

2018

Annual Security and Fire Report



EDMONDS COMMUNITY COLLEGE
SAFETY, SECURITY,
AND EMERGENCY PREPAREDNESS

Your Right to Know: Safety at Edmonds CC

Annual Security And Fire Report

Edmonds Community College
Safety, Security, and Emergency Preparedness Department
10/1/2018

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Safety and the Edmonds Community College Community

Safety on the Edmonds Community College Campus is a concern for students, parents, and employees. Education – the business of the college – can only take place in an environment where all community members feels safe. The Edmonds CC administration recognizes this and has made security a top priority. In 2014 the college launched a “See Something, Say Something” Campaign to increase awareness, and educate the campus community on the importance of reporting situations of concern. The result was a dramatic increase in reporting. This reporting increase allows the college’s Behavior Intervention Team (BIT) to assess behaviors of concern and take appropriate action including referring students for support services or student conduct depending on the needs.

Edmonds CC has a small town feel and a neighborly attitude. The crime rate is low, but crime prevention is a high priority among community members. The Campus Security staff is experienced and proactive, and the students and staff all share in the responsibility of making Edmonds CC a safe place to study and work.

This report is written in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*. The report contains the mandated information about current campus policies concerning safety, security and emergency preparedness issues and the required crime and fire statistics. For more information on this legislation, please visit the [Clery Web Site](#) under Public Policy.

All questions should be directed to the Edmonds CC [Clery Compliance Officer](#).

A hard copy printout of this report may be requested by contacting the Edmonds CC Safety, Security, and Emergency Preparedness Department at 425.640.1501.

Campus Safety, Security, and Emergency Preparedness Mission Statement

It is the duty of each Department Team Member to provide fair, impartial, and professional safety, security and emergency response service to all persons who enter our campus. Our professionalism will be recognized by our deeds, actions, attitude, and positive work ethic. As part of the Edmonds CC team, we make every reasonable effort to safeguard the resources, facilities and persons who enter these “halls of education.”

We recognize that we have been entrusted with the safety of students, staff, faculty, visitor, and facilities; on behalf of the citizens of the State of Washington and Edmonds CC we work in collaboration with local law enforcement and campus community members to create a safe and secure environment for all.

Campus Safety, Security, and Emergency Preparedness Operations

Edmonds Community College provides full service security and emergency preparedness to the campus community through the Campus Safety, Security, and Emergency Preparedness Department (SSEP), which operates 24 hours a day. The department facilitates the safety and security of the students, staff, faculty, visitors, and property of Edmonds CC. The department is a service-oriented organization

promoting safety, security, education, preparedness, and personal responsibility. It coordinates all safety and emergency response and recovery operations on campus. The department consists of the Director, the Emergency Preparedness Manager/Clery Compliance Officer, two Sergeants, nine full-time Security Officers, several part-time Security Officers, Student Assistants, and an Administrative Assistant.

Student Patrol Officers receive training in basic campus safety procedures and emergency procedures. Campus Security Officers are not armed. They conduct frequent foot and vehicle patrols of the campus to secure all academic and administrative buildings and to maintain a high visibility to deter crime and other misconduct. In addition, an escort service is provided during evening and nighttime hours by calling the Campus Security 24/7 phone at 425.754.0154.

Campus Security Officers enforce all college rules and regulations and patrol the campus with an emphasis placed on crime prevention and education. As grant recipients from The Office of Violence Against Women, Edmonds CC has developed Memorandums of Understanding with Lynnwood Police Department and the Snohomish County Sheriff's Office to work as part of our Coordinated Community Response Team. SSEP also maintains a close working relationship with our other local, county, and state police agencies, and our campus enjoys good response and collaborative work with these departments. The SSEP encourages the prompt reporting of all crimes and attempted crimes, and summons the City of Lynnwood Police and/or Fire Departments when warranted. Campus Security Officers have citizen's arrest powers when needed. Campus Security Officers authority is limited to the geographic boundaries of all college properties. Security Officers have the authority to ask individuals on any college property to provide identification. Students who fail to provide identification upon request can be subject to a student code of conduct violation. Non-students and visitors may be asked to leave campus, or may be trespassed from college property.

General Security Procedures

The Edmonds Community College campus is well lit and further improvements in campus lighting are continually being made in parking lots, in areas with heavy landscaping, and along sidewalks and pathways frequently traveled by students.

Lighting and shrubbery tours are conducted at least once an academic year by representatives of SSEP and Facilities. Safety and security concerns are identified and recommendations for improvements are made. Additionally, Campus Security Officers note issues of safety as they tour campus property and submit [work orders](#) to Facilities for needed correction.

Edmonds CC students, faculty, and staff have access to academic, recreational, and administrative facilities on campus. The public may attend cultural and recreational events on campus with access limited to the facilities in which these events are scheduled. The college enjoys hosting people for many functions and a wide variety of reasons. When needed to protect the campus community Campus Security Officers working in cooperation with Lynnwood Police will issue a "Trespass Order" to keep people with ill intent off our campus.

The trespass procedures are as follows:

Only those persons having legitimate business with Edmonds CC, members of the college community, and our invited guests are permitted on campus. The college reserves the right to exclude persons not

conforming to acceptable behavior from these premises. Those who disregard this warning are considered in violation of the Washington criminal trespass code and are liable to prosecution.

Edmonds CC Security officers may escort people off the college campus for violation of campus policies or procedures or for failing to conform to acceptable behavior standards. College disciplinary action may be taken in the event of a college community member violating campus policies or code of conduct. Security Officers may, in cooperation with Lynnwood Police Department serve written trespass notices on members and nonmembers of the college community present on campus. If a person served with a prior trespass notice reappears on campus they are subject to immediate arrest.

In the Guidelines for Student Conduct, Edmonds CC has forbidden on campus or at college functions the, “possession of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm, unless previously authorized in writing by the president or designee.” Any student who violates this guideline will be subject to disciplinary action up to and including expulsion.

Campus Safety, Security, and Emergency Preparedness – Help on Campus

All members of the campus community are encouraged to report issues of concern directly to campus security and to file an [electronic report](#) for review by the Behavior Intervention Team. Any criminal actions or life-threatening emergencies should be reported both to campus security at the contacts listed below, and to local police by calling 911.

In the event of a medical emergency or other life threatening event, call 911 FIRST and immediately notify campus security by calling the on duty officer at 425.754.0154.

Campus Security is located at:
Edmonds Community College
Woodway Hall, Room 214
20200 68th Ave. W
Lynnwood, WA 98036

An on-duty security officer can be reached all day and night, every day of the year at 425.754.0154. In addition, 4 blue “talk-a-Phone” emergency call phone towers and nine yellow security call boxes are located outside of buildings, and near parking lots and the bus loop across campus to facilitate speedy contact with an on-duty officer. In an emergency, call 911 for emergency medical, fire, and police response.

You can also contact Campus Security for *non-urgent* issues that can wait up to 12 hours for a response by emailing security24.7@edcc.edu.

These numbers are listed in the campus directory, on the college website, and posted in every classroom in the red “Emergency Procedures” guides hanging by the door. Many campus phones have the numbers posted on them as well.

Community Emergency Contacts

- Lynnwood Police, Fire or Medical Emergency 911
- Lynnwood Police Non-Emergency 425.670.5600
- Lynnwood Fire Non-Emergency 425.670.5300
- On-Duty Security Officer 24/7 425.754.0154
- Main Campus Line 425.640.1459
- Counseling Resource Center 425.640.1358
- 24-Hour Crisis Line 425.258.4357 or 800.584.3578

Crime Reporting and Confidentiality

Reports of a criminal incident, whether as a victim, witness, or third party, should be made to one of the following offices. Further options will be discussed with the reporting party.

- Campus Safety, Security and Emergency Preparedness WWY 214 425.640.1501
 - 24/7 Cell Phone to reach on duty officer in urgent situation 425.754.0154
- Student Services LYN 142 425.640.1375
- Services for Students with Disabilities MLT 159 425.640.1320
- International Student Services - SNH 305 425.640.1518
- Counseling and Resource Center MLT 145 425.640.1358
- Title IX Coordinator - CLA 122 425.640.1647
- Title IX Investigator - CLA 110 425.409.8774

The Campus Security Office encourages anyone who is a complainant-victim or witness to any crime to promptly report the incident as described above. Because these reports are public records under state law, the Campus Security Office and Campus Security Authorities cannot hold reports of crime in confidence.

If you are the *complainant/victim* of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making an anonymous report. Anonymous reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made as described below.

- Edmonds CC Counseling Resource Center (CRC) provides professional and confidential counseling services. These services include providing information on how to file an official report for investigation.

PLEASE NOTE - Professional counselors at Edmonds CC, acting in their role as a mental health professional, are not “Campus Security Authorities” and are not required to report crimes for inclusion in the annual Clery Report. However, Edmonds CC encourages its counselors to report crimes without revealing any of the victim/complainants/witnesses personally identifying information, on a confidential

basis for inclusion in the annual disclosure of crime statistics.

- Edmonds CC does not employ pastoral counselors

In keeping with the protective intention of the Jeanne Clery Act, we will issue a Timely Warning to all campus community members. This is done with careful attention given to not disclosing any names or other personally identifying information about victim/survivor(s) or witnesses. Campus Security will promptly notify the college community of reported crimes that are considered a potential threat to the community. This will afford college community members a level of awareness that assists them in taking steps to protect themselves and prevent similar occurrences of the crime.

Once a report of criminal activity or breach of Student Code of Conduct is received by Campus Security or other identified reporting personnel, the information contained in the report will be disseminated to the appropriate personnel for follow up. This may include the College Student Conduct Officer, the Title IX Coordinator or Investigator, The Behavior Intervention Team, or Local, State, and Federal Authorities.

Those wishing to file confidential reports for the purpose of having the information included in the Annual Security Statistics may file a confidential report with the CRC. The office will report the crime to Campus Security for inclusion in our Annual Security Report without disclosing names or other personally identifying information.

Security Crime Log Information

Crime log information for the previous 90 days appears on the Edmonds CC website at edcc.edu/safety

The security crime log provides annual statistics from January 2014 to the present. Hard copy crime logs for the current year may be made available to the public during normal weekday business hours except during holidays and school closures.

Any portion of the log beyond 90 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The only exceptions in the posting of crimes reported and/or investigated are:

- If the disclosure is prohibited by law, or
- If the disclosure would jeopardize the confidentiality of the victim.

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of 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.

Information temporarily withheld from the log for any of the above reasons will be posted when the adverse or harmful effects are no longer likely.

Select security incidents on campus and in the nearby community are also reported to the college

community by the semi-weekly student newspaper, *The Triton Review*. A reporter from *The Triton Review* contacts representatives of college security to discuss recent incidents. However, the college security office has no editorial control over what does or does not appear in *The Triton Review*.

Violence Against Women's Act (VAWA)

The Violence Against Women's Act (VAWA) imposed new reporting requirements in 2015: The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. The VAWA provision adds domestic violence, dating violence, and stalking to the categories. If the incident was reported to a campus security authority or local police agency, it must be reported under Clery.

The offenses are:

- **"Domestic violence"** in Washington State includes violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. No one deserves to be abused. Washington laws provide protection to people who are subjected to abuse. Washington law defines domestic violence as physical harm, bodily injury, assault, including sexual assault, stalking, OR the infliction of fear of imminent physical harm, bodily injury or assault.

This includes a wide variety of abusive behavior. Pushing, shoving, hitting, slapping, biting, choking, or other conduct which causes harm or puts you in fear of being hurt can be domestic violence. These actions must occur between family or household members.

Under the domestic violence law, this includes:

- Spouses;
 - Former spouses;
 - Persons who have a child in common – whether or not they have been married or have lived together at any time;
 - Adult persons related by blood or marriage;
 - Adult persons residing together now or who have resided together in the past;
 - Persons 16 years of age or older who are residing together now or have resided together in the past and who have or had a dating relationship;
 - Persons 16 years of age or older who have or had a dating relationship; or
 - Persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.
- Domestic Violence is defined under VAWA as a Felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which crime of violence occurred; or

- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- The definition (from VAWA) of sexual assault. *Sexual Assault as an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the 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 victim.*
 - **Fondling:** *The touching of the private parts of another person for the purpose of sexual gratification, without the consent victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
 - **Incest:** *Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
 - **Statutory Rape:** *Sexual intercourse with a person who is under the statutory age of consent.*
 - *The Washington State [Definition of Consent](#) - "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact."*
- The Clery Act defines Domestic Violence as:
 - 1) A Felony or misdemeanor crime of violence committed
 - a) By a current or former spouse or intimate partner of the victim;
 - b) By a person with whom the victim shares a child in common;
 - c) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - d) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - e) 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" [in Washington State is defined](#) as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction. The court will consider how long the relationship existed, the nature of the relationship, and the frequency of interaction between the parties.
- The VAWA Definition of Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be 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.
 - For the purposes of this definition:
 - Dating Violence includes, but is not limited to, sexual or physical abuse or the

- **Distract.** If you would rather be a distraction, this can be a good way to give a target of violence time to get away. If you see someone harassing another person, tell them their car is getting towed. Or, try staring. Make sure that the offender knows that you are a witness. Sometimes a long, silent stare may be all that is necessary to stop their behavior.
- **Delegate.** Even delegating responsibility to others is a way to be a safe and active bystander. Taking action can be easier with support. You could ask a friend to help you with a difficult conversation. Or you could call a trusted authority for help. Make sure to assess the situation for safety and decide a course of action that will minimize harm.

Risk Reduction

Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Edmonds CC’s aforementioned messaging campaign known as **See Something Say Something** is a risk reduction strategy to increase the likelihood that victims will come forward, that bystanders will intervene and report crimes, and to decrease the number of sexual misconduct violations of the student code of conduct. Victims are encouraged to access resources both on-campus and off-campus, such as counseling and advocacy, in order to empower them to make decisions about options for reporting and victim services. Campus partners such as Safety, Security, and Emergency Preparedness, Title IX, Student Conduct, and the Counseling and Resource Center promote this campaign through posters, training events, and presentations.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Edmonds CC is a grantee of the Office on Violence Against Women (OVW) Fiscal Year 2015 Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking On Campus Program. This grant program assists Edmonds CC with building a coordinated community response to VAWA crimes on campus, which is now referred to as the Healthy Relationships Team (HEART). An integral part of the HEART coordinated response is a committed to providing the campus community with programs to prevent dating violence, domestic violence, sexual assault, and stalking.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking means comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that—

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Primary prevention programs means means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Awareness programs refers to community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

The primary prevention and awareness programs developed for all incoming students and employees include important information about the following:

- A statement that Edmonds CC prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking, also referred to as sexual misconduct;
- Definitions of dating violence, domestic violence, sexual assault, and stalking from the Violence Against Women Act (VAWA) and the state of Washington;
- The definition of consent in the state of Washington;
- Definitions of nonconsensual sexual intercourse and nonconsensual sexual contact as used by the institution;
- Safe and positive options for bystander intervention;
- Information about risk reduction;
- Edmonds CC's commitment to programs that prevent dating violence, domestic violence, sexual assault, and stalking;
- Procedures that Edmonds CC follows when one of these crimes is reported; and
- Procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking.

Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Key components of the prevention programs developed through the Healthy Relationships Team (HEART) include the following:

Primary Prevention and Awareness Programs	Ongoing Prevention and Awareness Campaigns
All incoming students receive a letter from the Vice President of Student Services explaining the importance of prevention education and maintaining a safe learning environment.	Ongoing prevention presentations for any class, group of students, or department on campus. The flagship presentations are <i>Healthy Relationships & Sexuality</i> and <i>Bystander Intervention</i> , which include all components of primary prevention.
All incoming students are registered to participate in the online prevention education program <i>Campus Clarity: Think About It</i> .	<i>In Her Shoes</i> and <i>In Their Shoes</i> training simulations are offered for students and employees in order to bring awareness to the stories of people experiencing domestic and dating violence.
<p>Students who participate in new student orientation and advising activities receive primary prevention education in the form of presentations, handouts, and resource fairs. These include, but are not limited to:</p> <ul style="list-style-type: none"> ● New Student Advising ● Triton Jumpstart New Student Experience ● International Student Services Resource Fair ● Welcome Back Booths ● Athletics Orientation ● Edmonds Career Access Program Orientation ● Veterans Resource Center Orientation. 	<p><i>HEART Campus Conversations</i> series are awareness activities open to all students, employees, and community members. The aim is to include the voices of diverse communities and identities, to bring attention to environmental risk and protective factors, to talk about the needs specific to our community, and to shift norms in healthier and safer directions. The topics of these conversation series include but are not limited to:</p> <ul style="list-style-type: none"> ● Engaging men and healthy masculinity ● Community and societal factors that facilitate violence, and ● Myths and frequently asked questions about domestic violence, dating violence, sexual assault, and stalking.
Presentations tailored for classes or groups of incoming students and new student employees are delivered by HEART prevention educators.	
The online prevention education program <i>Law Room: Bridges - Building a Supportive Community</i> is offered for all new employees.	Other awareness events and exhibitions, such as Tunnel of Intersections and facilitated discussions based film <i>The Hunting Ground</i> .

Timely Warnings

In the event that a situation arises either on or off campus that, in the judgment of the Campus Administration, Director of Safety, Security and Emergency Preparedness, or their designee, constitutes an ongoing or continuing threat, a campus- wide “timely warning” will typically be issued by

college email to faculty, staff, and students. This Timely Warning will also be sent via the [Triton Alert System](#), which allows campus members to receive messages on their mobile devices such as cell phones and tablets. The semi-weekly student newspaper, *The Triton Review*, may or may not choose to run the Timely Warning announcement.

Depending on the circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Director of Safety, Security, and Emergency Preparedness or their designee may also post a notice on the campus-wide electronic bulletin board on the college website at edcc.edu/alert. The electronic bulletin board is immediately viewable via computer by all faculty, staff, and students. Anyone with information warranting a Timely Warning should report the circumstances to Campus Security by phone 425.754.0154 or in person at Woodway Hall 214.

Timely Warning messages are developed by the Director of Safety, Security and Emergency Preparedness, or their designee, and when time allows, reviewed by the Director of Marketing and Public Information and/or the Administrator in Charge or their designees. The Warning will be finalized and issued by either the Security Department or the Director of Marketing and Public Information or designated back-up, as decided at the time of the situation. It will be issued through any or all of the following systems:

- 1) Triton Alert System
- 2) College Facebook Page
- 3) College Twitter
- 4) College website in a special “Emergency Notification Banner”
- 5) If warranted, college-wide Mass Notification System

In instances where a Timely Warning is not required, but the Director of SSEP and College Administrators decide getting additional information to community members will increase safety or allow Campus Security Officers to address a person they need to contact, SSEP may issue a “Campus Safety Bulletin” to specifically identified audiences.

Emergency Response and Notification

Emergencies or disasters can happen any time and usually occur with little or no warning. When an emergency occurs at Edmonds CC, our safety and speedy recovery depend on existing levels of preparedness and coordinated response from students, faculty and staff. Everyone should be aware of what to do in an emergency. During an emergency, Edmonds CC Safety, Security, and Emergency Preparedness (SSEP) Director, Emergency Preparedness Manager and/or a designated administrator, Executive Cabinet Member or Protective Act Coordination Team (PACT) members, shall immediately implement the appropriate emergency procedures necessary to protect life-safety and college assets/functions.

Upon confirmation of significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students, employees and visitors occurring on our campus, the SSEP Director, The Emergency Preparedness Manager and/or a designee will determine and employ the appropriate communication methods to notify the affected areas of the college campus and populations. Follow-up messaging will be delivered in cooperation with the Director of Marketing and Public Information or designated back-up, and designees.

Taking into account the safety of the community, SSEP leadership will determine the content of

notifications and initiate the appropriate elements of the emergency notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The college mass notification system (Informacast) is designed to send emergency notifications through an integrated speaker system with outputs in common area, classrooms, and exterior speakers.

Employees must familiarize themselves with the Edmonds CC emergency response protocols to effectively respond to emergency notifications. This information is posted in the Emergency Guides next to evacuation maps in each classroom and in offices and other common areas, and may be found on the college website at edcc.edu/safety/emergency-preparedness-guide.

Edmonds CC will, without delay, and taking into account the safety of the community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Edmonds CC utilizes the [Triton Alert System](#) to send messages to all campus email addresses, and to the mobile devices of those who have entered their mobile contact numbers on the [Triton Alert](#) login. The system is setup to automatically use your campus email. To receive notification on your mobile devices, click on the [Triton Alert](#) link and follow the instructions to register for the mobile notification service. Members of the surrounding community may also sign up through this system. Notifications will also be made via social media.

Situations that may warrant a message being sent via Triton Alert and the mass notification system are school or building closures, weather emergencies, and crimes occurring on or around campuses that may pose a present or ongoing threat, etc. Messages involving imminent danger will include at least one follow-up message letting the campus community know when the situation is no longer a threat.

College administration will issue and reissue campus-wide emergency messages via the mass notification system.

- Information will be given in clear language.
- Information will include all known information that will not impede an ongoing investigation.
- Information will be provided when possible and appropriate via mass notification and [Triton Alert](#).
- College administration will continue to inform the college community through real-time updates as they become available.

Edmonds Community College Emergency Operations Plan (EOP)

Keeping you safe is a priority at Edmonds CC. With the countless tragedies on campuses across the United States, Edmonds CC has taken concrete actions to increase safety and emergency preparedness for our campus community.

In 2016, Edmonds CC participated in the following emergency preparedness exercises:

- Participation in the National Shake-Out earthquake drill on 10/16/16 at 10:16 a.m. This exercise included testing of our Mass Notification and Triton Alert Systems and asked all community members to “Drop Cover and Hold on.”

- Evacuation drills for all campus buildings were held during Fall and Winter Quarter, 2016. These drills were to create familiarity with and test our team’s ability to perform evacuation procedures and to test our alarm and communication systems.
- Campus leadership, Lynnwood Police Department, Lynnwood Fire Department and Snohomish County Emergency Management participated in a tabletop exercise to re-evaluate procedures for Active Shooter Incidents, focused on communications both internally and externally. This exercise served to ensure familiarity with and ongoing improvement of our Emergency Operations Plans, and coordinated communication with local responders and media.
- Campus Security worked with several departments to perform an armed intruder exercise based on the first ten minutes of an armed intruder scenario. This exercise “ The First Ten” is delivered first as a presentation on what to expect and then as a live exercise in classrooms and small work groups.*
- Ongoing education for staff, faculty, and administration on how to respond in an emergency is regularly delivered by our campus Emergency Preparedness Manager and the Director of Safety Security and Emergency Preparedness at staff meetings, in classes, and at open forums for the campus community.

*If you would like someone to walk through emergency preparedness and procedures with your team or class, email the campus [Emergency Preparedness Manager](#) to arrange a training/presentation time.

The Emergency Operations Plan (EOP) document lays out a detailed plan that is set in motion whenever an emergency reaches proportions that cannot be handled by standard operating procedures. To request a copy, contact the [Emergency Preparedness Manager](#).

Our EOP addresses campus needs for the following order of priorities:

- Preservation of life
- Preservation of the environment
- Preservation of Edmonds CC property
- Restoration of academic programs and operations

The Edmonds CC EOP delivers guidance to personnel on main campus, at the Washington Aerospace Training and Research Center (WATR) and for programs at non campus locations. It covers management and coordination for any unplanned emergency event. Procedures are flexible to accommodate contingencies of all types and magnitudes. It is a living document that is evaluated and updated as needed.

The plan conforms to the National Incident Management System (NIMS), falls under the Washington State Plan, and incorporates guidelines for the Incident Command System. Depending on the type of emergency or event circumstances, employees and students of the college may be ordered to lockdown, evacuate, or shelter in place.

Expertise and advice is contributed by the Environmental Health and Safety Committee and the Emergency Management Action Team (EMAT) as well as Snohomish County Department of Emergency Management, and City of Lynnwood Fire and Police Departments.

Edmonds CC also has building evacuation teams known as Protective Action Coordinating Teams (PACT) by Building Captains and the Emergency Preparedness Coordinator. With approximately 35 members, the PACT team members are trained in the college's basic emergency protocols. They are outfitted with vests, emergency kits, and walkie-talkies at each building. They can explain emergency protocols and deliver on-the-ground direction during an incident.

Alcohol and Drug Policies

Edmonds CC adheres to the Drug Free Schools and Communities Act of 1989. College security officers enforce all college policies (and call in Lynnwood Police when the situation warrants it) concerning the purchase, possession, consumption, sale, and storage of alcoholic beverages and drugs, including the following:

- Individuals must be 21 years of age to buy, possess, or drink alcoholic beverages.
- Alcoholic beverages may not be sold or furnished to any person who at the time of sale or exchange is visibly under the influence of alcohol.
- Falsely representing one's age for the purpose of purchasing or possessing alcohol is against state law.
- Drunkenness and possession of open containers of alcohol in public areas are prohibited by law.
- The unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and other drugs in the workplace is prohibited.
- Impairment in the workplace from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes) is prohibited.
- Alcoholic beverages may not be possessed, distributed or consumed at events open to the general college community and held on college property, except when specific written approval has been obtained for the event in advance. Sponsors are responsible for assuring that all persons in attendance at an event comply with state alcohol law and college alcohol policy.
- No student or employee shall possess or distribute an illegal drug, as defined by the Washington Uniform Controlled Substances Act, RCW 69. Such possession or distribution is prohibited in any building or on any property owned or operated by the college. Possession is defined to include any area or property for which the student is responsible.

Convictions for violations of these laws could result in fines, loss of driver's license, and imprisonment. College sanctions could include penalties ranging from suspension, expulsion, and denial of registration.

Edmonds CC has a comprehensive Drug and Alcohol Prevention Program (DAAPP) for employees and students. We recommend taking time to review our policies and procedures to become familiar with the program.

To review the Edmonds CC DAAPP, policies and procedures, see [HR 2.0 and HR2.01pr](#) in the Human Resources section of the College Policy Catalog. Links to all of this information may be found on the college website at edcc.edu/hr/daapp.html. You may also review information for students at edcc.edu/counseling.

Resources for Employees

Employees needing assistance may contact the Fully Effective Employees (FEE) program. Additional information and contact details are on the Fully Effective Employees program page found at <http://fee-eap.com/>

Employees can also refer to the appropriate Collective Bargaining Agreement for further information:

- [Faculty CBA](#)
- [Classified CBA](#)

Resources for Students

May be found through the colleges Counseling and Resource Center located in Mountlake Terrace Hall (MLT) room 145, by phone at 425.640.1358, or on the college website at edcc.edu/counseling. Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including the following:

- Difficulty with attention and learning
- Physical and psychological dependence
- Damage to the brain, liver and heart
- Unwanted sexual activity
- Accidents due to impaired judgment and coordination

Edmonds CC provides a healthy and safe learning environment. The college does not permit students whose behavior, judgment, or functioning is impaired by alcohol and/or drugs to attend classes or participate in college activities. The Counseling Resource Center provides referral services but no direct treatment for alcohol or drug related problems. Additionally our Wellness and Health Promotions program sponsors weekly Narcotics Anonymous meetings and delivers training to Student Leadership, RAs, and others on campus through direct presentations. Wellness and Counseling uses "E-Checkup" as an alcohol assessment and intervention tool. Wellness has also facilitated numerous in class presentations on making smarter choices around alcohol and drug use as well as helped train RA's and other student leaders in prevention and how to respond to an alcohol emergency. The Resource Navigator provides referral services for community support programs.

Community resources include:

- Alcohol and Drug 24-Hour Helpline 206.722.3700
- National Help and Referral 800.996.3784
- CARE Crisis Line 24-Hour (www.voaww.org) 425.258.4357 or 800.584.3758
- Sno-King Alcoholics Anonymous (www.alcoholics-anonymous.org) 425.672.0987

Tobacco Policies

Edmonds CC is a Tobacco and Smoke-Free Campus. Edmonds Community College (EdCC) is committed to supporting a healthy, caring, and sustainable community. To promote a healthy educational and work environment for students, faculty, staff, and visitors, EdCC is a tobacco and smoke-free campus, under [Policy HR8.0](#) which became effective September 11, 2017.

Missing Student/Death of a Student

The college has a very clear policy and process regarding the notification of the death of student or when a student is suspected to be missing. The policy can be seen in full at the following web address; http://catalog.edcc.edu/preview_course_nopop.php?catoid=27&coid=94697

Edmonds CC's policy establishes administrative processes and protocols for taking actions when a student is suspected missing or in the event of a student death. Information about a missing student or student death is to be immediately reported to the Office of Safety, Security, and Emergency Preparedness (SSEP). This notification can be made by phone at 425.754.0154 or in person by contacting the Director of SSEP or their designee. SSEP will immediately notify the Office of the Vice President for Student Services. The Office of the Vice President for Student Services will inform the Office of the President. If it is determined that a missing person report needs to be filed with local law enforcement, Campus Safety, Security, and Emergency Preparedness will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

If you are calling to report a missing student the following information is helpful to properly identify the student and to ensure the correct information is disseminated. If you don't have all of this information you are still encouraged to call SSEP Immediately if you suspect a student is missing or have knowledge of a student's death:

- Student's official full name and address
- Student identification number
- Date of birth
- Date of death (and cause if appropriate) or date last seen/missing

In the case of a confirmed missing student:

- The missing student's contact information will be registered confidentially, and this information will be accessible only to authorized campus officials and law enforcement and it may not be disclosed outside of a missing person investigation.
- If a student confirmed missing is under 18 years of age and not emancipated, the college will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- The college will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

The full text of this procedure is available on the Edmonds CC website at http://catalog.edcc.edu/preview_course_nopop.php?catoid=27&coid=94698

If located, the student's state of health and intention of returning to the campus will be verified. If appropriate, a referral will be made to the Counseling Resource Center.

"Suzanne's Law," requiring local police to notify the National Crime Information Center (NCIC)

when someone between 18 and 21 is reported missing, was signed into law by President George W. Bush in spring 2003 as part of the national "Amber Alert" Bill (<http://thomas.loc.gov/cgi-bin/bdquery/z?d108:s.00151>). The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously police were only required to report missing persons under the age of 18. This new law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which had been common practice.

All pertinent law enforcement agencies, be they neighboring municipal, county, or state; those located along suspected travel corridors; or place of original domicile, will be notified (through telephone, in person, via email, or fax) and asked to assist. All agencies contacted will be informed of the status of the investigation until its conclusion.

In the case of a missing student in Housing:

All Edmonds CC Housing personnel are expected to appropriately respond to, and immediately document, a residential missing persons report or notification (including telephone reports). Reports of resident missing persons (including runaways) must be handled without delay, and be given priority. Generally, these reports are referred to the on-call Coordinator for Residential Education (CRE) for Housing and Residence Life, who will immediately notify Campus Security. Reports of non-resident missing persons should also be immediately referred to Campus Security. Campus Security will coordinate notification to the VP of Student Services, and when appropriate the VP of International Student Services, and when we have verified a student is missing, to Lynnwood Police Department.

When a resident student is first reported as potentially missing, student staff (Resident Assistants or International Mentors) will consult with the on-call CRE and/or professional staff to take prudent action to determine if this is a valid missing persons case. Actions to include:

1. Perform welfare check on the resident (should be conducted by professional staff.)
2. Speak with roommate(s), hall mate(s) or other known associates about the whereabouts of the potentially missing resident.

When performing these steps, staff should keep FERPA and other privacy considerations in mind. For example, if a parent calls to indicate that they have not heard from their son or daughter, the staff should not indicate that the resident does or does not live with us (if they are not sure and don't have exact information). However, they can take information and indicate that, if the student is in one of our Housing facilities and can be located; a message will be relayed to the resident to contact the concerned party. Staff may mention privacy laws to alleviate issues about inability to release information.

After performing the above steps, Campus Security needs to be notified if you are still unable to find the student. Be prepared to inform Security of actions staff have taken and the outcomes of those actions. The CRE/RA may be asked to notify the Housing Director after they have notified Campus Security Office who will notify appropriate officials and authorities.

These steps will then be taken by Campus Security in coordination with The Housing Director:

- Edmonds CC Security Office will notify the Office of VP for Student Services.
- Notify the Lynnwood Police of missing student, even if the individual has been missing less than

24 hours.

- Lynnwood Police, following their missing persons protocol, will make the determination if the student is missing and initiate any needed investigation.
- When it is determine that we have been unaware of a resident's whereabouts for 24 hours or more, Lynnwood Police must be updated.
- Person identified in record by student as the contact for "Missing Student Report" will be notified.

Sexual Assault Prevention and Response

Policy on Sexual Harrasment - Title IX

<http://catalog.edcc.edu/content.php?catoid=49&navoid=14001#IX>

College Policies – Sexual Harassment

As a place of study for and work for students and employees, the college will not tolerate sexual harassment, intimidation, or exploitation in any form. Anyone subjected to acts of discrimination or harassment is encouraged to contact the college's Human Resources office.

Sexual assault is an umbrella term that includes a wide range of victimizations. It occurs when a person is forced, coerced, and/or manipulated into unwanted sexual activity. It can include completed or attempted attacks, may or may not involve force and threats, and it may or may not be illegal under state or federal law ([WCSAP](#)).

The college Counseling and Resource Center provides crisis intervention, counseling, and community resource information and referral. Information about sexual assault may be found at the Counseling and Resource Center or at our [website here edcc.edu/counseling/](http://edcc.edu/counseling/).

Over the past 15 years, the Counseling and Resource Center has referred students and community members to [Domestic Violence Services of Snohomish County \(DVS\)](#) to provide services for victims of domestic violence. DVS is a non-profit organization serving Snohomish County since 1976. DVS is the only program in Snohomish County providing emergency shelter and comprehensive, confidential services to all victims of domestic abuse. DVS can be found on the internet at <http://www.dvs-snoco.org/index> or contacted by phone at 425.252.2873.

Several campus departments including the Wellness Center, Healthy Relationships Team, Counseling and Resource Center, Veterans Resource Center, Student Life, and Campus Safety, Security and Emergency Preparedness work individually and collaboratively to offer programming and presentations around the topic of personal safety, Title IX, and sexual assault, bystander intervention, and alcohol awareness. These programs are delivered to work groups, student leadership, student clubs, classes and at orientations throughout the year. Additionally, Edmonds CC launched an online training program called Campus Clarity, that is delivered to students, staff and faculty through their campus email. Campus Clarity also addresses all of these topics.

Information for Victims

If you were just assaulted:

- Assure your safety – get to a place that is safe.
- If you are in immediate danger, call 911.
- Contact someone who can help you.
 - This could be an advocate from a [Sexual Assault Center](#), The police/911, Campus Security [425.754.0154](tel:425.754.0154) or a trusted friend or family member.
- If possible, preserve evidence of the attack;
 - Try not to urinate, don't bathe, brush your teeth, or change or destroy your clothing; your clothes are also evidence.
- If the assault took place in your home, do not rearrange and/or clean up anything.
- As soon as you are safe, go to a hospital Emergency Room.
 - Even if you do not think you have any medical issues as a result of the attack, it is best to have a doctor check that there are no unseen injuries, to discuss emergency contraception, etc.

The hospital can sometimes collect evidence up to 72 hours after an attack although an immediate exam is most likely to gather the best evidence. Evidence collected does not have to be included in a report to police. Crime Victims Compensation covers the cost of these exams. It is not necessary to make a police report in order to receive this medical care. You do not have to make a decision about reporting to police at the time of the exam. The hospital can keep the evidence and you can decide later.

- As soon as you can, write down every detail that you can remember.
- And remember, what happened *is not your fault*, and *you will recover*.

Resources

- Providence Sexual Assault Center 24-hour Crisis Line: [425.252.4800](tel:425.252.4800)
- Local Police: 911
- [Edmonds CC Campus Safety and Security](#): [425.754.0154](tel:425.754.0154)
- Snohomish County Care Crisis Line: [425.258.4357](tel:425.258.4357)
- Snohomish County Domestic Violence Services: 425.25ABUSE / [425.252.2873](tel:425.252.2873))
- [National Sexual Assault Hotline](#): 1.800.656.HOPE (4673)
- [Washington Coalition of Sexual Assault Programs](#)

Following an incident, victims are encouraged to make a report to campus security and local police. This action does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made later. The earlier an incident is reported, the easier it is to collect valuable evidence.

College disciplinary action, criminal prosecution and civil suits are all options available to victims of sexual assault. Campus Security will report all incidents of sexual assault to the college's [Title IX Coordinator](#).

Both the complainant and respondent will have an opportunity to be interviewed by a Title IX Investigator. The Title IX Coordinator will review the facts of the investigation, make a determination on the alleged offenses, and the college will take appropriate action based on the determination(s). Both parties will be notified of the findings after an investigation is complete.

ABOUT DOMESTIC VIOLENCE

Domestic violence is not physical violence alone. Domestic violence is any behavior, the purpose of which is to gain power and control over a spouse, partner, girl/boyfriend or intimate family member. Abuse is a learned behavior; it is not caused by anger, mental problems, drugs or alcohol, or other common excuses

A few of the most common ways abusers control victims

- Isolation
- Emotional abuse
- Using children
- Dominating finances and family resources
- Physical and sexual assault

Who are victims?

Anybody can be a victim — rich or poor, any race, age, or religion. High school drop-out or Ph.D. Studies have shown no characteristic link between personality type and being a victim. If you are worried about yourself or a loved one, help is available.

Who are abusers?

Like victims, domestic violence abusers come from all backgrounds. However, abusers do share some characteristics in that they tend to justify their abusive behaviors, fail to take responsibility for the abuse and use similar tactics to gain and maintain power and control over their partners.

Abusers typically present a different personality outside of their relationship than they do to their intimate partner, which complicates a victim's' ability to describe their experience and seek assistance.

How to Help Someone You Care About

If you suspect that someone you know is being abused, take some time to talk with the person. Remember, you could possibly help to save that person's life or the life of her or his child. Here are guidelines for discussing the subject:

- **Show** her/him that you are not placing blame; that you know that he/she is not causing the abuse
- **Listen**, knowing that talking about the situation can be difficult
- **Participate** however you can, from just listening to offering short-term housing if your friend chooses to leave the situation
- **Ask** the person what the experience has been like. He/she knows their situation the best and may need to talk about it with a trusted friend
- **Be patient**. Many feelings; shame, relief, fear, can surface when your friend discusses the situation
- **Understand** that leaving the situation can be scary and can actually put your friend at an increased risk of violence
- **Educate** your friend about options available to them and urge them to call the 24-hour hotline where they will receive victim advocacy

Resources

- **EMERGENCY - Call 911.**
- **Snohomish County Domestic Violence Services: 425.25ABUSE / 425.252.2873**
- **Washington State Hotline: 1.800.562.6025** (will transfer to any domestic violence program in state)
- **Washington State Coalition Against Domestic Violence (WSCADV)**
- **National Hotline: 1.800.799.SAFE / 1.800.799.7233** (will transfer to any domestic violence program in the United States)

Dating Violence

Edmonds CC provides on-campus security, referral services, education, and victim services to combat violence against all persons. “Dating violence” is defined as violence committed by a person “who is or has been in a social relationship of a romantic or intimate nature with the victim;” and “where the existence of such a relationship shall be determined based on a consideration of...the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship” 20 U.S.C. 1152(f)(1).

The college Counseling and Resource Center offers support for individuals who have experienced dating violence which may include crisis intervention, personal counseling, support groups, and/or resource and referral assistance. Counseling is also available for friends and partners of people who have experienced this kind of violence.

Over the past 15 years, the Counseling and Resource Center has referred students and community members to Domestic Violence Services of Snohomish County (DVS) to provide services for victims of domestic violence. DVS is a non-profit organization serving Snohomish County since 1976. DVS is the only program in Snohomish County providing emergency shelter and comprehensive, confidential services to all victims of domestic abuse. DVS provides:

- Emergency Shelter Service: Provided for up to 30 days for victims of domestic violence who are in imminent danger. All residents receive lodging, food, clothing, crisis counseling, legal advocacy and emotional support.
- Legal Advocacy Program: Offers legal information, support and advocacy to shelter/transitional residents and non-resident clients.
- Crisis Hotline: DVS offers a 24-hour crisis intervention at 425.252.2873, information and referral counseling service to victims of domestic violence, their friends, families and concerned citizens and professionals.
- Community Support Groups/Advocacy: Available to those who are or have experienced domestic violence. Groups are provided throughout Snohomish County, including some specialized groups in collaboration with other agencies. Children’s Groups are also offered.
- Teen Education Classes: Supporting education on healthy relationships and the warning signs of abuse to schools and other agencies across the country.
- A variety of housing options to assist victims of domestic violence.

The Counseling and Resource Center does not limit its services to those who are victims of sexual assault. It is committed to enhancing the development of students by supporting, educating, and collaborating with them as they learn to make healthy choices. The college supports the following:

Dating Bill of Rights

From the Harborview Center for Sexual Assault and Traumatic Stress

I have the right:

- To ask for a date.
- To refuse a date.
- To suggest activities.
- To refuse any activity.
- To have my own feelings and express them.
- To have my values and rights respected.
- To tell my partner when I need affection.
- To refuse attention.
- To have friends and space aside from my partner.

I have the responsibility:

- To determine my limits and values.
- To respect the limits of others.
- To communicate clearly and honestly.
- To not violate the limits of others.
- To ask for help when I need it.
- To be considerate.

A victim of sexual assault or dating violence has the right, in addition to filing charges through the criminal justice system, to file a complaint with the Title IX Coordinator, relative to acts of violence toward them or another committed by Edmonds CC employees or student(s). For incidents involving students, it does not matter whether the act of violence occurred on or off-campus since the college reserves the right to hold students accountable for certain types of off-campus behavior. Disciplinary action will result if a student or employee's behavior jeopardizes the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include but not be limited to crimes of violence, sexual assault and/or alcohol or drug violations.

Campus resources for dealing with dating violence:

- Counseling and Resource Center (Mountlake Terrace Hall 145) 425.640.1358
- Wellness Center, Healthy Relationships Team (Lynnwood Hall 236) 425.640.1756
- Center for Student Cultural Diversity and Inclusion (Brier Hall 154) 425.640.1067
- Campus Safety and Security Office (Woodway 214) 425.640.1501
- On-Duty Security Officer (24-Hour) 425.754.0154

Community resources include:

- Lynnwood Police (www.ci.lynnwood.wa.us/police) 911 (9-911 on campus)
- CARE Crisis 24-Hour Line (www.voaww.org) 425.258.4357 or 800.584.3758
- 24-Hour Domestic Violence Hotline (Everett) 425.252.2873
- Providence Sexual Assault Center (24-Hour) 425.252.4800

Hate Crimes and Sexual Harassment

Edmonds CC strives to maintain an environment that is free of hate crimes and sexual harassment. Hate crimes are defined as crimes, harassment or incidents of violence against persons or property characterized by bias against race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, verbal and written comments of a sexual nature, visual or physical contact of a sexual nature. Sexual harassment involves only unwelcome sexual conduct. The critical element is not the intent behind the sexual conduct, but the impact on the recipient.

Edmonds CC has a moral and a legal obligation to take all complaints of sexual harassment and hate crimes seriously. The college is prepared to take preventive and corrective action. Individuals who engage in such misconduct are subject to appropriate disciplinary action, up to and including termination of employment and/or expulsion from the college. If a crime has been committed, the college will encourage the victim to report it to local police.

The college provides mandatory educational training designed to prevent and eliminate sexual harassment for all employees.

Complaints regarding sexual or racial harassment or discrimination based on race, ethnicity, gender, age, sexual orientation, marital status or veterans' status should be filed with the Associate Vice President of Human Resources, the College Civil Rights Officer. This procedure does not replace or preclude an individual's timely complaint to an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington State Human Rights Commission.

Sex Offender Registry and Access to Information

The *Campus Sex Crimes Prevention Act*, which went into effect October 28, 2002, mandates that:

- 1) Institutions of higher education inform the college community where to obtain information provided by state law enforcement agencies concerning registered sex offenders.
- 2) Registered sex offenders are required to notify the state of each institution of higher education at which he/she is an employee, volunteer, or student.

Obtain information about sex offender residences online at:

- Snohomish County: http://www.sheriffalerts.com/cap_main.php?office=54487
- King County: <http://www.kingcounty.gov/depts/sheriff/sex-offender-search.aspx>
- Washington State: <http://www.icrimewatch.net/index.php?AgencyID=54528>

These sites contain complete information on registered sex offender residences searchable by last name, city, zip code, and type of conviction. The sites define the three levels of sex offenders, give information for citizens and offenders, and provide maps of registered sex offender residences. The information is not intended to create alarm or panic. The intent is to inform citizens and enhance community safety and awareness. Citizen abuse of the information to threaten, intimidate, or harass registered sex offenders will not be tolerated.

Federal laws governing the privacy of educational records (*Family Education Rights and Privacy Act*, or FERPA) do NOT prevent campus security and other administrators from disclosing information about registered sex offenders who are enrolled at or employed by Edmonds Community College or are contractors working on campus.

List of Campus Security Authorities (Officials with Significant Responsibility)

As specified in the *Clery Act*, those considered to be "Campus Security Authorities" are deans (or other senior student administrative personnel), coaches, advisors to student clubs and organizations, and other campus officials having "significant responsibility for student and campus activities." All must report annual campus crime statistics. As noted in the *Federal Register* below:

"For example, a dean of students who oversees student housing, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activity, except when serving as an advisor to a student group. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students are unlikely to have significant responsibility for student and campus activities." ("Rules and Regulations." *Federal Register*. Vol 64. No 210. (November 1999) p59063.)

Although we encourage the reporting of campus criminal activity directly to the Edmonds Community College Security Office, in some instances members of the campus community may choose to file a report with one of the Campus Security Authorities. College officials who learn about sexual assaults or other crimes will tell the victims that they can report these to Campus Security. Edmonds CC officials will help the victims if asked. Crime statistics are gathered regularly from Campus Security Authorities via our online reporting system.

Campus Security Authorities include but are not limited to:

- Director of Campus Security
- All Campus Security Officers
- Clery Compliance Officer
- Vice President for Student Services
- Vice President of Human Resources
- Executive Vice President for Instruction
- Dean for Student Success/Student Life and Development
- Student Success/Retention and Completion
- Dean for Student Success: Enrollment and Entry Services
- Director of Adult Basic Education/English as a Second Language
- Athletic Director and Assistant Athletic Director
- Athletic Coaches
- Director of Student Housing
- Director of Veterans Resource Center
- Director and Associate Director of the Center for Families
- Dean of Pre College Education
- Director of Services for Students with Disabilities
- Director of Advising
- Advisors to Students
- English as a Second Language Department Head
- Managers of the Gymnasium
- Executive Director of International Student Services

- Office of the President
- Library Staff
- Center for Student Engagement and Leadership Office
- Student Government
- Club Sponsors and Program Advisors
- Running Start
- Sexual Assault Advocates
- Director of Counseling Resource Center
- Housing Coordinators for Residential Education (CREs)
- Housing Residential Assistants (RAs)

The Individual's Responsibility

Although Edmonds CC works hard to ensure the safety of all individuals within its community, students and employees must take responsibility for their own safety and that of their belongings. Simple, common sense precautions are the most effective means of maintaining personal security. All individuals should strive to make themselves less vulnerable to crime.

For example, although the Edmonds CC campus is well-lit and may appear safe, all members and guests of the college community, walking across campus or to/from parking lots at night, whether male or female, may request an escort from security. Unnecessary valuables or extra cash should not be brought to campus. Be aware of your surroundings to prevent opportunistic crime.

All valuable personal property should be engraved with the owner's driver's license number (not Social Security number). Bicycles should be secured with a good lock. Cars should be locked and parked in well-lit areas with all valuable items locked in the trunk. Students and employees should notify Campus Security of any individual present in a building or on campus who appears to have no legitimate business there or who arouses suspicion in any way.

Notice of Availability of Annual Campus Crime Report (Your Right to Know)

Each year all college employees and students receive an email providing the Web link to this report. Prospective students and employees are informed of the report and how to obtain it. The website for the report is posted in all college class schedules and listed periodically in the student newspaper. The report is always available in the Security Office (Woodway 214) and will be made available to the public upon request. Additionally, a link to this report is provided on the college website under "Students Right to Know."

Policy for Reporting Monthly and Annual Crime Statistics

This report was prepared in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The print version of this report is updated annually. The Web version is updated as needed, and when that occurs all campus community members are notified via their college email.

The Lynnwood Police Department submits a monthly report to the Washington State Police and the FBI's Incident Based Reporting Program (NIBRS). *Clery Act* mandated crime statistics for the most recent three-year period, including incidents reported to the state police, are listed below. These

statistics also reflect incidents reported to Campus Security Authorities and any incidents reported to Campus Security or the Clery Compliance Officer by the Lynnwood Police Department and other law enforcement agencies.

The statistics are categorized separately as offenses that occur in the following locations:

- **On Campus** – This includes any buildings and facilities owned or controlled by Edmonds Community College, which are within the same reasonably contiguous geographic area and used to meet or support the institution’s educational purpose. This includes: Residence halls, administrative buildings, buildings that house classrooms, labs, shops, childcare centers, support facilities, undeveloped property and parking lots.

Our “On Campus” Geography under The Clery Act is defined as the continuous property with frontage on the East from 68th Ave W 204th at the South end to 196th at the North End excluding a section of commercial property that runs from 196th to 200th on the NE corner, as well as the property located at 7115 196th Street SW (Commonly known as Sophie Court) and The NE section of combined properties at 6600 and 6606 196th St SW extending south to 19803 68th Ave W (Commonly known as “the Skate Rink”) parking lot. The West side of the campus backs up to the Lynnwood Municipal Golf Course. Our “On Campus” property also includes Golds Park located at 6421 200th St SW. The [map here](#) shows the outline in blue of continuous On Campus Space

- **Non-Campus** – This area includes buildings and facilities that are near campus or are either owned or controlled by the college, such as fraternities, sororities, cooperative housing facilities, rented classrooms and other administrative facilities that are used for student activities.
- **Public Property** – This area can be described as public streets that run through the campus or form the border of campus. If portions of the bordering streets were not accessible because of a fence or other obstructions, then those portions would not be included in the annual report. Edmonds CC does not have any obstructions that would exclude a portion of its bordering streets from inclusion in the annual report.
- **Off-Campus** – This includes any building or property owned or controlled by a student organization that is officially recognized by the college; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Clery Crimes

Clery crimes as defined in the 2016 handbook are gathered and counted based on the following criteria:

Crimes	Counted by number of
Homicide and non-negligent manslaughter	Complainant-victims (victims)
Negligent manslaughter	Complainant-victims (victims)
Sexual Assault and VAWA Crimes	Complainant-victims (victims)
Robbery	Incidents
Aggravated assault	Complainant-victims (victims)
Burglary	Incident
Motor vehicle theft	Vehicles
Arson	Incidents
Hate crimes	Per Incident - Per Respondent
Liquor, drug and weapon law offenses	Arrests or Referred to VP of Student Services

In the case of liquor, drug, and weapon offenses, an officer or the district attorney may choose not to prosecute an individual for one of these offenses because there is insufficient evidence to reach a conviction or for other reasons, but the college may still sanction the individual for the conduct. The standard for being found liable or responsible in a civil proceeding or student conduct hearing is less than what is required for a conviction in a criminal proceeding.

The following statistics are collected and reported as a bias/hate crime: All of the Clery-reportable crimes described in the section above, as well as theft, simple assault, intimidation, destruction/damage/vandalism of property, and any other crimes involving bodily injury to any person, where the complainant-victim was intentionally selected because of his or her actual or perceived race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin. The statistics are compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act.

Excluded Crimes

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

- 1) **Reported to the Proper Authorities** – Incidents must be reported to law enforcement or a person who, according to the Clery Act, is defined as a Campus Security Authority (CSA). A person designated as a CSA does not only mean a person employed by the Campus Safety department. The term is applied to any person who works for the college in a paid or volunteer status and has significant responsibility for student activities. If you are someone whom a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed directly through your intervention or that you will contact law enforcement for a response, then you are a Campus Security Authority.
- 2) **Listed Crimes** – The crime must be one of those listed in the Clery Act as a reportable crime.
- 3) **Reportable Area** – The crime must be occurring in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is in the reportable area. The two remaining areas are a little more difficult to define. Perimeter streets are described in the following way: “Sidewalk – Street – Sidewalk.” This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable, as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. Unfortunately, most law enforcement agencies do not distinguish where a crime occurs with this degree of detail. Crimes are usually located by street and house numbers. With regard to Non-Campus Buildings, crimes occurring in those buildings or on the property of that location are reportable. Incidents occurring on the sidewalk or on streets in front of that building would not be included.
- 4) **Made in Good Faith** – For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case, the credibility of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.
- 5) **Unfounded** – If law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, the crime is not included in the annual report. Only law enforcement can rule a case “unfounded.”

Clery Crime Definitions

The crimes definitions listed below are taken from the Handbook for Campus Safety and Security Reporting published June 2016. These definitions guide Edmonds CC in defining and classifying crimes.

- **Homicide and non-negligent manslaughter** is the willful killing of one human being by another.
- **Negligent manslaughter** is the killing of another person by gross negligence.
- **Sexual Assault** is any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the complainant-victim is incapable of giving consent. Under Clery definitions there are four categories of sexual assault:
 - **Rape** - is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - **Fondling** - is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the

victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** - is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - is sexual intercourse with a person who is under the statutory age of consent.
- **Robbery** is the taking or attempt to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the complainant-victim in fear.
- **Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary or Larceny (from a Building)** is the unlawful entry of a structure to commit a felony or a theft.
- **Motor vehicle theft** is the theft or attempted theft of a motor vehicle.
- **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hate crimes** a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Categories of bias are:
 - Race
 - Religion
 - Sexual Orientation
 - Gender
 - Gender Identity
 - Disability
 - Ethnicity
 - National Origin
- **Liquor, drug and weapon law offenses** are any violation of liquor, drug or weapon laws. Driving Under the Influence (DUI) is not reportable because it is a driving crime and not a liquor crime unless the driver is also a minor or the means of intoxication is an illegal drug.
 - **Drug Abuse Violations** are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
 - **Liquor Law Violations** are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
 - **Weapons Law Violation: Carrying, Possessing, Etc.,** is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
 - **Arrest for Clery Act purposes** is defined as persons processed by arrest, citation or summons.
 - **Referred for disciplinary action** is defined as the referral of any person to any

official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

VAWA Offenses

VAWA offenses are those added to the Clery Act by the Violence Against Women Act. These are

- **Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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. For the purposes of this definition -
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed—
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
 - 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.
- **Sexual Assault** - as defined above it includes the Rape, Fondling, Incest and Statutory Rape.
- **Stalking** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress. For the purposes of this definition—
 - **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.
 - **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
 - **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Hate Crimes

Hate Crimes reporting under the Clery Act are defined as a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery

- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

The first seven offenses are defined as listed previously in this report. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in the Clery Act statistics only if they are Hate Crimes.

- **Larceny/Theft** – is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- **Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness
- **Intimidation** – is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (Except Arson)** – is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Daily Crime Log

The Daily Crime Log records activity reported to the Edmonds CC Campus Safety, Security, and Emergency Preparedness Office. The log includes a summary of the incident, the date, time and general location of each incident, and the disposition, if known.

The Daily Crime Log is open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection.

Information may be withheld from the Daily Activity Log, in these cases:

- Disclosure of the information is prohibited by law.
- Disclosure would jeopardize the confidentiality of the complainant-victim.
- There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual.

Annual Crime Statistics

Offense	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities*
(Reported By Hierarchy)						
Murder/Non Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Sexual Assault - (2016 Per Handbook Rape, Fondling, Incest, Statutory Rape)	2017	0	0	0	0	0
	2016	3	0	0	3	0
Sex Offenses, Forcible (Rape, Sodomy, Sexual Assault w/object and Fondling) 2011 handbook w/2015 guidance	2015	6	0	0	6	2
	2017	4	0	0	4	0
VAWA Offenses - 2016 Per Handbook - Dating Violence, Domestic Violence, Stalking Sex Offenses, Non Forcible (Incest and Statutory) 2011 handbook w/2015 guidance	2016	5	0	0	5	0
	2015	0	0	0	0	0
	2017	0	0	0	0	0
Robbery	2017	0	0	0	0	0
	2016	1	0	0	0	0
	2015	0	0	0	0	0
Aggravated Assault	2017	1	0	0	1	0
	2016	3	0	0	3	0
	2015	1	0	0	1	0
Burglary	2017	5	0	0	5	0
	2016	5	1	0	6	0
	2015	0	0	0	0	0
Motor Vehicle Theft	2017	2	0	0	2	0
	2016	2	0	0	2	0

	2015	2	0	0	2	0
Liquor Law Arrests	2017	0	0	0	0	0
	2016	3	0	0	3	0
	2015	1	0	0	1	1
Drug Law Arrests	2017	0	0	0	0	0
	2016	3	0	0	3	0
	2015	0	0	0	0	0
Weapons Law Arrests	2017	0	0	0	0	0
	2016	1	0	0	1	0
	2015	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2017	2	0	0	2	2
	2016	2	0	0	2	2
	2015	1	0	0	1	1
Drug Law Violations Referred for Disciplinary Action	2017	2	0	0	0	2
	2016	1	0	0	1	0
	2015	3	0	0	3	0
Weapons Law Violations Referred for Disciplinary Action	2017	1	0	0	1	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

- Crimes committed in on campus housing are counted in the total crimes and then are also called out under the separate heading of Residential Facilities. For clarification, under Liquor Law Violations there is one offense on campus, one offense in Residential Facilities for a Total of 1.

Hate Crime Reporting

There were no Hate Crimes reported in the previous years listed in this report.

Annual Fire Report

President George W. Bush signed the *Higher Education Opportunity Act* in August 2008, including provisions from the *Campus Fire Safety Right-to-Know Act*, which requires higher education institutions to annually report fire safety information to the U.S. Department of Education (DOEd). Specifically, campuses are required to publicly provide:

- Statistics for each *on-campus student housing facility*, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires
- Descriptions of each on-campus student housing facility's fire safety systems
- The number of mandatory, supervised fire drills
- Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff
- Plans for future fire safety improvements, if needed, and
- An annual report to the campus community.

Fire Statistics for Residential Facilities

For the previous year, there were no fires reported in the residential facilities.

Fire Safety Systems for Residential Facilities

The fire safety system in each residential facility includes:

- Multiple fire extinguishers on each floor,
- Battery-powered smoke detectors in each room,
- Horns located throughout the building, and
- Pull stations at each entrance that are connected to a 24-hour externally monitored system.

Fire Drills Completed

In the previous year there was one annual fire drill held in the residence halls.

Policies for Residents of On-campus Housing

The following is a list of items and activities that are prohibited in the Residence Halls:

- No open flames are allowed in rooms, this includes candles, incense burners, candle warmers and smoking.
- If the electrical breaker in a room is tripped by overloading electrical circuits, a room inspection is mandatory prior to the breaker being reset. It is vitally important that residents do not draw too much electricity by using too many appliances at once.
- Do not store combustible materials, gasoline, ammunition or other highly flammable materials in the room. Please do not allow garbage to accumulate in the room; this can be a fire hazard.
- No firearms, weapons, fireworks, ammunition or other highly flammable material are allowed in

the dorms. This includes knives other than pocket or kitchen knives. We do not allow guns of any description; this includes pellet, air paint, replica, air soft, potato, or water guns.

Procedures of Student Housing Evacuation

Located in the halls of all residence floors are Evacuation Maps that include the location of exits, and fire extinguishers. The evacuation procedures list the nearest exit and the meeting location for all students.

Policies for Fire Safety Education and Training Program

Campus Security, Residence Assistance, and the maintenance staff have received fire extinguisher training and fire safety training and will receive refresher training as needed, but no less than once a year. Fire and Safety training is offered to students, and Residence Assistance and Resident Directors from SSEP several times a year. We also re-evaluate knowledge of procedures and ensure understanding of evacuation process and plans through regular evacuation drills and fire system testing.

Who to Notify in the Event of a Fire

In the case of fire, call **911** and notify **Campus Security at 425.754.0154**.

Plans for Fire Safety

All plans for new construction on campus include fire alarm and fire suppression systems in accordance with local and national code and currently accepted standards. All current buildings have fire pull stations, usually located near the main exits to the building. There are fire extinguishers located in public areas in each building and the locations of these items are noted on the evacuation maps posted in the buildings

Fire Statistics

Residential Facility	Total Fires	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Fire Related Deaths	Value of Property Damaged by Fire
Rainier Place Apartments 19920 68th Ave W. Lynnwood WA 98036	0	N/A	0	0	\$0
Sophie Court 7105 196th St Sw Lynnwood, WA 98036	0	N/A	0	0	\$0