled by the media relations office, which will use its news judgment on whether reporting to the media is needed. News releases will be processed and disseminated according to regular policy.

## **FOLLOW-UP AND REVIEW**

The EMT will assemble following each crisis to evaluate how the situation was handled and make recommendations to better handle similar situations in the future. Once per year, the EMT will review the overall campus plan, individual department plans, and evaluate training and emergency notification literature.

## **SAFETY AT CURRY CAMPUS**

Southwestern Oregon Community College has a branch campus in Curry County in Brookings. The proximity of the two campuses to the Pacific coast exposes them to the possibility of earthquake and the resulting tsunami. The predicted 9+ earthquake will isolate all coastal communities from outside relief efforts and inflict heavy damage to infrastructure. The Curry Campus has minimal staff that includes no campus security personnel.

## **PRE-CRISIS**

Southwestern includes emergency response preparation for our students, faculty members, and administrators who are studying and working at the Curry Campus. Additional actions may include:

- Inviting local emergency officials to identify risks and participate in on-site briefings for students and faculty members.
- Determining if and when to send students home or cancel programs.
- Providing emergency information, including: what to do and where to go in the event of an emergency; names and local telephone numbers of all faculty members and administrators, 24-hour contact information for the home campus; telephone numbers and addresses of the local hospital, and local addresses and telephone numbers for each student.
- Advising students, faculty members and administrators they should understand that they share responsibility for their own safety and security. They should closely monitor local news reports and information.

Curry Campus should ensure they maintain adequate emergency supplies and prepare to work with local emergency personnel.

## **DURING A CRISIS**

While it is of course impossible to plan for all contingencies, it is essential to follow procedures that will allow for a rational and levelheaded response when emergencies do arise. The College has developed a series of specific procedures designed to safeguard the welfare of staff and students at each branch campus. The College's EMT is responsible for coordinating the management of emergencies affecting the Curry Campus in cooperation with the staff at the Curry Campus.

Up to date information concerning an ongoing crisis is vital in the decision-making process. On-site observers with contacts in local emergency agencies, and other sources in positions to know, can provide needed information on which these decisions will be based.

Normally, the highest-ranking administrator at the branch campus should transmit all on scene information that is gathered to the Vice President of Administrative Services or the Director of Emergency Management.

#### SECURITY RESOURCES ON THE WEB

Many online resources offer helpful information about safety and security for faculty members, administrators, and students in coastal areas:

FEMA: <https://www.fema.gov/hazard-mitigation-planning#> FEMA: <https://www.ready.gov/tsunamis>

#### **Southwestern Oregon Community College -- Emergency Contact Information**

All Emergencies, Police, Fire, Medical Calls, etc. 911

All Non-emergencies, Police, Fire, Medical Calls, etc. 541-297-4200 – Campus Security

### ***Emergency Management Team Procedures***

#### **NOTIFICATION/COMMUNICATION WITH EMT AND EMERGENCY OPERATION CENTER**

In the event of an emergency situation, members of the EMT will be notified by the VP of Administrative Services. In his/her absence, the President will convene the group to assess the situation. The Vice President of Administrative Services will notify the EMT about the gathering point for the group, or Emergency Operations Center (EOC).

The Emergency Operations Center will be equipped with telephones, printer, fax machine, clip boards, ICS forms, flip chart and/or a white board, markers, pens, pencils, television with cable hookup, radio or walkie talkies, and extra batteries. A hard copy of the Emergency Response Plan, Campus Departmental Plans and checklists will be kept in the Emergency Operations Center. Additional supplies should include campus and building maps, location of personnel assembly points, electrical, gas and water shutoff locations, Safety Data Sheets book and a master set of keys.

EMT members should bring available laptop computers with them to the EOC. Supplies (as listed above) will be transported to the designated location by the appropriate resource person if needed. In the event that security is required for the command center, Campus Security will provide this service.

#### **ON-SITE COMMAND POST**

In an emergency, Southwestern Oregon Community College personnel, and local agency representatives (e.g., Fire Department), will typically be at the site of the emergency to respond accordingly. In these situations, an "on-site Command Post" will be established by Campus Security. Normally, the Director of Emergency Management (or designee) will serve as the Incident Commander of this Command Post. The Director of Emergency Management may transfer the Incident Commander position to a trained Incident Commander from the local fire or police units. On-site personnel should provide the Director of Emergency Management with regular updates. The Director of Emergency management will relay status reports to the VP of Administrative Services. The EMT will be in regular contact with the on-site Incident Commander to gather relevant and important information and pass on decisions and information to on-site personnel.

#### **INFORMATION GATHERING**

Below are listed five general categories of emergency incidents and some sources of information for each. The department that would take the lead in the investigation/information gathering is also shown. Information gathered will be documented.

**Criminal Incidents** Campus Security (e.g., suicides, assaults, shootings, fires, etc.)

- Sources of information would be the results of evidence collection, interviews, background checks, information obtained from other investigative techniques, and recommendations from consultants and on-campus professionals.
- Investigations could be coordinated with the Coos Bay Police Office and various Federal, State and local police agencies.

**Environmental Incidents** – Facilities (e.g., HazMat spills, indoor air quality problem, fires, petroleum spills, etc.)

- Sources of information would be the results of evidence collection, interviews, blueprint review, information obtained from other investigative techniques, and recommendations from consultants and on-campus professionals. Several formal response plans are already in place that directs an organized response to many incidents.
- Investigations could be coordinated with the Coos Bay Fire Department HazMat team, and various Federal, State and local agencies.

**Health Related Incidents** - Nursing (e.g., communicable diseases, etc.)

- Sources of information would be the results of medical testing, interviews, review of medical records, information obtained from other investigative techniques, and recommendations from consultants and on-campus professionals.
- Coordinate investigation with various Federal, State and local health agencies.

**Infrastructure Incidents** – Facilities (e.g., sub-station fire, unplanned electrical or natural gas shutdown, roof collapse, water tank leak, etc.)

- Sources of information would be the results of testing, interviews, review of records and blueprints, information obtained from other investigative techniques, and recommendations from consultants and on-campus professionals.
- Coordinate investigation with local Pacific Power and Northwest Natural Gas utility companies, and various Federal, State and local agencies.

**Miscellaneous Incidents** - Multi-departmental response; the lead department to be determined by EMT depending upon the circumstances of the incident (e.g., weather related or natural disasters - snow, ice, wind, tsunami, earthquake, etc.)

- Sources of information would be the results of weather forecasts, NOAA radios, interviews, review of records, information obtained from other investigative techniques, recommendations from consultants and on-campus professionals.

**COMMUNICATION WITH THE CAMPUS COMMUNITY**

When a crisis initially occurs, basic information will be provided will be updated on the automated answering service by EMT to respond to incoming phone calls and inquiries. The emergency communications system may also be utilized to reach the College population.

The following strategies can/will be utilized in a crisis to communicate with the campus community:

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- If the campus network is available for use, an emergency alert message could be sent to all faculty, staff, and students via e-mail, SMS, voice message or voicemail.
- If voice and data capabilities are not available, the Emergency Operations Center is equipped with a shortwave radio and will be used to communicate to county agencies. Runners will be used to disseminate communiqués from the EMT and where offices and individuals could go to receive information about the emergency. Printed information will be made available at this location for distribution on-campus.
- The Campus Security patrol vehicles have loudspeaker capability. The patrol vehicle can be used to announce messages on campus at various locations to alert the community to the emergency and what

steps should be taken.

- The emergency notification system is used to notify the campus in the event of a significant emergency or dangerous situation involving an immediate threat on campus. After conferring with the Director of Emergency Management, outside agency personnel involved in the emergency, and/or the person(s) reporting the emergency, the appropriate EMT personnel listed above will authorize the release of a message using the emergency notification service to the segment(s) of campus that are affected by the emergency.

#### **EMERGENCY MANAGEMENT TEAM TRAINING**

Emergency Management Team members are required to read and understand the FEMA ICS 100 Incident Command System on line documents.

ICS 100 and ICS 200 training materials are available on the FEMA website.

#### **DEPARTMENTAL EMERGENCY / DISASTER PLANNING**

Departments will develop emergency response plans and checklists. These plans may be simple evacuation plans or may contain detailed instructions for preservation of life, health safety and data protection. All should contain evacuation / assembly locations, head count and assessment of their area. Department plans should contain action plans for providing department expertise to assist with managing and containing the emergency. This information will be communicated to the EMT. Business continuity after the emergency should also be a consideration in plan development.

##### **Departments include:**

- Integrated Technology Services
- Business Services
- Human Resources
- Student Housing
- OCCl
- Athletics and the Student Rec Center
- Facilities Services
- Office of Instruction
- Umpqua Biology and Chemistry areas
- Nursing
- Dining Services
- Administrative Services and Tioga building
- Campus Store
- Student Success Center
- Financial Aid

Department heads will submit their department plan to the Director of Emergency Management who will approve the plan and incorporate it in the overall Emergency Response Plan.

## Appendix B: Earthquake/ Tsunami

- Keep calm and stay where you are. Most injuries during an earthquake occur when individuals decide to enter or exit buildings.
- If you are indoors, take cover under a desk, table or bench, against an inside wall or wood framed doorway, and hold on. Stay away from glass, windows, outside doors or walls and anything that could fall and hurt you, such as lighting, furniture or fixtures.
- If you are outdoors, stay there. Move away from buildings, trees, street lights and utility wires.
- If you are in a crowded public place or classroom, do not rush for a doorway as other people will have the same idea. Take cover, and move away from objects that may fall.
- Do not be surprised if the electricity goes out or if the sprinkler system or elevator or fire alarms go on as this often happens. **DO NOT USE ELEVATORS.**
- Be prepared for aftershocks, which have been known to occur from less than one minute after the initial shock to more than one year later. Most aftershocks occur 24 to 48 hours later. These secondary shock waves are usually less violent than the main earthquake, but can be strong enough to do additional damage to weakened structures.
- Do not use candles, matches, or open flames either during or after the earthquake because of possible fire danger.
- If told to evacuate, follow Evacuation Procedures.



*IF YOU FEEL AN EARTHQUAKE, A  
TSUNAMI MAY BE COMING:*

### Tsunami

- Drop, cover, hold until the earthquake is over
- Move immediately inland to high ground and away from low-lying coastal areas
- Follow evacuation route signs
- Do not wait for an official warning
- Go on foot if at all possible
- Do not pack or delay
- Do not return to the beach – large waves may continue to come onshore for several hours
- Wait for an “all clear” from local emergency officials before returning to low-lying areas.



Know your local tsunami hazard zones and evacuation routes. Your work area should have a current tsunami evacuation zone map. For a map of your specific residence, click on [Tsunami Evacuation Zones](#)