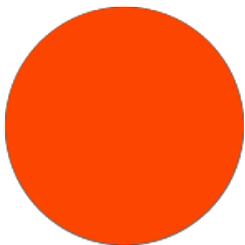


# ArtCenter College of Design

## 2021 Annual Security Report

Completed in partial fulfillment of the requirements  
of the Jeanne Clery Disclosure of Campus Security Policy  
and Campus Crime Statistics Act (Clery Act)



## MESSAGE FROM THE PRESIDENT OF ARTCENTER COLLEGE OF DESIGN

Dear ArtCenter Community,

ArtCenter has long held the belief that our campuses must inspire creativity, enhance learning and spark dialogue. But we achieve none of that if our surroundings are not safe. In whatever context—studying in the classroom, relaxing in the dining room, working at our desks, sketching in the rooftop garden or attending a lecture—it is imperative that all our students, faculty, staff and visitors have a secure place to learn and create.

**Every member of the ArtCenter community has a stake in providing a safe environment for our community; and all of us must be committed to keeping our campuses secure and crime-free. As a college, it is our duty and desire to ensure that ArtCenter is a place where everyone feels safe and valued.**

This Annual Security Report presents the safety and security policies, procedures and services at ArtCenter. It highlights on- and off-campus resources that can better prepare all of us for maintaining a secure learning environment. It contains as well important information about campus crime statistics for the calendar years of 2018, 2019 and 2020 for our two campuses, as defined and required by the federal law known as the Clery Act. In addition, this Report includes notifications about the Campus Sex Crimes Prevention Act and the Violence Against Women Reauthorization Act.

If you have any questions, comments or concerns about this report, ArtCenter's emergency preparedness and incident response or general safety and security at ArtCenter, please contact Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456.

**Working together, we will all contribute to the safety and security of our campuses.**

Lorne M. Buchman, Ph.D.  
President  
ArtCenter College of Design

## **CAMPUS SECURITY MISSION STATEMENT**

The mission of the ArtCenter College of Design Campus Security Department is to provide and maintain a safe and secure environment in which ArtCenter's educational mission can be achieved.

The Campus Security Department strives to achieve this mission by means of community-based security. Developing a strong relationship with our student body and all employees is essential to fulfill our mission in delivering a high standard of customer service to our community in an effective, responsive and professional way. The Campus Security Department is dedicated to remaining vigilant and protecting the ArtCenter community from harm or theft. The emphasis is to keep our campus community safe and secure by means of crime prevention, through 24-hour patrols, after-hours safety escorts and regular review and follow-up to all incidents. The Campus Security Department has the ability to deploy resources in areas of concern to address issues and to help prevent crimes from occurring; we encourage students, faculty and staff to "think safety."

**Our motto:**

"If You See Something... Say Something."

**From the Director of Security:**

"Students First, Mission Always."

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## **INTRODUCTION TO ANNUAL CAMPUS SECURITY REPORT**

### **Purposes and Preparation of This Report**

In compliance with the federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (often referred to as “the Clery Act”), ArtCenter College of Design (“ArtCenter”) provides this 2021 Annual Security Report (“Report”). In this Report is information about key institutional policies, procedures for reporting suspicious and criminal activities, resources for personal safety, crime prevention information and ArtCenter’s crime statistics for the last three calendar years.

This Report includes information gathered from the campus community and the appropriate local public agencies. Campus information is collected from all departments and employees who receive and manage relevant information throughout the year. This Report is drafted, edited and finalized by the Director of Campus Security.

This Report shows the commitment of ArtCenter to provide policies, practices and outreach activities that support the safest community possible for all to work, teach and learn. Crime prevention and safety takes the cooperation and collaboration of the entire community. ArtCenter’s Campus Security Department appreciates working with the entire ArtCenter community to maintain a proactive approach to public and personal safety.

(Throughout this Report, if an individual person is identified by position or title, it should be understood that any designee of that same person may also carry out the duties and responsibilities described, as needed or appropriate. Also, for the purposes of this Report, references to “employees” should be understood to include faculty/instructors, administrators and staff and the term “staff” is used to refer to employees who are not faculty.)

### **What Is the Clery Act?**

The Clery Act, codified at 20 USC § 1092(f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with the Clery Act. Howard and Connie Clery initiated the law originally enacted by Congress in 1990 as the Crime Awareness and Campus Security Act of 1990, after their daughter Jeanne was tragically murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report every year by October 1 that contains three years of crime statistics and certain policy statements, including sexual assault policies that assure victims’ basic rights. A summary of the Clery Act is available from the Clery Center for Security On Campus at: [clerycenter.org/summary-jeanne-clery-act](https://clerycenter.org/summary-jeanne-clery-act) and the full text of the Clery Act is available at the Federal Register: [gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf](https://www.gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf).

## **Compliance with the Clery Act**

This Report is completed by ArtCenter Campus Security in compliance with the Clery Act. This Report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from, the campus.

In accordance with mandated reporting requirements, information concerning the monitoring and recording of any criminal activity in which students have engaged at off-campus locations or within student organizations that are officially recognized by ArtCenter, is gathered from police agencies.

This Report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters.

## **Geographic Areas**

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus property, public property and non-campus property.

“Campus property” is described as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if the property is used by students and supports institutional purposes. Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purpose of reporting.

Throughout this Report, ArtCenter defines its “campus” as all properties collectively located on the Hillside and South campuses. Specifically, ArtCenter’s campus property locations include the following:

Hillside Campus: 1700 Lida Street (including the Ellwood building, Annex, Sinclair Pavilion, parking lots and immediately surrounding areas)

South Campus: 950 S. Raymond Avenue, 870 S. Raymond Avenue, 888 S. Raymond Avenue and 1111 S. Arroyo Parkway.

Unless otherwise indicated, the information in this Report pertains to both campus locations.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes.

Crimes occurring on “public property” must also be reported in the crime statistics.

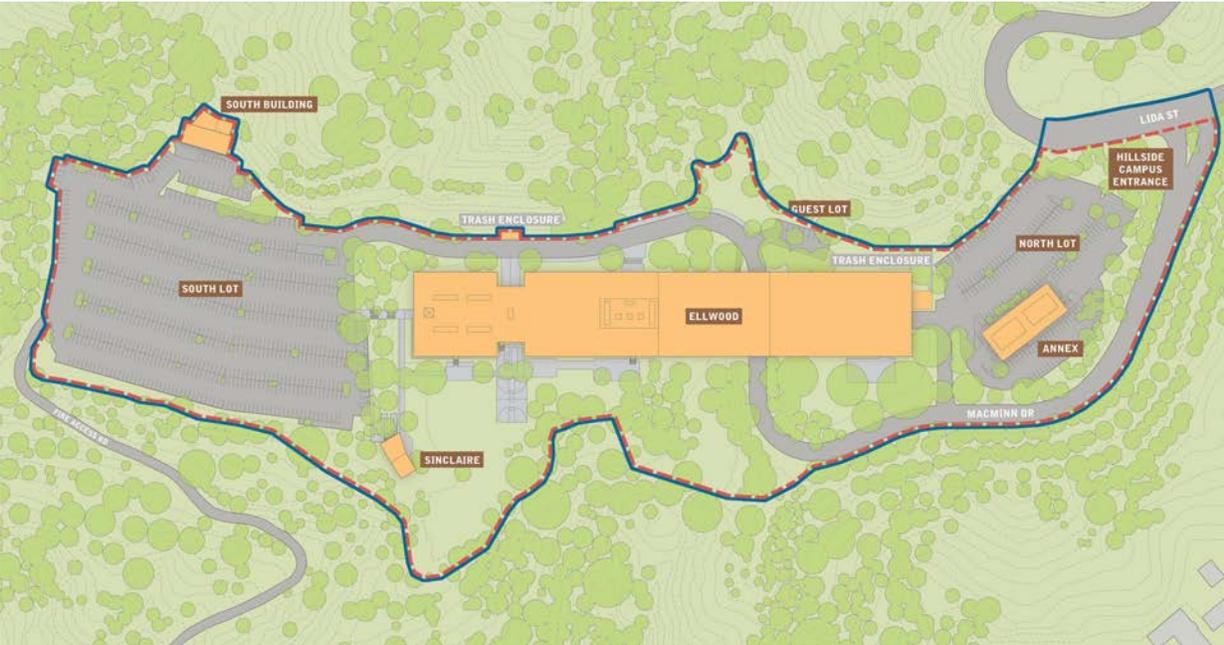
ArtCenter’s Hillside Campus is adjacent to publicly accessible areas on Lida Street, continuing to Linda Vista Avenue. (These public properties include designated public transportation stop locations.)

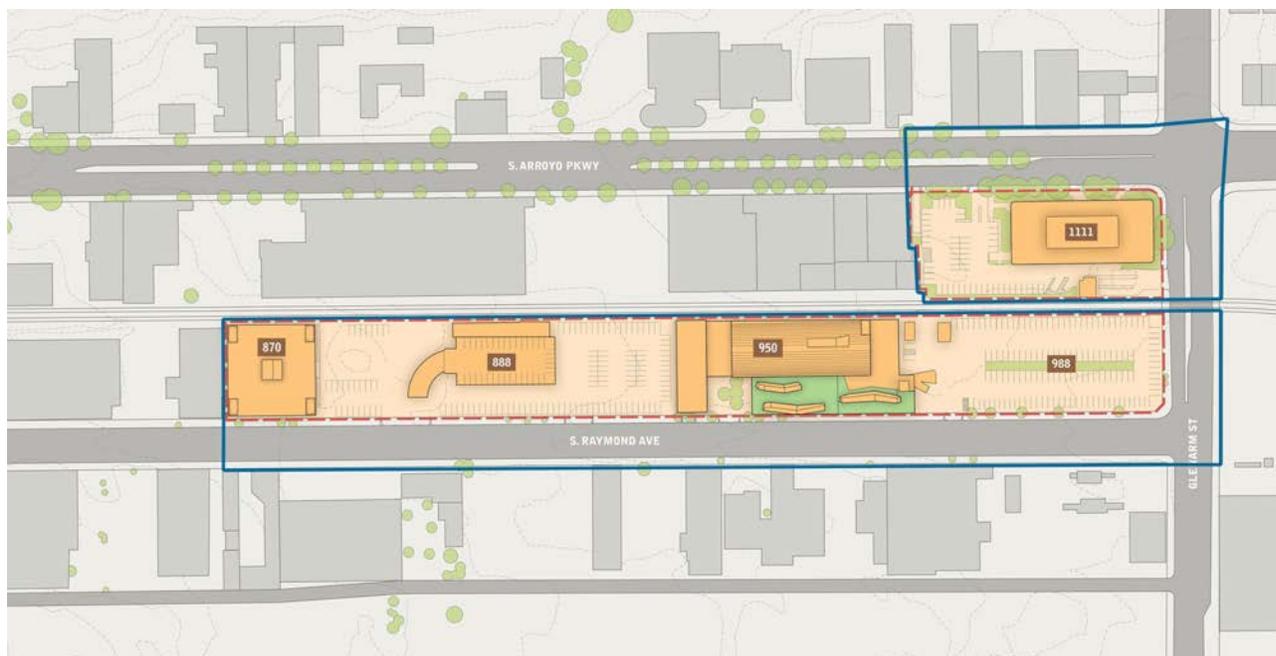
ArtCenter’s South Campus is surrounded by publicly accessible areas (sidewalks, streets, commercial spaces, etc.) on South Raymond, South Arroyo Parkway and Glenarm Street.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported.

ArtCenter does not own or control any non-campus buildings or properties.

Campus property of ArtCenter is identified on the following two maps:





### For More Information

Additional crime prevention and personal safety information is available in the Security Command Center. Crime statistics will be available at the reception desks at all campuses. The Center for the Student Experience (CSE) also maintains related information and pamphlets. Safety and security information can also be located in various campus publications and communications that are directed towards students and employees.

### Accessing the Annual Security Report

An electronic copy of this Report can be downloaded as a free PDF file from:  
[http://cms.artcenter.edu/assets/18398/src/ArtCenter\\_Annual\\_Security\\_Report\\_2021.pdf](http://cms.artcenter.edu/assets/18398/src/ArtCenter_Annual_Security_Report_2021.pdf).  
 A print copy of this Report can be obtained for free from the Security Command Center.

The Campus Security office is where all persons can go to report crimes and emergencies.

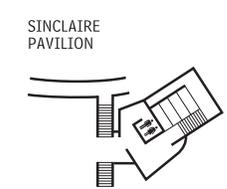
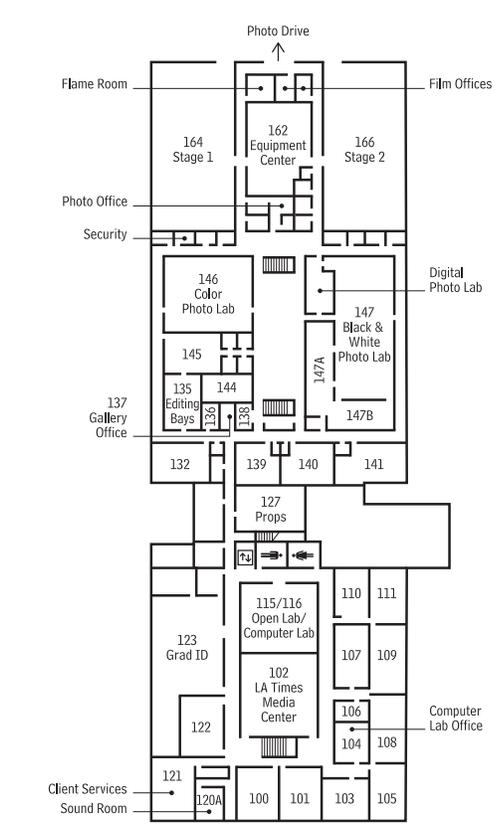
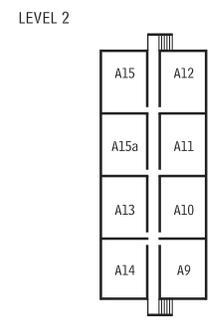
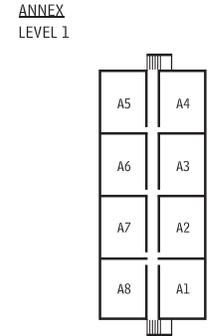
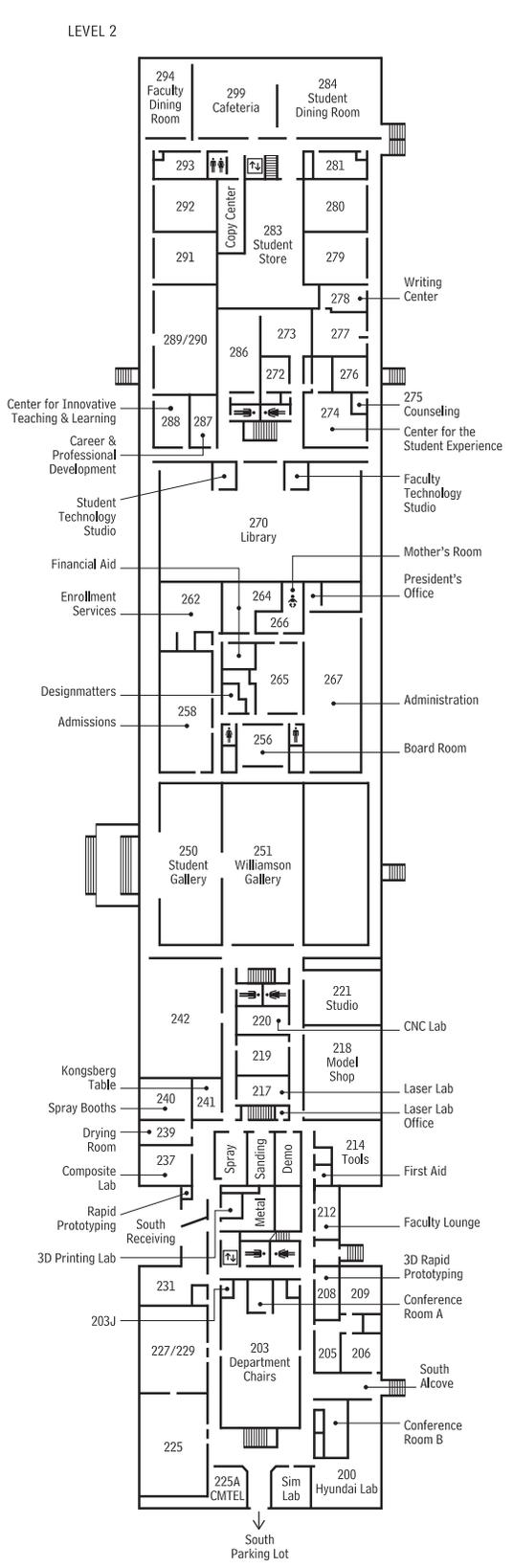
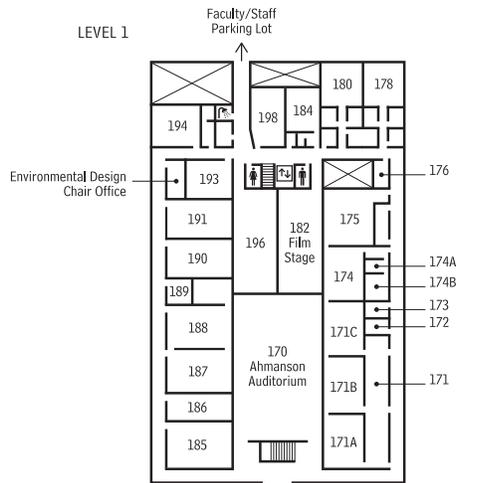
Additional information or questions about Campus Security or this Report can be directed to the Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456.

### Building Maps of Campus Locations

See following pages.

# ArtCenter College of Design Ellwood Building

1700 Lida Street, Pasadena, California 91103



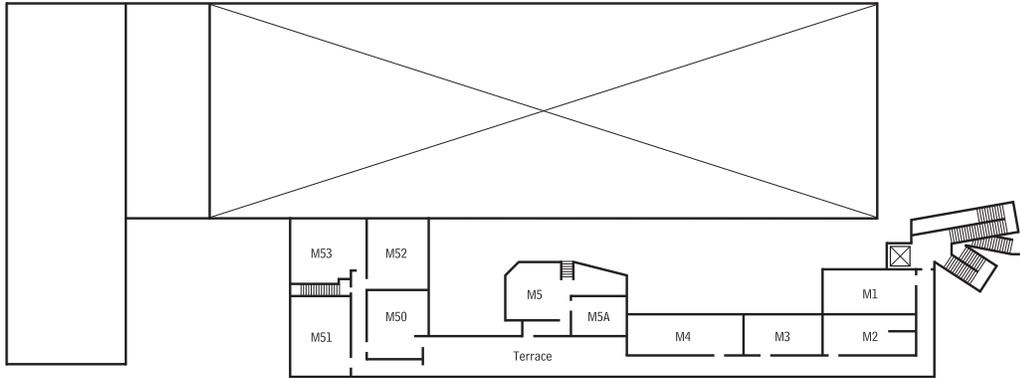




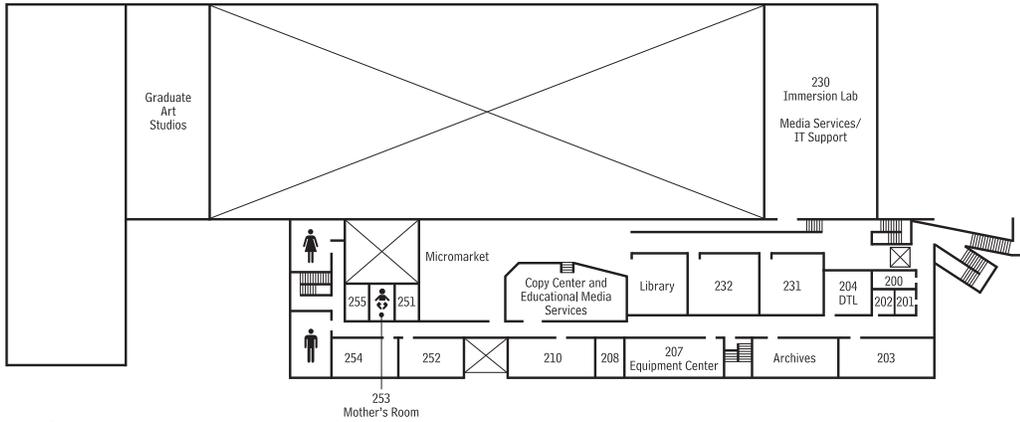
# ArtCenter College of Design 950 Building

South Campus, 950 S. Raymond Avenue, Pasadena, California 91105

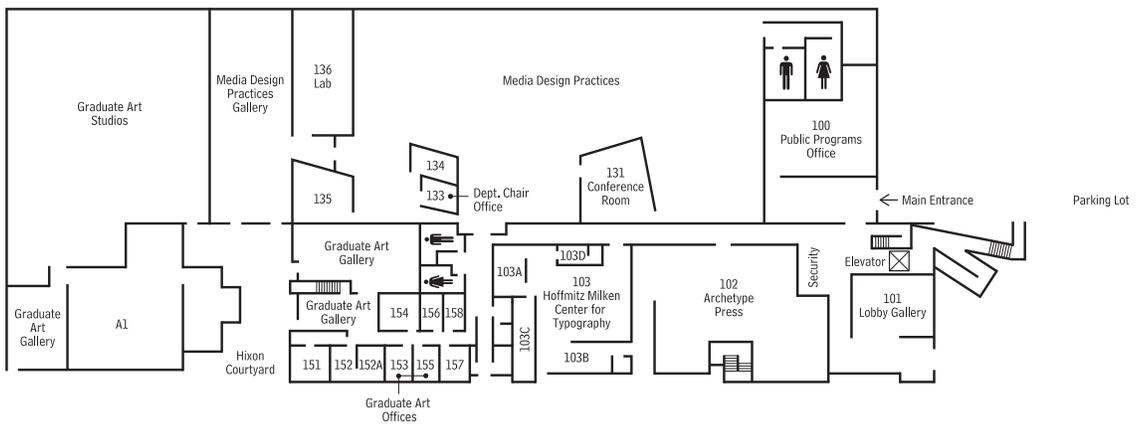
MEZZANINE



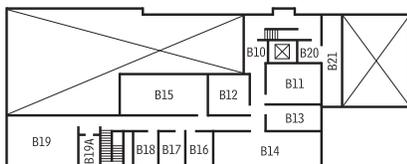
LEVEL 2



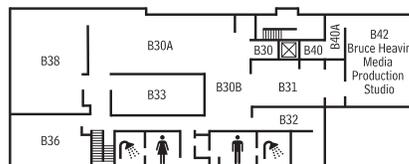
LEVEL 1



LEVEL B1



LEVEL B3

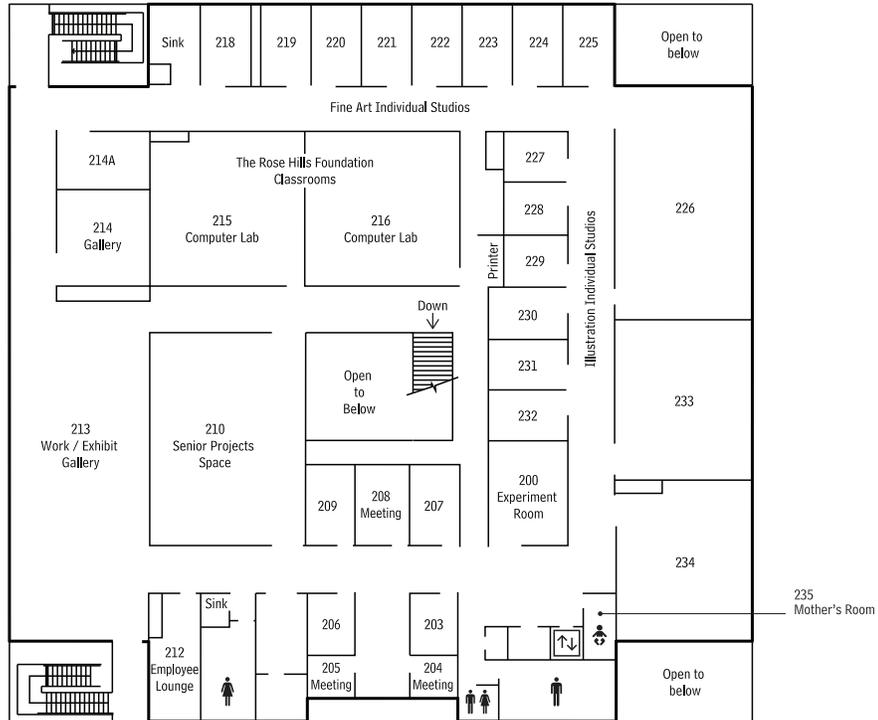


# ArtCenter College of Design 870 Building

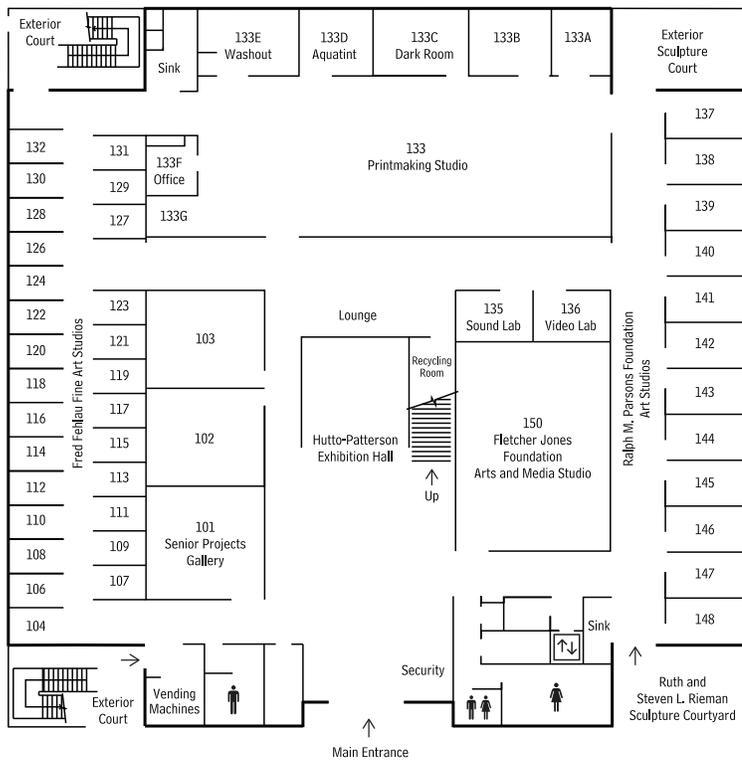
South Campus, 870 S. Raymond Avenue, Pasadena, California 91105



LEVEL 2



LEVEL 1



## **REPORTING CRIMES AND EMERGENCIES**

Any crime, suspicious activity or emergency should be reported to the Campus Security Department. ArtCenter's security officers will respond to any incident on campus and a report will be initiated and an investigation will be conducted. It will be determined at the time of the investigation if the Pasadena Police Department should be notified or if other emergency personnel will be contacted.

### **Emergency Telephone Numbers**

The Campus Security Department should be contacted promptly for all campus emergencies at 626 396-2211.

### **Campus Operations and Campus Security Resources**

Student identification must be displayed at all times while on campus. General hours of business operations and ArtCenter instruction are detailed below:

#### **Hillside Campus**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 7 a.m.–11 p.m.

Security Command Center: Monday–Friday, 24 hours.

The Hillside front gate closes at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification.

#### **South Campus (950 S. Raymond)**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 24 hours a day.

Public Programs Office: Monday–Thursday, 9 a.m.–9 p.m., Friday, 10 a.m.–5 p.m.

South Campus closes to the public at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification.

#### **South Campus (870 S. Raymond)**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 24 hours a day.

South Campus closes to the public at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification.

**South Campus (1111 S. Arroyo)**

Public hours: Monday–Sunday, 7 a.m.–11 p.m. No after-hours access available.

Campus Security at Reception Desk: Seven days a week, 24 hours a day

South Campus closes to the public at 11 p.m. After-hours access available for students, faculty and staff with appropriate ArtCenter identification.

**Options for Voluntary Reporting of Crimes of Sexual Violence Other Than to Law Enforcement**

An individual may make a report of sexual violence or other sexual misconduct to the College, to law enforcement, to neither, or to both. ArtCenter encourages anyone who has experienced potential sexual misconduct to report it directly to the College's Title IX Coordinator. Within the sexual misconduct umbrella are sexual harassment, sexual assault, stalking, dating violence and domestic violence. Any person may report sex discrimination, sexual harassment, or other sexual misconduct to ArtCenter's Title IX Coordinator, regardless of whether or not the person is the recipient of the alleged behavior. Such reports may be made at any time, including outside of business hours, using the following contact information:

Brittany Raygosa

Director, Title IX Compliance and Programs (Title IX Coordinator)

626 396-2340

[brittany.raygosa@artcenter.edu](mailto:brittany.raygosa@artcenter.edu)

1700 Lida Street, Pasadena, CA 91103

There is no time limit to report alleged sexual misconduct to ArtCenter, but prompt reporting will better enable ArtCenter to respond, determine the relevant issues, offer timely supportive measures, and determine an outcome in a timely manner. An individual has the right to report, or decline to report, allegations of sexual misconduct to law enforcement. Upon request, the College will assist a reporting party in contacting law enforcement at any time. The College's resolution process and law enforcement investigations may be pursued simultaneously, but will operate independently of one another. The College will, when appropriate, coordinate information with law enforcement if law enforcement is notified. The College, upon request, may also temporarily pause its investigation to allow preliminary fact gathering by law enforcement. Relevant reporting information and resources are included in this report under [Sexual Misconduct](#).

## Emergency Preparedness and Safety Outreach/Education

Crime prevention is a top priority at ArtCenter. In conjunction with various campus departments, ArtCenter provides programs to enhance personal safety and teach proactive crime reduction strategies. ArtCenter's crime prevention strategy involves proactive area patrols of the campus, along with education and training provided to community members. This approach is intended to minimize or eliminate criminal opportunities and encourage community members to take responsibility for their own safety. The cooperation, involvement and personal support of students and employees in campus safety are crucial to the success of ArtCenter's crime prevention efforts.

Each campus community member must assume responsibility for their own personal safety and for the security of their personal belongings by taking simple, common sense precautions. Awareness of one's environment and one's surroundings is a good place to start. Most crimes can be prevented. At ArtCenter, crime prevention is a partnership between ArtCenter and you. Individuals can prevent crime by making informed choices about their behaviors. In general, following these safety tips can enhance personal security:

- Never take personal safety for granted.
- Walk in a group, if possible. If you have to walk alone, request a safety escort by calling the Campus Security Department at 626 396-2299.
- Avoid isolated or dark areas.
- Know the location of emergency phones.
- Carry your keys and a whistle in your hand prior to exiting a building and getting to your vehicle.
  - New students receive a whistle during ArtCenter's orientation program prior to Week 1. Continuing students may request a whistle from the Campus Security Command Center on the Hillside Campus.
- Lock your car at all times and store valuables out of sight.
- Report suspicious-looking individuals promptly to Campus Security.
- Do not leave valuables such as backpacks, smartphones or laptop computers unattended for any length of time.
- Carry your student identification at all times. Students are required to provide their identification cards to Campus Security staff when requested.
- Be aware of your surroundings; avoid shortcuts through dark, secluded areas. Stay where other people are visible.
- Avoid hats or other items that restrict your vision.
- Avoid earphones that restrict your hearing.
- Carry with you only the cash, credit cards and identification that you expect you will need.
- Close all windows and lock all doors when leaving your vehicle and park in a well-lit area, if possible.
- Lock all doors when driving your vehicle.
- Do not attach your identification to your keys or mark your keys with your name and address.

- Report lost or stolen keys, identification, credit cards, etc. as soon as possible to the issuing authorities.
- Whenever possible, avoid unsafe confrontations and stay alert to be a good witness if called upon to do so.

Program the Campus Security Department emergency telephone number into your mobile device(s) and contacts list/address book and mark it as a “favorite” for easier access to communicate any on-campus emergency: Campus Security (Emergency) 626 396-2211.

Learn and understand how your mobile device(s) can make emergency calls. Program your local police department into your contacts list for emergencies off-campus. (The information line for the Pasadena Police Department is 626 744-4501.)

Be aware that in California, emergency calls to “911” will first be routed to California Highway Patrol, which will then re-route your call to a more local responder. This may result in a delay in response/service. You can assist the responders in this situation by clearly identifying your location or by calling a local emergency number right away.

As an external resource to share with friends and family, ArtCenter utilizes a toll-free emergency information hotline that plays recorded voice information about any emergency situation that may have affected phone communication to campus phone system. Please provide your loved ones with this number: 800 314-7705. (They can call this number if they ever think that they cannot reach you because of an emergency situation they fear has affected you at ArtCenter and they will hear a recording clarifying any emergency status affecting ArtCenter.)

## **SAFETY AND SECURITY POLICIES AND PROCEDURES**

### **Campus Emergency Contacts**

Call the Campus Security Department at 626 396-2211 to report all emergencies, including fires, fire alarms, bomb threats, police emergencies, injuries requiring any type of medical assistance, hazardous material incidents or any other issue that would require an immediate response.

Provide the following information when placing an emergency call:

- Your name
- Your location (e.g., building, room number)
- Nature of the emergency
- Your call-back telephone number

The Campus Security Department will always dispatch officers if a call is placed to 626 396-2211, even if a call is placed later to cancel the emergency response.

Other helpful campus safety and security alternate contacts:

- Campus Security (Emergency) 626 396-2211 or ext. 2211 (Hillside Campus and South Campus)
- Campus Security (non-emergency) 626 396-2299 (Hillside Campus)
- Campus Security (non-emergency) 626 396-4220 (South Campus 950 building)
- Campus Security (non-emergency) 626 396-4330 (South Campus 870 building)
- Campus Security (non-emergency) 626 396-4300 (South Campus 1111 building)
- Associate Director of Campus Security 626 396-2225
- Director of Campus Security 626 396-2456
- Vice President, Facilities and Campus Planning 626 396-2292

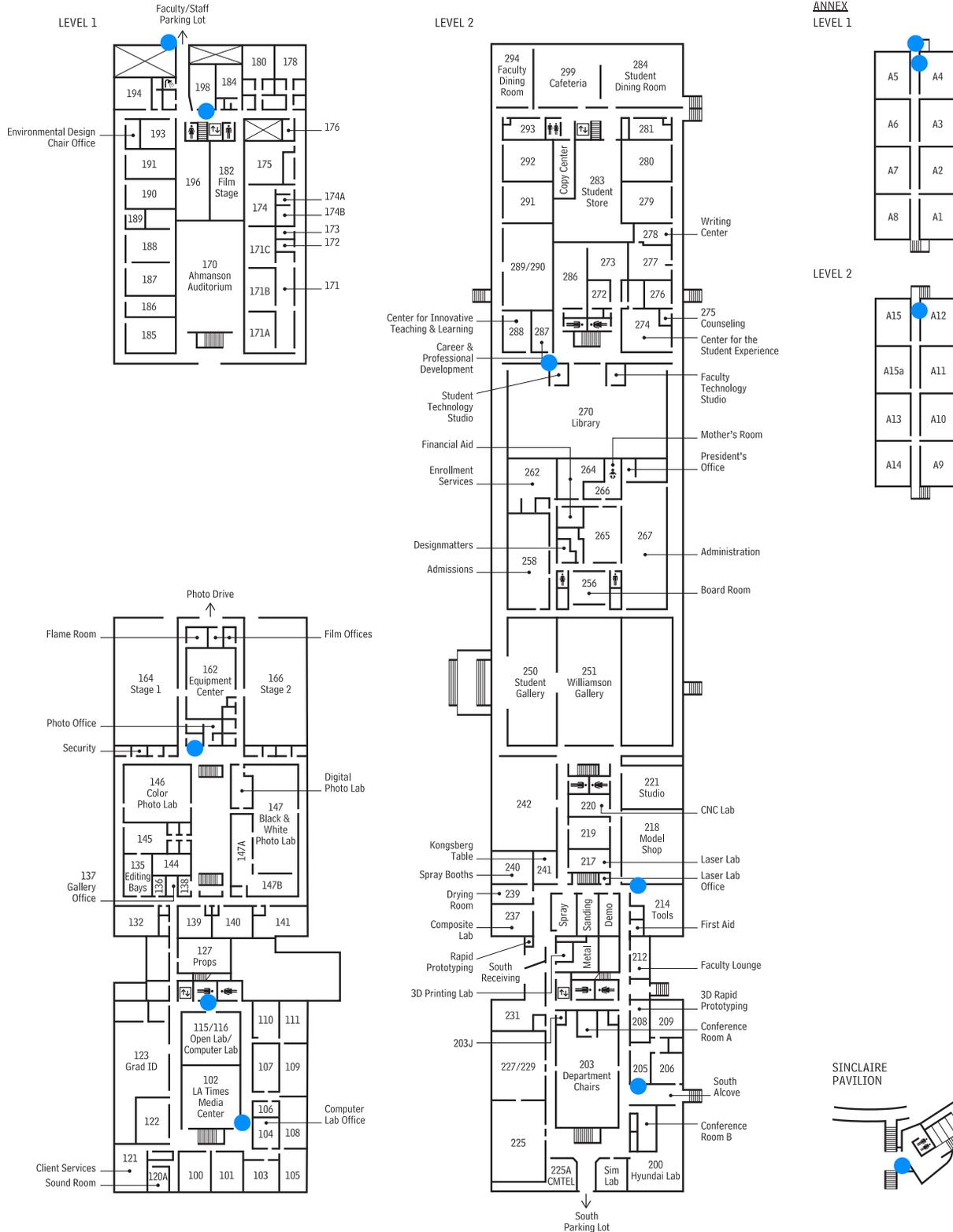
There are emergency telephones identified by blue lights and text markings located strategically around the ArtCenter campus. They allow an individual in need of assistance to speak directly with a member of the Campus Security Department. The dispatcher will send the appropriate emergency personnel to the caller's location. This will include Campus Security staff and/or local police department or local fire department personnel.

See following pages for maps of emergency telephone locations, marked by blue dots.

# ArtCenter College of Design Ellwood Building

1700 Lida Street, Pasadena, California 91103

● Emergency phone



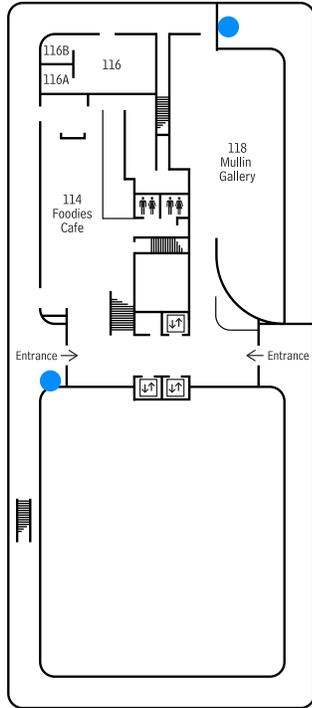
# ArtCenter College of Design 1111 Building

South Campus, 1111 S. Arroyo Parkway, Pasadena, California 91105

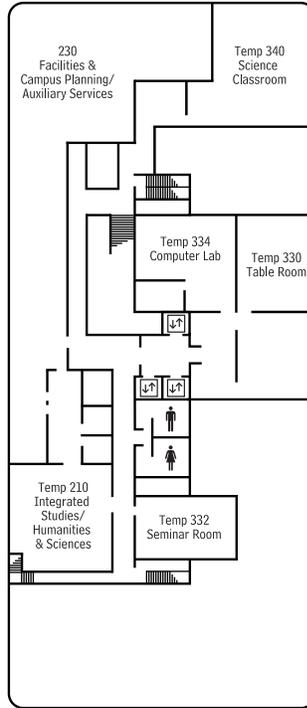
● Emergency phone



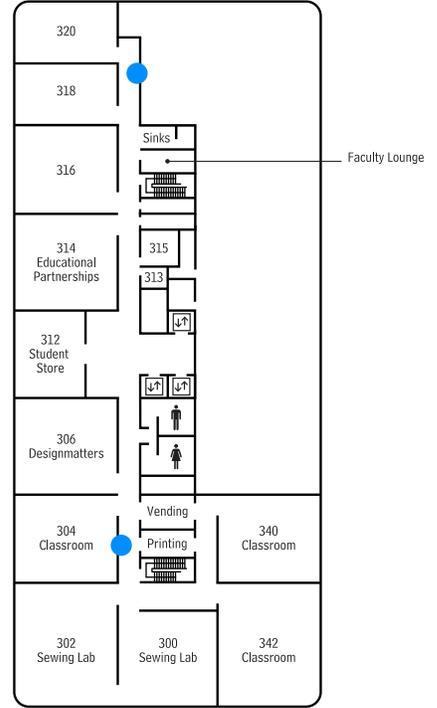
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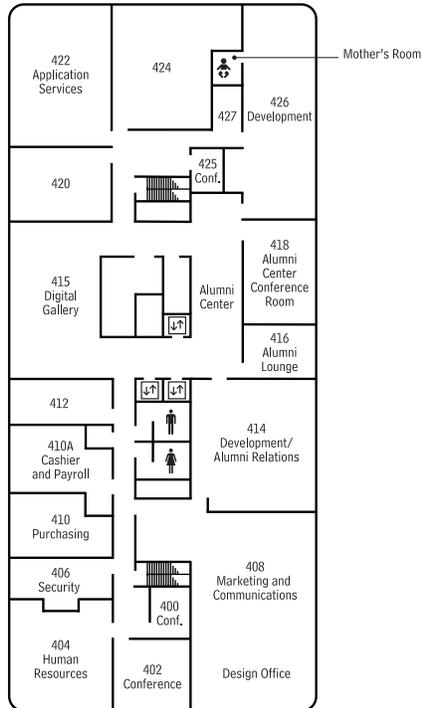
LEVEL 2 (SUMMER 2019, TEMPORARY)



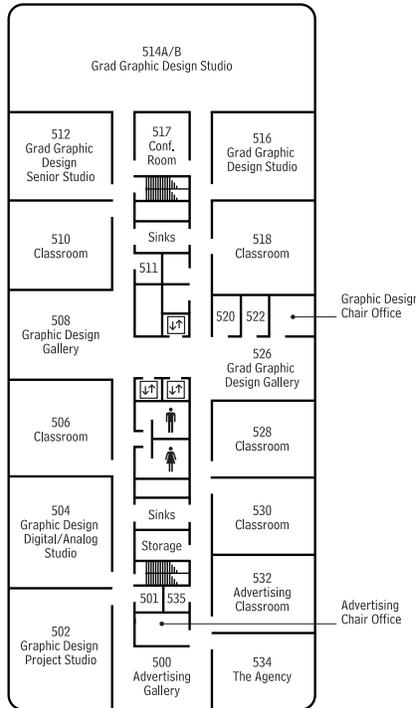
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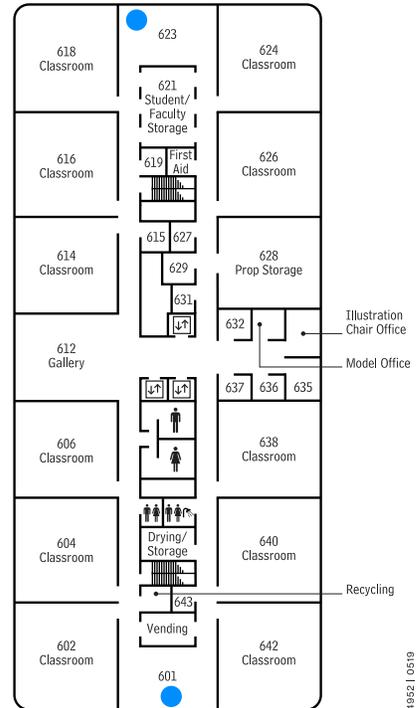
LEVEL 4



LEVEL 5



LEVEL 6



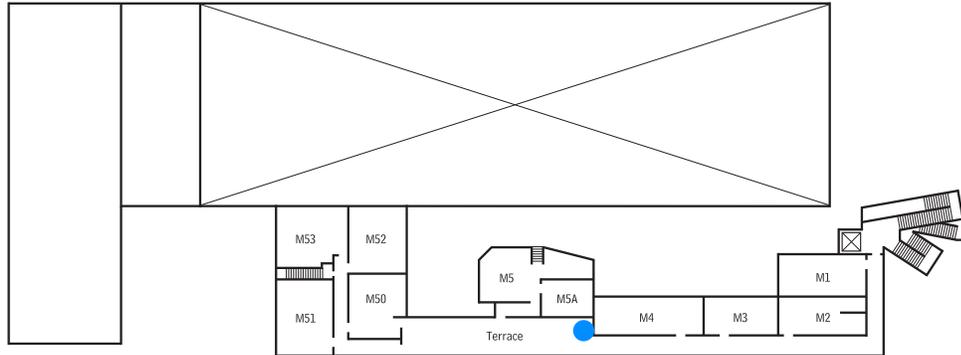
# ArtCenter College of Design 950 Building

South Campus, 950 S. Raymond Avenue, Pasadena, California 91105

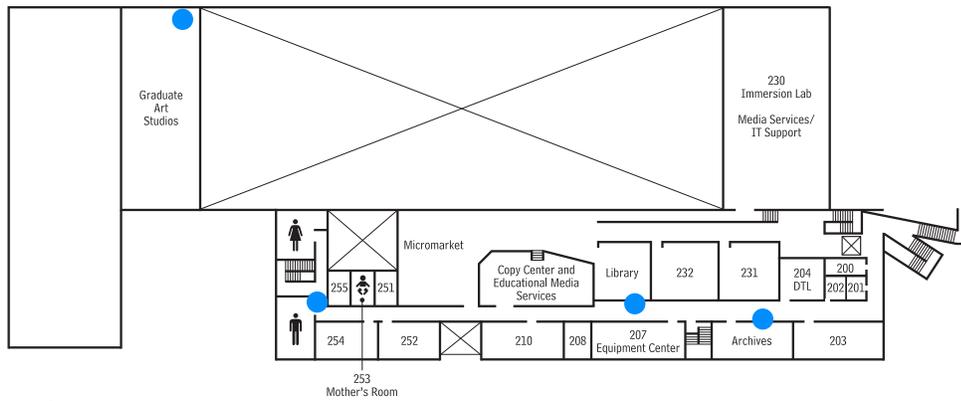
● Emergency phone



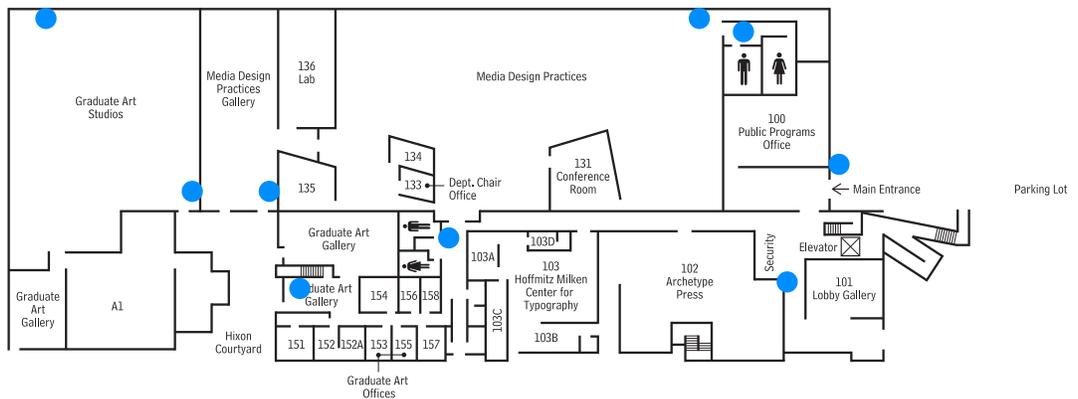
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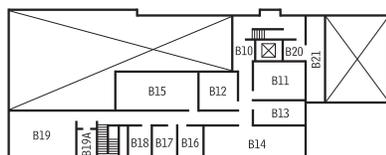
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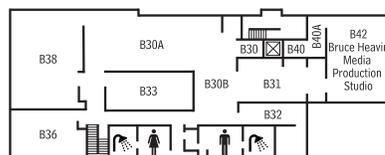
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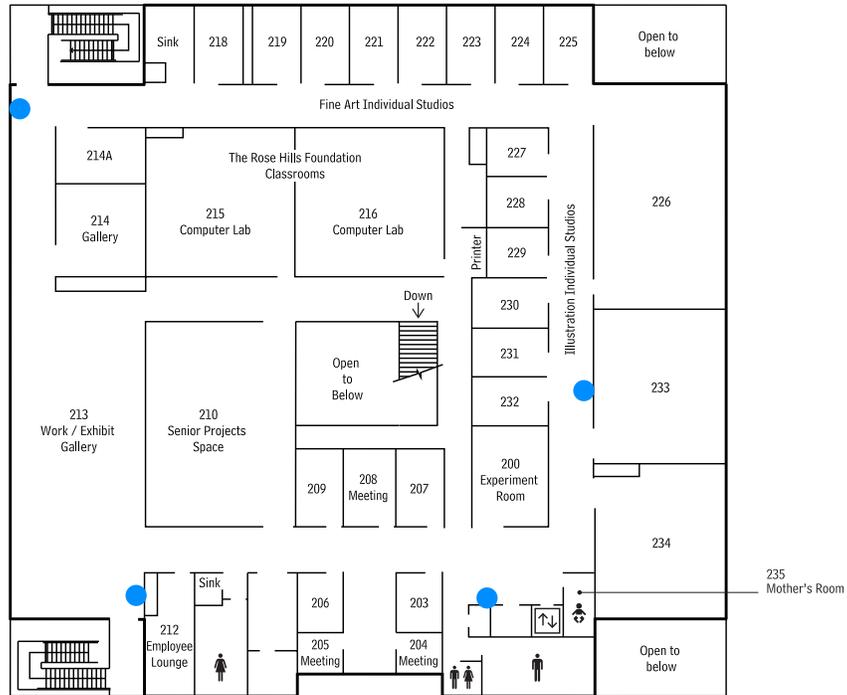
# ArtCenter College of Design 870 Building

South Campus, 870 S. Raymond Avenue, Pasadena, California 91105

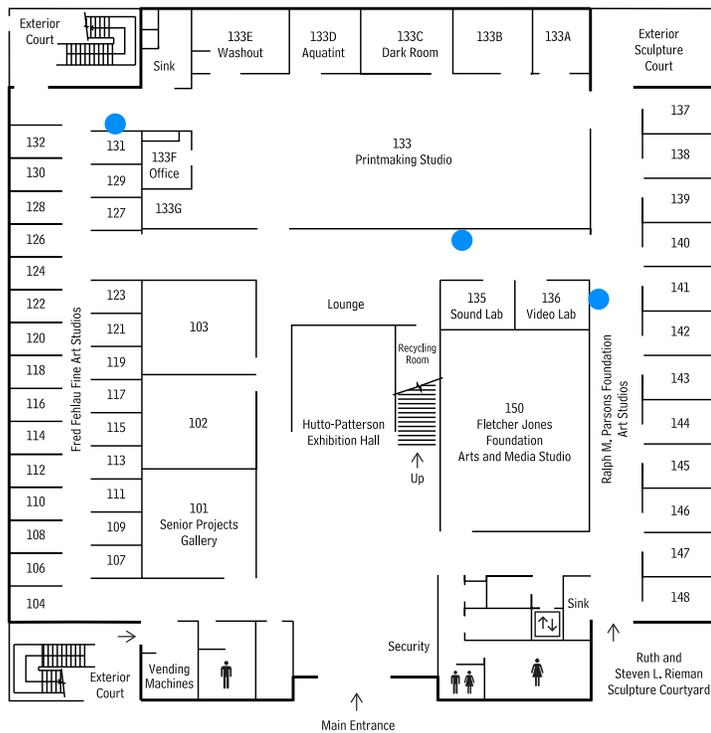
● Emergency phone



LEVEL 2



LEVEL 1



## **Emergency Notification**

ArtCenter's Emergency Notification System ("ENS") through Blackboard Connect allows ArtCenter to contact all members of the ArtCenter community in the event of an emergency. In the event of an emergency, ArtCenter uses this alert system to contact faculty, staff and students via phone call, SMS text message and/or email with instructions for responding to the event.

It is important that students and employees keep their emergency contact information up-to-date with ArtCenter. A test is conducted each term, to allow all employees and students to view their emergency contact information. If student emergency contact information has changed or is incorrect, it can be updated at [Inside ArtCenter](#) or by contacting the Enrollment Services office. Employees should periodically review and update/confirm personal contact information through the ArtCenter's internal website. The information provided is kept confidential and used only in the event of an emergency or for occasional testing. By providing this information, students and employees become active partners in ArtCenter's efforts to make the community safer and to help us respond quickly and effectively in case of an emergency.

Situations for which the ENS will be used may include but are not limited to facility emergencies, potentially life-threatening situations on campus, extreme weather conditions, fire and earthquake. Except for standard testing of the emergency notification system, ArtCenter will never use the system to send non-emergency, routine or spam messages.

Note: text message recipients can opt-out of future emergency notifications. Students should contact/email Enrollment Services to opt-out of emergency notifications. Employees should contact/email Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456 to opt-out of text message emergency notifications.

Similarly, while all official ArtCenter communications are sent to individuals' ArtCenter email accounts, students and employees can establish forwarding options to ensure delivery to their personal email accounts.

For questions about the Emergency Notification System, contact the Director of Campus Security, Jim Finch, [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456.

The ENS also may be employed to issue a "Timely Warning," as defined later in this Report.

## **Emergency Response Procedures**

The Campus Security Department is responsible for developing contingency plans and continuity planning requirements.

## **Emergency response testing**

ArtCenter conducts emergency response exercises each year, such as tabletop exercises and tests of its ENS. These tests are sometimes conducted with the local police and fire departments. The tests are designed to assess and evaluate the emergency plans and capabilities of ArtCenter. Tests may be announced or unannounced. Campus Security officers and members of ArtCenter's emergency response team have received training in Incident Command and Responding to Critical Incidents on Campus.

When a serious incident occurs that causes an immediate threat to the campus, the first responders on campus are usually the Campus Security Department, the Pasadena Police Department and/or the Pasadena Fire Department. All departments responding typically work together to manage the incident. Depending on the nature of the incident, mutual aid has been established with other local or federal agencies and local colleges. General information about the emergency response and evacuation procedures is publicized and available as part of the Clery Act compliance efforts.

The ENS is tested annually.

## **Emergency Operations Team**

Responses to an emergency are coordinated by the Emergency Operations Team, a senior management team that will meet at a designated location on campus, the Emergency Operations Center ("EOC"). This group will coordinate ArtCenter emergency services by deploying response teams across the campus and prioritizing operations to ensure that ArtCenter's most urgent needs are met. The Emergency Operations Team is trained as a Community Emergency Response Team by the Pasadena Fire Department.

ArtCenter's Senior Vice President and Chief Financial and Administrative Officer, with support from the Director of Campus Security and the Vice President, Facilities and Campus Planning, oversees responses to any emergency situation and is responsible for the emergency planning for ArtCenter. The Director of Campus Security will also act as the Incident Commander during an emergency. In the event of an emergency, the duties of this position include:

- Ensure a proper response of all faculty, staff students and visitors during an evacuation.
- Ensure that the necessary emergency equipment is available at the EOC and can be immediately dispatched to another designated location, at request.
- Ensure that all Emergency Response Team Members and Zone Coordinators adhere to the evacuation procedures.
- Receive updated status reports on all buildings, classrooms, faculty, staff, students and visitors.
- Liaise with arriving emergency services personnel, providing information on location of the emergency, type of emergency, location of personnel and layout of the building.

- Help control re-entry into the building until cleared to do so by responding emergency services or a member of the Emergency Response Team.
- Ensure assistance is provided to any individuals who required assistance when evacuating the building.
- In a large-scale campus emergency, help coordinate staff in handling minor problems.
- Keep all faculty, staff and students up-to-date on temporary closures of the campus, special alerts and other pertinent information.
- Update all emergency plans, policies and procedures.

ArtCenter recognizes the need to be prepared for critical incidents. Under the guidance of the Emergency Response Team, several departments and offices work together to prepare for, prevent, respond to and recover from emergency situations.

In conjunction with local first responders, ArtCenter's Emergency Response Team, the Pasadena Police Department and the Pasadena Fire Department, ArtCenter is well prepared to respond to a full range of critical incidents.

### **Emergency Operations Plan**

ArtCenter's Emergency Operations Plan includes any emergency situation that is significantly larger than a small-scale incident and which requires coordinated action among multiple groups. This Plan also includes larger regional events such as earthquakes, fire and any incident that affects more than one of ArtCenter's campuses and/or the surrounding areas.

The Director of Campus Security and the Director of Facilities are responsible for Fire Safety and Emergency Planning and the coordination of all emergency response and recovery plans and the activation of the EOC. The Campus Security Department prepares and schedules training and conducts drills and educational outreach to better prepare all employees and students.

Fire Safety programs are managed year-round and include fire prevention inspections and training.

### **Emergency Response Team and Zone Coordinators**

Designated ArtCenter employees serve as members of the Emergency Response Team and Zone Coordinators for individual buildings. Their assignment is to assist in coordinating response to an emergency, ensuring that the appropriate initial action has been taken, including activation of a fire alarm and notifying the Campus Security Department when it is necessary to contact emergency service personnel.

Responsibilities of these specific individuals during an emergency may include:

- A quick check of the office, classroom and immediately surrounding areas to ensure that everyone has been notified of the need to evacuate the building.
- Advise all occupants NOT to use the elevators and direct them to the nearest stairway.
- Direct occupants to an alternate exit if unable to exit through the nearest stairway or exit door because of smoke, fire or other hazards.
- Ensure proper assistance is provided for any disabled occupants who are unable to use the stairway.
- Provide any information to the Incident Commander regarding any disabled individuals who would require evacuation assistance, any problems requiring immediate assistance from emergency services or any occupants who are not accounted for.

There are several pre-designated Zone Coordinators who are identified by a yellow vest and hardhat who will be available upon notification of an emergency or fire alarm in the building. Zone Coordinators have been trained to coordinate evacuations, shelter-in-place and actions for earthquakes, power outages, medical emergencies and other hazardous emergency responses.

### **Activation of Emergency Plan**

The Emergency Operations Plan may be activated at the direction of the President, Senior Vice President and Chief Financial and Administrative Officer, Director of Campus Security or the Vice President, Facilities and Campus Planning.

If a major emergency occurs on campus, the Campus Security Department is responsible for providing initial emergency notification to the Senior Vice President and Chief Financial and Administrative Officer and the Emergency Response Team members. A full mobilization of the Emergency Response Team should occur, along with the possible notification and mobilization of Zone Coordinators.

In certain situations, only the Emergency Response Team will be notified and may be asked to respond or be placed on call. Some notifications may involve extreme weather, an issue that occurred off campus but may affect ArtCenter or an issue that occurred on campus that can escalate to a higher level. A limited number of personnel may be asked to respond.

### **Media Relations**

The Vice President of Marketing and Communications serves as the primary contact for public information in an emergency situation as ArtCenter's media relations designee. Their primary function is to gather key information and to disseminate it. The priorities are:

- Develop accurate internal and external information for release.
- Monitor media to verify the information is accurate.
- Coordinate, news media, websites, social media and Emergency Notification System messages.

A media relations section will be set up in the EOC to keep track of information, externally and internally. A media relations designee will report to the Incident Commander to obtain information on the status of the emergency and ArtCenter. The media relations designee will provide updated information to ensure any information given internally or externally is accurate.

### **Emergency Procedures (By Type of Incident or Action)**

#### **After-hours access**

Identifying and recording the presence of all persons entering or leaving the building after normal business hours is essential. Although this is the basic responsibility of the Campus Security Department, campus community members will be notified periodically of appropriate entrances and exits to be used before and after normal business hours. The notices will contain instructions for the general public attending events, meetings, etc. All occupants must comply with such notices. All campuses are accessible only to students, faculty and staff with valid credentials and/or access control badge after 11 p.m.

Students may gain after-hours access to specific classrooms provided they have special permission. After-hours entry and use of classrooms by students must be approved by each student's Department Chair via email to the Campus Security Department. Students using designated areas must present student identification when requested. If the student does not possess an ID, all attempts will be made to identify them through the school's records. If the Campus Security Department is unable to verify the identification of the student, they will be asked to leave the building and go through the proper channels when requesting use of a classroom after-hours. It is the responsibility of the student to verify with the Director of Campus Security or designee, or the Director of Facilities that permission has been granted.

If special access is granted, the individual's name will be placed on a security access list. After hours, the security officer may ask students for their identification cards and check the security access list. All students and employees must have a valid identification card to show security, upon request. Anyone who does not have the proper identification or is not on the approved list, will not be allowed on campus and will be asked to leave. Visitors are not permitted on campus after 11 p.m.

Special after-hours access to campus is a privilege extended to students. If a student is found damaging any equipment or facilities in any way or behaves in a way that could endanger the student or others, that student may be held legally responsible. In addition, future access may be denied and formal disciplinary action may be taken.

**Blood-Borne Pathogens Exposure Control Plan**

A blood-borne pathogen is an organism that is present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B (“HBV”) and human immunodeficiency virus (“HIV”).

ArtCenter is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan is provided to eliminate or minimize occupational exposure to blood-borne pathogens in accordance with federal (“OSHA”) standard 29 CFR 1910.1030, “Occupational Exposure to Blood-Borne Pathogens.”

ArtCenter’s Facilities Department is responsible for implementation of the Exposure Control Plan and will maintain, review and update the Exposure Control Plan at least annually and whenever necessary, to include new or modified tasks and procedures. Contact the Director of Facilities at 626 396-2263 for more information.

Those employees who may have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in the Exposure Control Plan.

ArtCenter’s Facilities Department will provide and maintain all necessary personal protective equipment, engineering controls (e.g., sharps containers), labels and red bags as required by all legal standards. Facilities will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact the Director of Facilities at 626 396-2263 for more information.

The Campus Security Department will be responsible for ensuring that all medical actions required by professional standards are performed and that appropriate employee health and OSHA records are maintained. Contact the Director of Campus Security at 626 396-2456 for more information.

ArtCenter ensures that all employees with occupational exposure participate in a training program provided during working hours at no cost to employees. The training generally is provided at the time of initial assignment to a task where occupational exposure may take place and at least annually thereafter. ArtCenter provides additional training when changes affect the employee’s occupational exposure. Records of training are maintained in employees’ personnel files.

The Facilities and Campus Security Departments will be responsible for training, documentation of training and making the Exposure Control Plan available to employees, OSHA and National Institute of Occupational Safety and Health representatives. Contact the Director of Campus Security at 626 396-2456 for more information.

See Appendix 1 for the Exposure Control Plan.

## **Bomb threats**

ArtCenter's plan of action for managing bomb threats includes considerations from pre-incident preparation through decision making, searches, evacuation procedures and post-incident response.

ArtCenter's EOC will coordinate communications and trainings throughout the campus community and will work with all appropriate local agencies to confirm capacity for responding to bomb threats. Building plans, entry and exit points and emergency equipment will be routinely checked and monitored. Internal and external communications plans will be updated. EOC training will include scenarios for potentially violent threats that may require lockdown, evacuation or other major disruption to the educational enterprise.

A basic outline for responding to a bomb threat (or any similar threat of violence) is provided below for further information:

If a bomb threat is received by telephone call, remain calm. A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the bomb threat caller wishes to avoid injuries or deaths. If told that the building is occupied, cannot be evacuated immediately or more time is needed for the evacuation, the bomb threat caller may be willing to give more specific information on the bomb's location, components or methods of initiation.

- Attempt to keep the caller on the line as long as possible. Ask the caller to repeat the message. Record as much information as possible during the conversation by using the bomb threat checklist. A threat checklist follows this outline and should be present at a primary telephone location, such as dispatch.
- Ask for the exact location where the bomb is currently located, where the bomb has been or where the bomb is going to be planted.
- Get as much information as possible about the caller, such as vocal characteristics, possible gender and/or group affiliation and why the bomb was placed. Take note of any background noises, which may indicate the caller's identification and location.
- Report the threat to 911, your supervisor and the Campus Security Department immediately after the caller hangs up.
- Even after the caller hangs up, keep the phone off the hook so the police can trace the call.
- Remain available, as law enforcement personnel will want to interview you.
- Wait for further direction from the Campus Security Department.

If a bomb threat is delivered in written form, avoid handling the message unnecessarily in order to preserve possible fingerprints, handwriting or typewriting, paper and postal marks. These will prove essential in tracing the threat and identifying the writer. While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received; it should never be ignored. Report this written threat immediately your supervisor and/or the Campus Security Department and follow all subsequent directions.

They will advise as to whether or not to call 911.

If you ever receive a suspicious object, package or letter (most often associated with one or more of these characteristics: excessive postage; handwritten or poorly typed address; incorrect titles; missing names; misspellings of common words; oily stains; discoloration or odors; no return address; lopsided or uneven envelope; protruding wires or aluminum foil; excessive security material such as masking tape, string, etc.; visual distractions; ticking sound; marked with restrictive endorsements such as "Personal" or "Confidential"; shows a city or state in the postmark that does not match the return address; inappropriate or unnecessary markings for foreign mail, air mail and special delivery), remain calm. Do not disturb, move or open the suspected object. Clear all persons from the immediate vicinity. If safe to do so, clear the area around or cover the object so as not to further contaminate it. Wash your hands or any body part or article of clothing that may have come into contact with the object. Notify your supervisor and/or the Campus Security Department. Retreat to a safe distance and warn others to avoid the area. If possible, tape off the points of entrance to and around the area where the suspicious object, package or letter is located. Wait for further direction from your supervisor and/or the Campus Security Department. They will advise as to whether or not to call 911.

In all situations of potential violence or threat, do not spread rumors or speak with anyone else unless directed to do so. This will avoid panic or overreaction from other employees and students.

### **Disruptive person**

Disruptive behavior interferes with the instructional, administrative and/or service functions of ArtCenter. Examples include, but are not limited to, someone who makes verbal threats or verbally abuses another person; physically threatens or assaults others; commits theft or damage to ArtCenter property; uses, possesses or distributes illegal or controlled substances or contraband on ArtCenter grounds; interferes with the learning environment by disruptive behavior or indecent expressions or conduct as defined by law; or makes inappropriate demands for time and attention from faculty or staff.

In these situations, immediately call the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assess the situation and the Campus Security Department will contact local police as necessary.

### **Disturbance or demonstration**

Any person who becomes aware of a civil disturbance or the likelihood of a civil disturbance, at any campus location, must notify the Campus Security Department as soon as possible. The Director of Campus Security will notify the Pasadena Police Department to make them aware of the situation. If the Campus Security Department is not present and there is a civil disturbance outside of the building and it is posing an immediate threat to a particular building or a specific area of the building, all external doors should be closed and locked, considering the need for egress. Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Demonstrations will not be considered disruptive unless one or more of the following **TIP** conditions exist:

- **THREAT** of physical harm to persons or damage to ArtCenter grounds or facilities.
- **INTERFERENCE** with normal ArtCenter operations.
- **PREVENTION** of access to offices, buildings or other ArtCenter facilities.

If any of these conditions exist, immediately contact the Director of Campus Security, Jim Finch, at [jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu) or 626 396-2456. The Director will then contact the necessary executive and a decision will be made regarding ArtCenter's course of action.

Generally, peaceful non-disruptive demonstrations will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal ArtCenter operations. If demonstrators are asked to leave but refuse to leave by regular facility closing time, the Campus Security Department will monitor the situation during the non-business hours and then determine if the action should be treated as a violation and as a disruptive demonstration.

In the event that a peaceful demonstration becomes disruptive and blocks access to ArtCenter facilities or interferes with ArtCenter operations, the demonstrators will be asked to terminate the disruptive activity by a representative from the Center for the Student Experience or the Director of Campus Security. The responding ArtCenter official should have a photographer and/or videographer with them to document the proceedings. Other students, faculty or staff may also be asked to go to the area to persuade the demonstrators to desist (if the demonstrators are not affiliated with ArtCenter). If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a length of time may result in disciplinary action (including suspension or expulsion) or possible intervention by the Campus Security Department or the Pasadena Police Department. The Senior Vice President and Chief Financial and Administrative Officer will be consulted to determine the need for an injunction from civil authorities. If a court injunction is obtained, the demonstrators will be so informed. When possible, those demonstrators who refuse to comply will be warned of the intention to arrest.

In the event of a violent demonstration or if injury to persons or property occurs or appears eminent, the President or designee will be notified immediately.

During regular campus hours (7 a.m.–11 p.m.), the Director of Campus Security or a representative from the Center for the Student Experience and the necessary Campus Security Department officers will be summoned to the scene. The Director of Campus Security shall ensure sufficient officers are present to contain the violent or disruptive demonstrators. Should there be an insufficient number of security officers available, assistance from the Pasadena Police Department will be requested.

After regular business hours (11 p.m.–7 a.m.), the Director of Campus Security should immediately be notified of the demonstration. The Senior Vice President and Chief Financial and Administrative Officer will then be notified and determine the following actions: notify the President, notify the Emergency Response Team, determine if the representative from the Center for the Student Experience must respond to the scene. The Director of Campus Security shall

ensure sufficient officers are present to contain the violent or disruptive demonstrators. Should there be an insufficient number of security officers available, assistance from the Pasadena Police Department will be requested. The Director of Campus Security or any on-duty security officer will respond to the incident without counsel from others if immediate response is of paramount importance to the safety and security of persons or property.

### **Earthquakes**

Earthquakes are a real and inevitable part of Southern California life. The primary potential danger to people in a building during a major earthquake is from breaking glass. If there is a quake, it is important that everyone stay calm, move away from the windows and duck beneath a desk or table until the shaking stops.

#### During an earthquake

- Move at least 15 feet away from windows and glass.
- Drop and find cover. “Drop” means to immediately take a protective position under desks or tables, with your back to the windows.
- If you are in an area with no desks or tables, drop to your knees, clasp your hands behind your neck, close your eyes, bend your elbows forward so your arms protect your face and ears and bend forward, making your body as small as possible.
- Stay away from outer doors, windows, glass shelves, temporary partitions and freestanding objects.
- Remain calm in the same position until the shaking stops.
- Stay calm, do not panic and do not attempt to leave the building.
- Follow instructions from members of ArtCenter’s Emergency Response Team, who will be wearing bright-colored vests.

#### After an earthquake

- Students will be directed by an Emergency Response Team member to move outside and away from the building. Watch for broken glass, falling objects and downed power lines.
- Do not re-enter the building until told to do so.
- Check for injuries. You may have been cut by glass and not know you are bleeding. If injured, notify an ArtCenter employee, Emergency Response Team member or Campus Security officer immediately. They will assist in getting immediate first aid.
- Follow instructions from Emergency Response Team members.

### **Elevator emergency**

Inside each elevator, there is a red button marked “Emergency Alarm–Press Button.” An alarm will sound when this button is pushed. Another button is the “Pull–Emergency Stop” button. The elevator will stop moving immediately and an alarm will sound once this button is pushed.

All ArtCenter elevators are equipped with emergency telephones in call boxes, which automatically contact the Campus Security Department or a 24-hour monitoring company when activated. These telephones are usually located in a red phone box with an intercom. Once you push the button you will automatically be connected to a responding person. Be ready to give the responding person the following information:

- Identify yourself by your name and explain that you are stuck in an elevator.
- Identify what building you are in and which elevator.
- Explain if others are in the elevator with you and how many.
- If the elevator you are in has no phone or it does not work, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.
- Do not attempt to exit the elevator through a hatch or pry the doors open.
- Do not exit the elevator if the doors are open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
- You may also call the Campus Security Department at 626 396-2211 for elevator emergency assistance from your own personal device.

The Campus Security Department will notify the Facilities Department to respond. The Facilities Department will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.

If the elevator is not occupied and non-functioning, please call the Campus Security Department at 626 396-2211 to report the need for elevator repair.

### **Evacuation procedures**

Evacuation will be necessary in many emergency situations. Following the building’s posted evacuation plans will assist with a safe evacuation. Do not panic. An Emergency Response Team member or Zone Coordinator may assist you with the evacuation.

- All occupants will be notified to evacuate the building by the sound of a fire alarm, by verbal instruction from one of the emergency staff or by self-evident conditions.
- All occupants must exit the building immediately if a fire alarm is activated.
- All occupants must exit the building immediately when advised to do so by an emergency team member.
- All occupants must exit the building from the nearest safe exit or stairwell.

### Exits by location and quantity at the Hillside Campus, Ellwood building:

South Entrance (upper level)

Sculpture Garden (east side of the building)

Student dining area (east side of the building)

North Entrance (lower level)

Guest Lot (west side)

Main Entrance (west side)

Loading dock area (west side)

Exits by location and quantity at the Hillside Campus, Annex building:

North Entrance (first floor exit by Room A4; second floor exit by Room A-12)

South Entrance (first floor exit by Room A1; second floor exit by Room A-9)

Exits by location and quantity in 950 building, South Campus:

GFA Raymond Gallery, near the north parking lot

South exit into Hixon Courtyard adjacent to the GFA Wood Shop

West exit from GFA Lounge into Hixon Courtyard

West Wind Tunnel Exit into Hixon Courtyard by King Kong doors

North Hixon Courtyard exit by GFA Gallery

West Raymond exit near Room 104

West Raymond exit off of Archetype Press

Southwest Raymond exit off of Main Gallery

South Main Entrance into parking lot

Southeast Wind Tunnel exit by restrooms

South entrance from Public Programs

Rooftop and upper level exterior stairwell exit

Exterior stairwell exit from Room 230

Basement stairwell exit leading into south parking lot

Basement stairwell exit west leading onto Raymond

Exits by location and quantity in 870 building, South Campus:

Main entrance exit to parking lot

Southeast exit into parking lot

Southwest exit into parking lot

Northwest exit onto Raymond (both floors)

Exits by location and quantity in 1111 Arroyo building, South Campus:

South stairwell exit 6th floor

North stairwell exit 6th floor

Ground floor west exit

Ground floor east exit

Ground floor exit near suite 110

Ground floor exit from Foodies Café

Second floor South-west exit near suite 210

South stairwell exit 4th floor

North stairwell exit 4th floor

Exits by location and quantity in 1111 Arroyo Parking Structure, South Campus:

North stairwell exit in level P1 and P2

Southwest stairwell exit in level P1 and P2

North ramp exit in P1 and P2

South ramp exit in P1 and P2

If fire, smoke or other obstacles obstruct the nearest exit or stairwell, proceed to the next nearest exit or stairwell. Do not panic. When exiting through a stairwell, remove any shoes with high heels and use the handrail. Do not push or shove and allow space between occupants leaving the building.

After exiting the building, go to the nearest designated evacuation zone. Once assembled, do not leave the area in an attempt to meet with another person. There will be no re-entry into the building until cleared by emergency service personnel or the Emergency Response Team.

Evacuation zones for Hillside Campus:

Zone A: west lawn near guest parking lot

Zone B: faculty parking lot

Zone C: sculpture garden

Evacuation zones for 870 and 950 Raymond buildings, South Campus:

Zone A: south parking lot

Zone B: north parking lot

Evacuation zone for 1111 South Arroyo building, South Campus:

Zone A: ground level parking lot, north side

For all South Campus locations, unless otherwise notified, all persons should exit buildings following designated evacuation procedures.

Persons with disabilities should identify the primary and secondary evacuation routes and seek out a colleague who would be willing to assist you during an evacuation. Faculty, staff and students should be aware of any person who would be considered a person with a disability and would require assistance during an evacuation.

In most buildings people will need stairways to reach building exits. Elevators may not be used. For individuals using wheelchairs on upper floors, it is not safe to move a wheelchair down a stairwell. There are several options available:

- Stay in place.
- Select a room, prior to an evacuation, with an exterior window, a telephone and a solid or fire-resistant door.
- Arrange to have someone stay with you prior to the evacuation and have that person remain with you.
- The Emergency Response Team should have prior knowledge of a disabled person on campus and their designated area of work or study.
- Make sure that the outside emergency personnel know that you are still in the building.
- If possible, wait by the stairway for assistance.

- Trained professionals from a fire department should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should anyone untrained attempt to evacuate wheelchair users. There are several ways to assist a person in a wheelchair with the evacuation, if it must be done:
  - Two-person cradle carry: Wait until everyone is out of the stairway. Two people stand on either side of the individual. Lift under the individual and lift them out in a cradle. Control the descent by walking slowly. Never leave a wheelchair in the stairwell.
  - Office chair evacuation: Transfer the disabled person to a sturdy office chair. One person will lean the chair backwards. The other person will face the chair and grasp the front legs. Both will lift the chair simultaneously. The descent should be slow and controlled.

Persons with mobility impairments who do not use wheelchairs should be able to walk independently and negotiate stairs with minor assistance. Heavy stairwell traffic should be cleared before and while such an individual attempt to evacuate.

ArtCenter is equipped with fire alarm strobe lights. This should allow a hearing-impaired individual to know when the building is to be evacuated. If no strobe light is available, another occupant must notify the hearing-impaired person.

Although most people with a visual impairment will be aware of their surroundings, assistance may still be required when evacuating the building. The person assisting should offer an elbow to the individual and guide them through the evacuation route.

During the evacuation, verbal communication is a must.

Assistance to all persons with disabilities should be decided on prior to an emergency evacuation.

It is important for all faculty and staff who are working in classrooms to understand and use the appropriate emergency procedures and to assist the students. Instructors shall:

- Provide information regarding emergency procedures to students on the first day of school, including the procedure for students with disabilities.
- Have a roster of all students who are in attendance.
- Remain calm when issuing directions during an emergency.
- Take responsibility, evacuate the building, go to the nearest designated safe area and notify the Zone Coordinator with the names of the students who are present. After notifying the Zone Coordinator, do not leave the area.

### **Evacuation procedures testing**

Evacuation drills are coordinated for all campus buildings by the Director of Campus Security and the Director of Facilities annually. The Emergency Evacuation Procedures are tested at least twice a year. Students, faculty and staff learn the locations of the emergency exits in the building and receive guidance about the direction they should travel when exiting the building for a short-term evacuation and where they should assemble. The purpose of these drills is to prepare the

ArtCenter community for an organized evacuation in case of a fire or other emergency and also to help educate and train ArtCenter community. During these drills, the ArtCenter community is able to familiarize themselves with the location of exits and the sound of the fire alarm. Evacuation drills are monitored and evaluated by the Campus Security Department and the Facilities Department.

### **Flood or water damage**

Call the Campus Security Department at 626 396-2211 and be ready to give the security officer the following information:

- Your name and the exact location of the flooding, including all areas affected.
- Identify the source of the flooding, if known.
- Your callback number if more information is needed.

You should take the following actions:

- Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment.
- If you know the source of the water and are confident you can stop the flooding safely, please do so (e.g., turn off valve or unclog drain).
- Turn off electrical equipment and cover or relocate equipment, materials and supplies to minimize water damage.

The Campus Security Department will notify the Facilities Department to respond. Responding personnel will identify the source and stop the flooding as soon as possible. If a risk is identified because of the flooding, affected areas may be evacuated.

Necessary repairs and cleanup will be initiated. The “all clear” to return will be given by Campus Security and/or Facilities personnel when approved.

### **Hazardous chemical spills**

Designated teams of emergency responders will be formed when responding to a chemical spill or in areas where known chemicals are stored. This group will:

- Assess the nature and extent of the hazardous material release (if any).
- Evacuate the affected area, if necessary.
- Isolate the affected area, if necessary.
- Mobilize the necessary resources.
- Identify the appropriate action.
- Take all necessary action (response and follow-up).

When a chemical spill occurs, it is necessary to take prompt and appropriate action. The type of response to a spill will depend on the quantity of the chemical spilled and the severity of the hazards associated with the chemical. The first action to take is to alert others in the area that a spill has occurred. Then you must determine if you can safely clean up the spill by yourself. Many chemical spills can be safely cleaned up by trained staff without the help of outside emergency response personnel.

A spill is considered incidental if the criteria below are met:

Physical:

- The spill is a small quantity of a known chemical.
- No gasses or vapors are present that require respiratory protection.

Equipment:

- You have the materials and equipment needed to clean up the spill.
- You have the necessary proper personal protective equipment available.

Personal:

- You understand the hazards posed by the spilled chemical.
- You know how to clean up the spill.
- You feel comfortable cleaning up the spill.

For incidental spills, properly trained and competent individuals should use appropriate material resources (such as spill kits) to control the incident and then report the incident to the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assist with the situation.

A major spill is defined as any chemical spill that requires outside assistance to control and clean up. Report the incident to the Campus Security Department at 626 396-2211. In the event of a major spill, immediately:

- Alert people in the immediate area of the spill and evacuate the room.
- If an explosion hazard is present, do not unplug or turn electrical equipment on or off—doing so can result in a spark and ignition source.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people or yourself.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, then evacuate the entire building by pulling the fire alarm.
- Notify the Campus Security Department from a safe location by using an emergency telephone with a blue light displayed or call the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assist with the situation.

All classrooms using hazardous chemicals or particularly corrosive chemicals must have access to an eyewash or emergency shower as per OSHA standard 29 CFR §1910.151, "Medical Services and First Aid." Emergency eyewash or emergency showers must be readily accessible, free from obstructions and within 10 seconds from the hazard.

Specific requirements relate to flow requirements, use of tempered water, inspection and testing frequencies and training of all personnel in the proper use of this important piece of emergency equipment. Due to the flow requirements outlined in the ANSI (American National Standards

Institute) standard, hand-held bottles do not qualify as approved eyewashes. These types of emergency equipment are routinely tested and should only be used as directed.

### **Hostage situations**

A hostage situation refers to the unlawful abduction or restraint of one or more individuals with the intent to restrict their freedom. These situations can be among the tensest episodes for any college campus or law enforcement operation. The captor may be anxious, desperate, under the influence of alcohol or drugs or emotionally unstable. If the situation should arise where one or more persons hold students, faculty or staff hostage at ArtCenter, the following precautions and procedures should be considered:

- Do not attempt to escape unless you are absolutely sure that you can get away. If the opportunity to escape presents itself, tell no one and do not hesitate when the time comes.
- Do everything the hostage-taker tells you to do. Follow instructions, be alert and stay calm. The initial 45 minutes of the situation are the most critical.
- Accept the situation. Do not call attention to yourself. Do not complain and avoid being belligerent.
- Remove any nametags, if possible.
- Do not speak unless spoken to and only when necessary.
- Don't talk down to the captor; do not joke, cry or beg.
- Show little or no emotion. This is a sign of weakness to the captor.
- Maintain eye contact with the captor at all times but do not stare.
- Avoid political or ideological conversations with the captor.
- Request medication if you need it.
- Make no suggestions to the captor; offer no information.
- Tell the truth if you are asked a question.
- Be observant. When released, the police will need as much information as possible.
- Do not draw attention to yourself or make sudden movements.
- Try to stay low to the ground, behind cover and away from windows.

ArtCenter employees should not enter into negotiations with any captor or offer themselves in exchange for another hostage. The local police department and its designated team will supervise all negotiations and other actions.

The Director of Campus Security will notify the Senior Vice President and Chief Financial and Administrative Officer, at which time a decision will be made as to whether to close the campus. A notice will be sent to all faculty, staff and students via the ENS. The Emergency Response Team will be involved and the EOC may be activated. The administration will determine when ArtCenter will resume normal operations following the resolution of the crisis.

### **Key control**

Establishment of an overall key control program exists for both campuses. The Campus Security Department maintains the key control program and records all keys issued to faculty, staff and students. This record will be made available to appropriate emergency personnel.

**Natural gas leak**

Call the Campus Security Department at 626 396-2211 to report a natural gas outage or leak. Use a telephone in a safe area away from the leak to make the call. Alert others in the area of the leak and evacuate the area immediately. Turn off electrical equipment if there is time. Return to buildings only when the area is declared to be safe by an ArtCenter administrator or Campus Security staff.

**Shelter in place**

If an incident occurs and the building or areas around you become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area can expose you to additional dangers. “Shelter in place” means to make a safe and secure shelter of the building you are in. The building can be made safer and more comfortable in a longer-term emergency.

If an incident occurs and the building you are in is not damaged, stay in an interior room until you are advised that it is safe to exit. If the building is damaged, take your necessary personal belongings (purse, wallet, identification) and follow the Emergency Evacuation Plan for your building; proceed to the nearest exit and use the stairs and not the elevators. Evacuees should take guidance from any designated Emergency Response Team member, usually identified by a bright-colored vest. Follow the directions of police and/or fire department officials who may be at the scene.

The basic procedures for shelter in place usually remain the same, no matter where you are located. Follow all additional directions of police and/or fire personnel.

- Stay where you are, if you are indoors.
- Gather emergency supplies and telephone.
- Quickly proceed to the closest building, if you are outdoors.
- Locate an interior room (preferably above ground and with no windows or as few windows as possible).
- Close all exterior doors.
- Close and lock all windows.
- Turn off air conditioners, electronic equipment and fans.
- Close vents to the ventilation system.
- Make a list of all persons present.
- Turn on a radio, television or computer for news alerts.

**Timely warning and emergency notifications**

Timely warnings are triggered when an institution determines that a crime for which it must report statistics—such as a homicide, sex offense or robbery—presents a serious or continuing threat to students and employees.

Emergency notifications are triggered by a far broader range of potential threats—any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, but not the other Clery public property or non-campus

areas. This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified by the institution in its annual Clery Act reports.

The Campus Security Department works closely with the Facilities Department in assessing levels of threat. Information is received from various offices/departments. If the Campus Security Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all of the ArtCenter community, the Campus Security Department will collaborate with the Facilities Department or other necessary departments to determine the content of the message and will use the described systems to communicate the threat to the campus community or to the appropriate segment of the community if the threat is limited to a particular campus, building or segment of the population. The Campus Security Department, without delay, will determine the content of the notification and initiate the ENS. The ENS allows authorized personnel to send messages and instructions to ArtCenter community members through landline, cellular phones, text messaging or email within minutes of a critical incident.

An immediate alert will be issued to the community unless issuing a notification will compromise the efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.

If an allegation of sexual assault, domestic violence, dating violence and/or stalking is reported to ArtCenter, and the Title IX Coordinator and Campus Security determine that the allegation also constitutes a possible ongoing or continuing danger or threat of bodily harm to members of the campus community, a timely warning notice will be distributed to the community in a manner consistent with the requirements of the Clery Act. This determination is made on a case-by-case basis with the intent to maintain appropriate transparency and protect the community. A timely warning related to a report of sexual misconduct will not disclose a complainant's name or other identifying information, while still providing sufficient information for community members to make safety decisions in light of the potential danger.

ArtCenter community members are encouraged to notify the Campus Security Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may present an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Security Department has the responsibility of responding to and of requesting the necessary resources, to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. The Campus Security Department also has the responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the ArtCenter community. If so, federal law requires that ArtCenter notify the campus community or the appropriate people who may be affected by the situation.

The Campus Security Department's alerts, email updates and posted bulletins help keep the campus population informed of security issues and possible situations that have arisen, such as dangerous wildlife observed on campus. In the event that a situation arises, either on or near campus, that in the judgment of the Director of Campus Security, in consultation with the Senior Vice President and Chief Financial and Administrative Officer, constitutes an ongoing or continuing threat to members of the ArtCenter community, a "timely warning" notice will be issued. Members of the ArtCenter community who witness or learn of a crime or other serious incident on or near campus should contact the Campus Security Department as soon as possible. The Campus Security Department will collaborate with administrators to issue safety alerts.

Patterns of crime developing within the campus community will be reported by the Campus Security Department to the Pasadena Police Department as soon as possible. Significant crimes or events that occur off campus may pose a concern or serious continuing threat to the ArtCenter community.

### **Utility failure**

Call the Facilities Department at 626 396-2262 to report all utility disruptions (such as an electrical power outage), toilet overflows, facility flooding, spills or similar failures. Assistance is available Monday–Friday, 8 a.m.–5 p.m.

Call the Information Technology Department at 626 396-2293 to report telephone or technology problems or to request assistance.

After 5 p.m. and on holidays and weekends call the Campus Security Department at 626 396-2299 to report such problems.

Provide the following information for best assistance and follow these additional steps:

- Your name and location.
- The areas affected by the utility/technology outage.
- The duration of the disruption/problem (if known).
- Your callback number, if more information is needed.
- Do not open cold rooms, refrigerators or other temperature-sensitive areas.
- Turn off and unplug previously energized electrical equipment.
- Check elevators to be certain persons are not trapped in the elevator car.

Evacuate only if instructed to do so by the Campus Security Department, the Emergency Response Team or by your supervisor if safe lighting conditions are present. Vacate poorly lit areas during a building or ArtCenter-wide electrical outage.

The Campus Security Department will notify the Facilities Department to respond. Campus Security and Facilities staff will determine if outside help is needed and consult with the Senior Vice President and Chief Financial and Administrative Officer. Responding emergency personnel

will coordinate an evacuation, if necessary. The Operations Department will keep the ArtCenter community informed of the duration of utility outages. During an extended utility outage, it may become necessary to cancel classes, suspend operations and vacate buildings.

### **Violent intruder/active shooter on campus plan**

The primary goal of this plan is to assure the safety and health of staff, faculty and students and minimize casualties at ArtCenter in the event of an active shooter/violent intruder attack. The plan is designed to establish procedures and actions that will provide guidance and response options to those on or near the campuses.

#### Procedure

If a violent intruder is on the ArtCenter campus, timely dissemination of information and decisive response activities by campus occupants, is critical. The following procedure describes the actions that will most increase the survivability for students and employees of a violent intruder attack:

#### Announce and update

A key factor in surviving an active shooter situation is possessing timely and accurate information that an attack is underway and where the assailant is. With that information, occupants of a facility may make important tactical decisions: to escape, to lockdown, to distract, resist or defuse an attack.

The following factors should be considered when providing and updating information about an attack that is underway:

- An announcement, using plain-language, should be made using all communication resources, including the Emergency Notification System (ENS), portable two-way radios, public address system, telephone or any other communication media
- Information provided should include the location of the assailant, their direction of travel and if appropriate, their description and actions
- Incident and attacker information should be immediately reported to law enforcement to make their response as rapid and effective as possible
- Occupants of the facility should be ready to provide updated information about the location and actions of the perpetrator to others in facility, to the Security Command Center and to police responders
- The “announcement” of an attack underway may be the sounds of gunfire, shouts, screams or other sounds of conflict. It should not be assumed that the absence of an official announcement or notification indicates that all is well. You may be the first to learn of an attack and should be prepared to initiate the alert system

If there is an accessible escape path, attempt to evacuate the premises.

#### Evade/escape (run)

No two violent incidents are exactly alike. It is important to consider potential evaluations routes from wherever you are, including unconventional routes such as through a window or alarmed

door. Tactical information gleaned from announcements or alerts should be used to develop an escape plan, moving away from danger and toward safety.

The following are circumstances to consider when escaping or evading:

- Be aware of potential escape/evacuation routes wherever you are.
- Pre-plan escape routes from your work areas, preferably in multiple directions.
- In an attack, think strategically based upon what information you have to decide your direction of escape.
- Help others escape if possible, but do not delay if others cannot or will not leave.
- Leave belongings behind.
- Run to a location that is a safe distance from the attacker.
- When possible, keep solid objects or structures between you and an attacker.
- If someone is shooting at you, make yourself a difficult target by running fast and zigzagging.
- Do not go to your car because of the possibility of traffic slowing your escape.
- Call 911 when you are in a safe location and check-in with authorities.

#### Lockdown (hide)

If escape is not possible, get to a place that can deny or limit the attacker's access to students and staff. Make a plan on how to distract and resist the attacker should the attacker breach your secure point.

- Hide in a location that can be secured against an attacker.
- Lock the doors and barricade entrances with furniture or other items.
- Turn off lights, draw blinds, remain quiet and spread out within the room.
- Turn off the sound and vibration on cell phones.
- Make a plan to distract and resist the attacker if necessary – look around for things you can use to fight the attacker, e.g., a fire extinguisher or other items, should the attacker breach your secure lockdown perimeter.
- If you cannot get to a secure location, conceal yourself from the attacker.
- Do not come out until you hear an “all clear” from a credible source (e.g., ArtCenter's public address system or ENS).

#### Defuse/de-escalate

Defusing or de-escalating an attack should be considered as a last resort, when no other response action is viable. The purpose is to convince the attacker to stop the attack, to delay the attacker until police arrive or to give others time to escape.

Never seek out a threat. Attempt to defuse only when confronted by an attacker. These measures may include:

- Remain calm.
- Listen actively.
- Empathize.
- Assume an open stance; do not present a threat unless you plan to fight.
- Words used should convey understanding and empathy and an interest in peacefully resolving the situation.

### Distract/disrupt

The purpose of distraction and disruption actions is to diminish the shooter's ability to shoot accurately, if escape or lockdown are not possible or successful. Shooting accurately is a complex process that can be compromised by a variety of actions performed by a potential target. These measures may include:

- Throw objects at the attacker to distract or disable the person.
- Yell, scream or make other noise.
- Turn off the lights.
- Run or move quickly to create distance from the attacker or to affect an escape from the attacker.
- While locked-down, occupants should plan, prepare and arm themselves to distract or resist an attacker.

### Resist/Fight (take action against the attacker)

As an absolute last resort (e.g., you are unable to evacuate and attacker is advancing toward your barricaded location) and only when your or others' lives are in imminent danger, attempt to incapacitate the active shooter. The intent is not to hunt down or attack an armed intruder. The intent is to survive until police arrive. The following are guidelines to consider:

- Act as aggressively as possible against the attacker.
- Identify objects that could be used as weapons.
- Do not give up, do not be passive.
- Make a plan with others to work as a team to distract, disrupt and resist an attack.
- Control the attacker's weapons and remove them from their possession.
- Pile on and restrain the attacker until police arrived to take the attacker into custody.
- Know that you may use whatever force is necessary to defend yourself.

### When law enforcement arrives on campus

- Remain calm and follow officers' instructions.
- Do not attempt to talk to the officers unless you are asked for information.
- Do not make any quick movements toward officers.
- Avoid pointing, screaming or yelling.
- Raise your hands and keep them visible at all times.
- Do not hold a weapon or object that might be seen as a weapon, as you may be mistaken for an attacker.

### Information that may be needed by law enforcement or the 911 operators:

- Location and description of the attacker(s).
- Number of attackers, if more than one.
- Direction of travel of the attacker.
- Types of weapons seen.
- Number of known casualties or injuries.

**Violent or other suspicious behavior**

Campus safety is among our highest priorities at ArtCenter. Everyone is asked to assist in making ArtCenter a safe place by being alert to suspicious situations and people and immediately reporting them to the Campus Security Department.

In these situations, immediately call the Campus Security Department at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to the incident.

**Workplace violence**

To ensure a safe working environment for all employees, ArtCenter has zero tolerance for acts of violence and threats of violence. Without exception, acts of violence or threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to discipline up to and including termination. Possession of unauthorized, non-work related weapons on ArtCenter premises and at ArtCenter-sponsored events shall constitute a threat of violence. ArtCenter defines a “weapon” as anything that is designed, intended to be used or threatened to be used to cause bodily injury, personal/community harm or physical damage. A threat includes, but is not limited to, any indication of intent to harm a person or damage property. Threats may be direct or indirect and they may be communicated verbally and nonverbally.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, employees are expected and encouraged to report any incident which may be threatening to any person(s) or property or any event which you reasonably believe is threatening or violent. Make reports promptly to a supervisor or manager, Human Resources or Campus Security at 626 396-2211.

Violence may be intentional or unintentional and can be directed towards a person or group of individuals. Various types of violence that can occur on campus can include the following: physical violence, harassment or sexual violence.

Physical violence can include, but is not limited to, physical assault, damage to property or a shooter on campus. ArtCenter does not tolerate physical violence or damage to property.

Harassment can include aggressive pressure, coercion, intimidation or instigating fear and such acts cause emotional anguish and can be used as a tool to control. ArtCenter’s policy on harassment clearly states that it will not be tolerated on campus in any form or medium.

Sexual violence can include acquaintance rape, rape by individuals, group rape, sexual harassment, stalking and dating or relationship violence.

Any act of violence that is motivated by bias can also be classified as a hate crime.

Any member of the ArtCenter community can file a complaint about violence in the ArtCenter community by calling the Campus Security Department at 626 396-2211. Please be ready to provide the responding security officer with as much detail and descriptive information as possible.

### **Annual Disclosure of Campus Crime Statistics**

The Director of Campus Security compiles this institutional Report to comply with the Clery Act. This Report is a collaborative and comprehensive effort that includes the cooperation of departments from all divisions within the institution. All employees are expected to report known crimes and policy violations to the Campus Security Department and all departments and offices are asked to provide crime statistics and information on their educational efforts and programs to comply with the Clery Act. Crime statistics are also collected from law enforcement agencies with concurrent law enforcement jurisdiction or jurisdictions surrounding ArtCenter. These law enforcement agencies provide crime statistics they have collected for crimes occurring on campus properties or public property immediately adjacent to ArtCenter properties and facilities. ArtCenter does not have any on- or off-campus fraternity or sorority houses or on- or off-campus student housing.

All ArtCenter students and employees receive an annual notice in an ArtCenter-wide email that informs them of the availability of this Report, a brief description of the contents, the electronic address to access the Report and instructions for obtaining a paper copy, if desired. Additionally, notices regarding the existence, contents and availability of this Report are included in several ArtCenter publications and on ArtCenter's website to inform students, employees and prospective students and employees.

### **Crime Logs**

ArtCenter maintains a daily crime log online and keeps hard copies on file. Crime statistics are collected on a daily basis and the online crime log is updated daily with exception of weekends and holidays. The hard copy is placed in a notebook and is updated monthly. These crime logs are freely available up to the most recent 60-day time period, as required by law.

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents that are reported to the Campus Security Department, unless disclosing an incident is prohibited by law or would jeopardize the confidentiality of a victim or reporting party. ArtCenter also completes and maintains non-crime reports for issues such as lost property, traffic accidents, injuries, damaged property and environmental issues.

Crime logs can be viewed on the following webpage:

[artcenter.edu/about/get-to-know-artcenter/policies-and-disclosures/campus-security-policies.html](http://artcenter.edu/about/get-to-know-artcenter/policies-and-disclosures/campus-security-policies.html)

## **Voluntary Confidential Reporting**

Students may make confidential reports to any mental health counselor in the Center for the Student Experience. There may be situations where some information about an incident must be reported to ArtCenter or local authorities in the interest of personal or public safety, but every effort will be made to protect a person's confidentiality within the limits of the law.

Employees can access mental health resources through the Employee Assistance Program administered by Human Resources. There may be situations where some information about an incident must be reported to ArtCenter or local authorities, in the interest of personal or public safety, but every effort will be made to protect a person's confidentiality, within the limits of the law.

## **Security of and Access to Campus Facilities and Considerations Used in Campus Facilities Maintenance**

### **Campus hours of operation**

Members of the campus community (i.e., employees and students) may access both campus locations 24 hours a day and seven days a week, with the exception of specified ArtCenter holidays and breaks. Some areas in all campus locations require advance notice and authorization for access and use. Students may gain access to specific work locations after regular business hours with special permission granted by their academic department. The Campus Security staff is on-site 24 hours a day and seven days a week, including ArtCenter holidays and breaks.

General inquiries and non-emergencies at Hillside Campus may be directed to the Campus Security Command Center at 626 396-2299.

South Campus (950 building) general inquiries and non-emergencies may be directed to Campus Security at the front reception desk at 626 396-4220.

South Campus (870 building) general inquiries and non-emergencies may be directed to Security at the front reception desk at 626 396-4330.

South Campus (1111 building) general inquiries and non-emergencies may be directed to Security at the front reception desk at 626 396-4330.

### **Special access after-hours**

Students may gain after-hours access to specific classrooms provided they have special permission. After-hours entry and use of classrooms by students must be approved by each student's Department Chair via email to the Campus Security Department. Students using designated areas must present student identification when requested. If the student does not possess an ID, all attempts will be made to identify them through the school's records. If the

Campus Security Department is unable to verify the identification of the student, they will be asked to leave the building and go through the proper channels when requesting use of a classroom after-hours. It is the responsibility of the student to verify with the Security or the Facilities that permission has been granted.

If special access is granted, the individual's name will be placed on a security access list. After hours, the security officer may ask students for their identification cards and check the security access list. All students and employees must have a valid identification card to show security, upon request. Anyone who does not have the proper identification or is not on the approved list will not be allowed on either campus and will be asked to leave. Visitors are not permitted on campus after 11 p.m.

Special after-hours access to campus is a privilege extended to students. If a student is found damaging any equipment or facilities in any way or behaves in a way that could endanger the student or others, that student will be held fully responsible. In addition, future access may be denied and further disciplinary action may be taken.

### **Fire Safety Policies**

If a fire breaks out in any part of the building, the fire alarm will be activated. Never assume that it is a false alarm. Whenever the alarm rings, immediately evacuate the building in an orderly manner, using the nearest safe exit. Move away from the building and await instructions from a member of the Emergency Response Team.

The California State Fire Code requires fire department notification and implementation of a "fire watch" when fire alarm systems, standpipes, fire sprinkler systems or hazardous material emergency alarms are out-of-service for reasons other than scheduled maintenance and testing. (See 2007 California Fire Code (CFC), Chapter 9 Section 901.7; National Fire Protection Act (NFPA) 72, 2002.)

### **Evacuation areas**

#### Hillside Campus:

Zone A: west lawn near guest parking lot

Zone B: faculty parking lot

Zone C: sculpture garden

At Hillside Campus, in case of a wildfire in the surrounding hillsides, the Pasadena Fire Department has instructed ArtCenter that, unless otherwise notified, all persons should move to the first floor of the building. Do not try to exit the campus in your vehicle. Vehicles will remain in the parking lots on campus. This will permit unrestricted access for emergency response personnel.

South Campus (870 and 950 buildings):

Zone A: south parking lot

Zone B: north parking lot

South Campus (1111 building):

Zone A: ground level parking lot, north side)

For all South Campus locations, unless otherwise notified, all persons should exit buildings following designated evacuation procedures.

**Fire drills and evacuations**

All persons inside the building must immediately walk to the nearest exit and leave the building. Emergency Response Team members and/or staff personnel (wearing bright-colored vests), will assist in the evacuation and check all areas to ensure that every person has left the building. Emergency Response Team members and designated staff personnel will also assist in moving persons away from the building and toward designated “safe areas” around the ArtCenter grounds.

**Weapons policies**

The Student Code of Conduct prohibits the “unauthorized use, possession or storage of any weapon on ArtCenter premises or at ArtCenter-sponsored activities.” This is an ArtCenter-wide policy that also applies to all employees and guests/visitors.

**Dangerous items**

The Student Code of Conduct prohibits the “unauthorized use or possession of fireworks and/or incendiary materials on ArtCenter premises or at ArtCenter-sponsored activities.” This is an ArtCenter-wide policy that also applies to all employees and guests/visitors.

**False fire alarms/tampering with safety equipment**

The Student Code of Conduct prohibits “intentionally or recklessly misusing, disabling, tampering with or damaging ArtCenter fire safety equipment, doors and signs.” This is an ArtCenter-wide policy that also applies to all employees and guests/visitors. Tampering with fire safety or emergency equipment or activating false alarms may place individuals or the entire community at risk. Persons responsible for such behavior(s) are subject to ArtCenter disciplinary action and may also face municipal criminal charges.

**Evacuation compliance**

Students must evacuate whenever directed (by equipment or other persons). The Student Code of Conduct prohibits intentional or reckless interference with normal ArtCenter activities, including all emergency services and prohibits the failure to comply with the directions of ArtCenter officials. This is an ArtCenter-wide policy that also applies to all employees and guests/visitors.

## **Campus Enforcement of Laws and Policies**

ArtCenter will have jurisdiction for handling all police-related events occurring within the campus as follows:

Minor property crimes such as burglary, theft, fraud and malicious destruction of property which will result in a loss of less than \$950.00 and which appear to have been perpetrated from within the campus, shall be initially handled by the Campus Security Department and the victim will be advised to contact the Pasadena Police Department to file an official police report and the case will be further pursued by the Pasadena Police Department. Cases which result in a loss of more than \$950.00 and those which appear to have been perpetrated by suspects from outside the campus community and crimes which appear to be part of a pattern of criminal activity will be immediately referred to the Pasadena Police Department.

The Campus Security Department will handle minor crimes such as alcohol violations, disorderly conduct and loud parties occurring on campus. If it is determined that an incident requires police investigative expertise, the Campus Security Department will notify the Pasadena Police Department immediately and request that it assume responsibility. In such cases, the Campus Security Department will immediately provide the Pasadena Police Department with all available and detailed reports, including those relating to their observations and actions prior to the referral.

Date and/or acquaintance rapes or sexual offenses reported to ArtCenter will be handled in a manner consistent with the victim's wishes, to the extent possible. Should the victim not wish to make a formal police report, the Campus Security Department will provide the Pasadena Police Department's investigative Sexual Assault Unit with the specifics of the allegation, but will not reveal the identity of the victim unless permission is provided by the victim to do so. (Refer to the "Sexual Misconduct" section for more details.)

All crime reports involving students shall be forwarded to the Center for the Student Experience, where they will be fully investigated to determine what course of action shall be taken. If crimes are reported directly to Center for the Student Experience, the information will be forwarded to the Campus Security Department and a report shall be completed. It will be determined at that time if the Pasadena Police Department will also be notified.

Employees are required to contact the Campus Security Department when a crime is discussed or reported to them. The reporting person shall be directed to the correct department where he/she will be able to get the necessary assistance.

ArtCenter community members have access to the Campus Security Department and/or security officers 24/7 and will be able to report a crime at any time.

### **Campus security authorities**

ArtCenter recognizes the following employees as “Campus Security Authorities” (“CSAs”), who are required to report to the Campus Security Department all criminal activities that they may become aware of: all Campus Security Department officers, executive staff, senior staff, department chairs, Title IX Coordinator and staff, Facilities managers, Human Resources staff and Center for the Student Experience staff.

### **Enforcement authority, patrol presence, licenses, training**

ArtCenter deploys a Campus Security team 24/7, contracted through a private outsourced provider with applicable training, licensing and certification as required by the State of California.

### **Community-based security**

Community-based security is both an organizational strategy and also an operational philosophy that focuses on relationships between people in order to promote partnerships between security and community members and engage in proactive problem solving.

In community-based security systems, officers and community members are all individual persons first and foremost. By implementing a community-based security approach, ArtCenter will work with the entire campus to make ArtCenter a safer and better place to work, learn, visit and live in.

The components of a community-based campus security system are:

- Establish partnerships between security and ArtCenter community members.
- Identify, prioritize and solve problems to better serve the campus community.
- Engage in education and outreach to promote self-advocacy and self-care in safety and security matters.
- Maintain an overall commitment to the safety of the ArtCenter community.

The goals of a community-based campus security system are:

- Reduce the number of incidents.
- Reduce the number of complaints about security services.
- Enhance learning about safety and security.

### **Special events**

The Campus Security Department hires additional officers for a variety of campus events or services. These events and services that require additional staffing include, but are not limited to: Graduation, Graduation Show and Graduation Show Preview, Car Classic and ongoing parking control. Additional outsourced personnel, including janitorial and food service workers, are hired for special events.

### **Relationship/cooperation with local law enforcement**

The Pasadena Police Department provides reasonable assistance as requested by the Campus Security Department relating to matters of public safety, maintenance of order and investigation of crimes. Request for assistance will be made as early as possible to optimize the ability of the Pasadena Police Department to plan for and provide the requested assistance and resources.

ArtCenter and the Pasadena Police Department maintain a Memorandum of Understanding (MOU) to enhance safety for students, faculty, staff and visitors at ArtCenter, better serve the ArtCenter community and ensure that there are clear protocols and procedures for referring allegations of sexual violence, sharing information and conducting contemporaneous investigations.

The Pasadena Police Department will have primary responsibility for handling police-related events occurring within the campus as follows:

Crimes of violence resulting in significant injury or death, including actual and attempted homicide; rape; sexual assaults; domestic violence; dating violence; stalking; robberies; serious assaults, such as first-degree assaults and those involving the use or the implied use of a weapon; suicides; suspicious or unattended deaths; and industrial accidents. Significant injuries are described as those injuries requiring hospitalization and/or significant medical treatment and include in-progress and late-reported crimes. The Campus Security Department will immediately refer any such crimes to the Pasadena Police Department.

The Campus Security Department will report missing person's cases to the Pasadena Police Department immediately after an investigation has been completed to verify the person is indeed missing, so that the Pasadena Police Department may immediately be dispatched to handle the investigation.

If at any time the Campus Security Department feels that a case or situation exceeds its ability or capacity or cannot be effectively handled or investigated, it will be referred to the Pasadena Police Department. Care will be taken to involve the Pasadena Police Department at the earliest opportunity to reduce confusion and duplication of effort while maximizing the integrity of the crime scene and preliminary investigation. The Campus Security Department will ensure that all involved parties complete detailed reports to be provided to the Pasadena Police Department.

ArtCenter's Campus Security Department will make every attempt to maintain the integrity of any crime scene involving crimes of violence resulting in significant injury or death, including actual and attempted homicide; rape; sexual assaults; domestic violence; dating violence; stalking; robberies; serious assaults, such as first-degree assaults and those involving the use or the implied use of a weapon; suicides; suspicious or unattended deaths; and industrial accidents.

Crimes involving suspects from outside the campus community create unique challenges. Accordingly, cases potentially involving suspects from outside the campus community will immediately be referred to the Pasadena Police Department.

Where legally and operationally expedient, members of the Pasadena Police Department initiating criminal or civil process (i.e., criminal investigations, arrests, service of arrest warrants, criminal summons, peace/protective orders and/or search warrants) on campus will inform ArtCenter's Director of Campus Security in advance of the activity. The Pasadena Police Department's point of contact will be the Director of Campus Security.

**Policies for reporting crimes to campus and/or local agencies**

Members of the ArtCenter community should report all crimes first to the Campus Security Department. The Campus Security Department will provide support and referral to local agencies as needed.

**Reporting procedures for mental health counselors**

Generally, all information shared with any mental health counselor in the Center for the Student Experience is considered private and confidential. However, there may be situations where some information about an incident must be reported to ArtCenter or local authorities, in the interest of personal or public safety, but every effort will be made to protect a person's confidentiality, within the limits of the law. ArtCenter's counseling staff members review their reporting obligations and procedures periodically with the Campus Security Department.

**Frequency of educational programs about campus safety and crime prevention**

The Campus Security Department meets with all incoming students during orientation, which is held three times a year, to address campus security policies, parking regulations, how to report crimes to security, after-hours building access and emergency/evacuation procedures.

**Missing Students**

If a student or employee has reason to believe that a currently enrolled student is missing, he or she should contact the Campus Security Department at 626 396-2211 and a report will be filed. The Campus Security Department will notify the Associate Provost for Student Affairs/Dean of Students to make the necessary notifications and determine the necessary next steps to be taken. The student's emergency contact person, provided to ArtCenter by the student upon matriculation, will be contacted by the Associate Provost for Student Affairs/Dean of Students or designee prior to contacting the police department. Should it be determined that the student is missing and appears to have been missing for more than 24 hours, the Director of Campus Security will notify the Pasadena Police Department.

If a student is under the age of 18 and is not an emancipated individual, ArtCenter will notify the student's parent(s) or legal guardian(s) immediately after it has been determined that the student has been missing for more than 24 hours.

The ArtCenter official filing the report should be prepared to give the name and phone number of the student as well as provide all information possible regarding the missing person and, if available, include a physical description, what they were wearing when they were last seen, where they were last seen, what physical condition they were in when last seen, if they are driving a vehicle and its description and who they were with. The reporting ArtCenter official should also be prepared to provide information on any medical or other special conditions of which ArtCenter is aware.

A student's confidential information will be accessible only by authorized campus officials and law enforcement, as appropriate.

### **Information for Your Protection**

This information is provided to better educate and prepare members of the ArtCenter community to safeguard and advocate for their own individual safety and security, as well as to contribute to the health and safety of the entire College. For additional information or more resources, please contact the Campus Security Department at 626 396-2299.

#### **On campus:**

- Be especially aware of your surroundings at all times.
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Know the locations of emergency phones on routes to and from class.
- Keep personal belongings in view while in class, the library or the lab.
- Program your cell phone with the Campus Security Department number at 626 396- 2211 for faster assistance with on-campus incidents.
- Use the Safety Escort service by calling the Campus Security Department at 626 396-2299.

#### **At home:**

- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night, whether you are home or not.
- Know who is at the door before opening it. Demand identification from anyone you don't know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call while the person waits outside.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- If you are away (for any period of time) give your home a "someone is home" look. For example, put a radio and lights on a timer.
- Have good lighting around entrances and exits.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.
- If you travel a regular route at night, become familiar with stores that stay open late, gas stations, police stations and other places where you can stop and ask for help without being alone.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.
- Keep your phone accessible at all times and know how to operate its emergency call functions.

**Cycling:**

- Use reflectors, reflective tape or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing and always wear a helmet.
- Park your bike in an open, well lighted, frequently traveled area.
- Secure your bike properly.
- Report any suspicious person you may see loitering around bicycle racks.

**Jogging/running/walking/hiking/other outdoor activity:**

- Be aware of your environment.
- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light-colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Don't let yourself be surprised. Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

**Earthquake (and other natural disaster) emergency preparedness**

Plan Ahead: Learn basic first aid and know how to properly use a fire extinguisher. Keep an emergency kit in the trunk of your car and in your home. The kit should include first aid supplies, flashlight with extra batteries, extra personal supplies (medications, glasses, etc.), sturdy shoes, jacket or sweater, blanket and water.

Establish an out-of-area contact for all your family members. Typically, long-distance lines do not go down from too many calls or phones falling off the hook. In addition, long-distance lines are usually the first lines returned to service after an earthquake disruption.

**Home fire safety tips**

- If a fire occurs in your home, get out, stay out and call 911 for help.
- Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.
- Talk with all household members about a fire escape plan and practice the plan twice a year. (Refer to resources available from the American Red Cross to create or update a fire escape plan.)

- As an additional safety precaution, install carbon monoxide detectors in your home.

### **Helpful websites and resources**

#### American Red Cross – San Gabriel Pomona Valley Chapter

[redcross.org/ca/pasadena](http://redcross.org/ca/pasadena)

430 Madeline Drive, Pasadena, CA 91105

626 799-0841

#### Animal Control

[pasadenahumane.org](http://pasadenahumane.org)

361 S. Raymond Ave., Pasadena, CA 91105

626 792-7151

24-hour emergency service 626 792-7151

#### Children Fire Safety

[safekids.org/fire](http://safekids.org/fire)

Safe Kids Los Angeles West

4650 Sunset Boulevard

Los Angeles, CA 90027

323 361-4720

#### Gas Safety

[socalgas.com/stay-safe](http://socalgas.com/stay-safe)

800 427-2200

#### Huntington Memorial Hospital

[huntingtonhospital.com](http://huntingtonhospital.com)

100 West California Boulevard, Pasadena, CA 91105

Main hospital phone line 626 397-5000

#### City of Pasadena Water & Power (PWP)

[cityofpasadena.net/water-and-power](http://cityofpasadena.net/water-and-power)

150 Los Robles Ave, Suite 200, Pasadena, CA

Power Emergencies: 626 744-4673

Water Emergencies: 626 744-4138

#### Pasadena Community Health Department

1845 N. Fair Oaks Ave, Pasadena, CA 91103

626 744-6000

Pasadena Fire Department

199 S. Los Robles Ave #550, Pasadena, CA 91101-2458  
Information 626 744-4655 or 4668

Pasadena Police Department

207 North Garfield Ave, Pasadena, CA 91101  
Information 626 744-4501  
*Emergency: 911*

Poison Control Hotline

719 S. Los Angeles St., Los Angeles, CA 90014  
800 222-1222

Pasadena Public Works Department

233 W. Mountain St., Pasadena, CA 91103  
626 744-4087

**Alcohol and Illegal Drugs Policy**

ArtCenter is committed to providing its students, faculty and staff with an environment that promotes safe and responsible social interaction.

ArtCenter's concern over the illicit use and the abuse of alcohol and drugs stems from the serious health hazards caused by substance abuse; the potential legal penalties for those convicted of unlawful use, possession or distribution of these substances; and the ways in which alcohol and drugs adversely affect our campus environment. All members of the ArtCenter community should be familiar with and should adhere to ArtCenter's Policy on Substance Abuse. Individuals are expected to take responsibility for their own conduct and to comply with state and federal laws, as well as with ArtCenter's policies.

ArtCenter abides by federal and state laws regarding the use of illegal drugs and alcohol. It is a criminal offense:

- To use, possess, cultivate, manufacture, sell or transfer illegal drugs or to illegally use other drugs or prescriptions.
- For any person under the age of 21 to consume, purchase or possess alcohol.
- To provide any alcoholic beverage to a person under the age of 21.
- To provide any alcoholic beverage to an obviously intoxicated person.
- To be under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others.
- To operate equipment or vehicles after consuming alcohol or drugs.

- To use false evidence of age and identity to purchase alcohol or to have such false evidence in one's possession.

A student's eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of an offense involving the possession or sale of illegal drugs.

ArtCenter maintains a drug-free workplace and campus. Members of the ArtCenter community are expected to act lawfully with respect to the possession and consumption of alcoholic beverages. All members of the ArtCenter community, including students, are prohibited from working with campus machinery or equipment after having consumed alcohol. Consumption of alcoholic beverages on ArtCenter's premises is not permitted, regardless of the drinker's age. ArtCenter's Drug-Free Workplace Policy, although written to specifically address expectations of employees, includes warnings and cautions that apply to every community member's health:

Being under the influence of illegal and/or legal drugs or alcohol may cause serious safety and health risks, not only to the user but also to all those who work with the user and to ArtCenter students, visitors and vendors. In order to maintain a safe, healthful and efficient working environment for all employees, visitors and vendors, and to protect ArtCenter's property, equipment and operations, ArtCenter has established this Drug-Free Workplace Policy.

It is strictly prohibited for any employee to use, possess, manufacture, sell, distribute, dispense or be under the influence of illegal drugs or alcohol while on ArtCenter's premises, while conducting business-related activities away from ArtCenter's premises or while operating a vehicle or potentially dangerous equipment. No employee may report to work or remain on duty while under the influence of or impaired by any illegal drug or alcohol.

Even prescribed or over-the-counter drugs legally obtained by the employee may impair safety, performance or motor functions. Accordingly, if any employee is taking prescribed or over-the-counter medication that may potentially affect his or her ability to perform the job, it is the employee's responsibility to advise the immediate supervisor of this fact before reporting to work while taking such legal drugs (without having to identify the medication, condition or diagnosis).

ArtCenter has established a drug-free awareness program to provide information on the dangers and effects of substance abuse in the workplace, resources available to employees and the consequences of violating this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to seek treatment voluntarily before any violations of this policy are detected. Employees can discuss this matter on a confidential basis with Human Resources to receive assistance or referrals to appropriate resources in the community. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program may be given unpaid time off.

Compliance with ArtCenter's Drug-Free Workplace Policy is a condition of employment (and a condition for ArtCenter upon a federal contract or grant) and all employees must abide by this

policy. Under the federal Drug-Free Workplace Act of 1988, any employee who has a criminal drug statute conviction for a violation occurring in the workplace must notify ArtCenter within five calendar days of the conviction.

### **Definitions**

**Under the Influence**—For purposes of this policy, “under the influence” mean that illegal and/or legal drugs or alcohol or the combination of a drug and alcohol affect the employee, in any detectable manner. The determination may be made by the employee’s supervisor in consultation with the Vice President, Human Resources or other person designated by ArtCenter.

**Illegal Drugs**—For purposes of this policy, “illegal drug” means any drug (1) which is not legally obtainable or (2) which is legally obtainable but has not been legally obtained or obtained or which is not being used as prescribed.

**Legal Drugs**—For purposes of this policy, “legal drug” includes prescribed drugs and over-the-counter medications that have been legally obtained and are being used for the purpose for which they were prescribed or manufactured. An employee may continue to work even though under the influence of a legal drug, provided that ArtCenter determines that the employee is able to perform the tasks that are essential to the job, with or without reasonable accommodation and that the employee does not pose a threat to the health or safety of him/herself or other individuals in the workplace.

ArtCenter asserts its legal right and prerogative to test job applicants and/or employees for substance abuse. Job applicants and/or employees may be asked to submit to medical examinations and/or testing for the purpose of determining the presence of drugs or alcohol under the following circumstances:

- Of any applicant to whom a job offer has been made.
- Of any employee where there is reason to believe that he or she may be using drugs or may be under the influence of drugs or alcohol. “Reason to believe” may include an accident on ArtCenter property that results in injury to the employee, other employees or other individuals on ArtCenter’s premises or damage to ArtCenter property or property of the employee, other employees or other individuals on ArtCenter’s premises or while on duty for ArtCenter and where there is reason to believe that employee impairment may have been a factor.
- “Reason to believe” may also include reasonable suspicion based on the employee’s work performance and/or behavior.
- As part of occasional follow-up testing if the employee is found to have breached this policy but has been permitted to remain employed.

Cooperation with medical examinations and testing when requested by ArtCenter is a mandatory condition of employment. Refusal to submit to such medical examinations and tests may result in disciplinary action, up to and including immediate termination of employment.

### **Planning student events**

ArtCenter recognizes that student parties and activities are an important part of campus life. The information provided here is intended to help you minimize the risks associated with sponsoring a party and to help individuals and organizations plan and execute a safe, healthy, fun and problem-free event.

Event planners must consult with the Center for the Student Experience and the Chief or Director of Campus Security prior to the event, so that the respective office can work with planners in arranging and approving the event.

All student events at which alcohol will be served (including official ArtCenter functions, approved events and private parties) must adhere to the following guidelines:

- In order to use ArtCenter funds (including student organization funding) for an event where alcohol is served, prior authorization must be received from the Center for the Student Experience.
- Events where alcohol is served may be open only to members of the ArtCenter community and their invited guests.
- Events may not allow underage consumption of alcohol.
- A student must fill out a Project Authorization Form as the event host on behalf of the sponsoring organization and signify that the organization agrees to abide by ArtCenter procedures and all applicable laws.
- Professional bartenders employed by a third party apart from ArtCenter are required at any event where alcohol is served and those under legal drinking age are present.
- A current driver license with a photo, a state-issued identification card or a passport is the only acceptable means of legal drinking age identification.
- A bartender may not serve alcohol to any individual who is under 21 years of age or to anyone who is intoxicated. A bartender may not serve more than one drink to one person at any given time.
- An adequate supply of non-alcoholic beverages must be provided throughout the party. Alcohol may not be served if non-alcoholic beverages run out. Food must also be available throughout the event.
- Campus Security staff must be present at any approved event where alcohol is served unless the Associate Provost for Student Affairs/Dean of Students or designee in consultation with the Director of Campus Security grants an exception.
- All events must conclude by the time governed by ArtCenter policy, which is 2 a.m.
- Any bar service must be closed by 1:30 a.m. and Campus Security staff will be present to assist in this process. This may include the removal of remaining alcohol to a designated secure location.

Accessible, shared supplies of alcohol are not allowed anywhere on campus. This includes, but is not limited to, kegs (of any size), trashcan punches and beer fridges. Drinking games or any other activity that promotes the rapid or excessive consumption of alcoholic beverages is prohibited.

While the law regarding civil liability is complex, it is important to know that, under some circumstances, event sponsors, bartenders and others might be held legally liable for the consequences of serving alcohol to underage drinkers or to obviously intoxicated persons. You could be sued and potentially found personally liable for damages to any injured party or parties.

Violations of this policy constitute a violation of the Student Code of Conduct. ArtCenter may impose sanctions on individuals and organizations that violate this policy. These sanctions and penalties will depend on the severity of the offense. Penalties can include expulsion from ArtCenter and referral to civil authorities for prosecution for violations of the law. Any student found to be selling or providing illegal drugs or misusing legally obtained drugs and medications, can be suspended or expelled from ArtCenter, even for a first offense. All students should also note that any student conduct violations related to alcohol or drugs and any civil or criminal action taken by non-ArtCenter authorities (such as local police) related to alcohol or drugs, may have severe negative consequences on a student's federal financial aid and on an international student's visa and status with U.S. Homeland Security.

In addition to suspension or expulsion, other sanctions may include the following:

- Verbal and written warnings
- Organizing an educational program for peers
- Community service
- The completion of an appropriate rehabilitation program
- Social probation for an individual or a group

Student organizations that violate the policy will have restrictions placed on parties, events and/or other social activities and may have their charter revoked. An event can be closed immediately or other measures taken to correct the violation. Disciplinary action can be invoked entirely apart from any civil or criminal penalties that the student might incur.

Students should understand that inebriation is never an excuse for misconduct. A student's careless or willful reduction, through the use of alcohol or other intoxicants, of his or her own ability to think clearly, exercise good judgment and respond to rational intervention may invoke more stringent penalties than otherwise might be levied.

Recent legislation allows institutions of higher education to contact parents when their adult children violate a school's alcohol or drug policy. If a student's behavior with respect to alcohol or drugs presents a danger to themselves or others, ArtCenter may inform parents. The Associate Provost of Student Affairs/Dean of Students will deem this necessary in consultation with other offices as necessary.

### **Alcohol and Drug Abuse Prevention and Education Programs**

Students who believe they may have an alcohol or drug problem are strongly encouraged to seek assistance through resources available at ArtCenter. Students should seek aid through the Center for the Student Experience. Such contact will be kept confidential, except as required by law for

the immediate health, safety or security of the individual or others. ArtCenter's student health insurance also covers inpatient and outpatient benefits.

### **Resources (on campus)**

Center for the Student Experience 626 396-2323

Counseling Services 626 396-2323

Campus Security–Emergency 626 396-2211

### **Resources (off campus)**

#### AA (Alcoholic Anonymous)

Central Office of San Fernando Valley

16132 Sherman Way, Van Nuys, CA 91406

818 988-3001

aa.org or sfvaa.org

#### Al-Anon/Alateen

4936 Lankershim Blvd., North Hollywood, CA 91601

818 760-7122

al-anon.org or alanonla.org

#### National Cocaine Abuse Hotline

800 262-2463

#### San Gabriel Valley Cocaine Anonymous

626 447-2887

#### Substance Abuse National Helpline

800 662-4357

#### Huntington Memorial Hospital

100 W. California Blvd., Pasadena, CA 91109-7013

626 397-5000

[huntingtonhospital.com](http://huntingtonhospital.com)

#### Narcotics Anonymous

626 584-6910

na.org

#### Pasadena Police Department

207 North Garfield Avenue Pasadena, CA 91101-1791

626 744-4241 or 4501

## SEXUAL MISCONDUCT

ArtCenter is committed to equal opportunity and does not discriminate against currently enrolled students, applicants and employees on the basis of race, color, ancestry, national origin, citizenship, religious creed, age, physical or mental disability, medical condition, genetic characteristic, pregnancy, marital status, veteran status, sex, sexual orientation, gender identity, transgender identity or any other characteristic protected by applicable state or federal law.

Part of this commitment is ArtCenter's policies and procedures to define, prevent and address allegations of sexual misconduct. The following sections outline these efforts and the community's rights and options related to potential sexual misconduct, including dating violence, domestic violence, sexual assault and stalking.

### **Legal definitions of dating violence, domestic violence, sexual assault and stalking**

The Clery Act defines dating violence, domestic violence, sexual assault and stalking using the definitions found in the [crime definitions section of this report](#). California law also defines dating violence, domestic violence, sexual assault and stalking. The following is a summary of the definitions applicable to sexual assault, dating violence, domestic violence, and stalking under California state law. These definitions are included within the context of prevention programs at ArtCenter.

*Consent* – Positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. A current or previous dating or marital relationship shall not be sufficient to constitute consent where consent is at issue. See Cal. Penal Code § 261.6.

*Sexual Assault* – The California Penal Code establishes three categories of sexual assault and related offenses: rape, spousal rape, statutory rape, and sexual battery.

*Rape* – Rape is defined under section 261 of the California Penal Code as an act of sexual intercourse under certain, enumerated circumstances, including:

- a. where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the accused;
- b. where the accused uses force, violence, duress, menace, or fear of immediate and unlawful bodily injury;
- c. where any intoxicating or anesthetic substance, or any controlled substance, prevents the accuser from resisting, and this condition was known, or reasonably should have been known by the accused;
- d. where the accuser is at the time unconscious of the nature of the act, and this is known to the accused;
- e. where the accuser submits under the belief that the accused is someone known to the accuser other than the accused, and this belief is induced by any artifice, pretense, or concealment practiced by the accused, with intent to induce the belief;

- f. where the accused threatens to retaliate physically in the future against the accuser or any other person, and there is a reasonable possibility that the accused will execute the threat; and
- g. where the accused threatens to use the authority of a public official to incarcerate, arrest, or deport the accuser or another and the accuser has a reasonable belief that the accused is a public official.

*Spousal Rape* – The definition of spousal rape under section 262 of the California Penal Code generally tracks the definition of rape, except that the accused is the spouse of the accuser. *Statutory Rape*: Section 261.5 of the California Penal Code refers to statutory rape as “unlawful sexual intercourse.” The term means an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is under eighteen years old. The crime is either a misdemeanor or a felony depending on whether the age difference between the accused and accuser is greater or less than three years.

*Sexual Battery* – Under section 243.4 of the California Penal Code, sexual battery is defined, in part, as touching the intimate part of the accused against his or her will for the purpose of sexual arousal while the accuser is either: (1) unlawfully restrained by the accused or an accomplice; (2) institutionalized for medical treatment and seriously disabled or medically incapacitated; or (3) under the impression, due to the accused’s fraudulent representations, that the touching served a professional purpose.

*Domestic Violence* – Section 243(e) of the California Penal Code defines “domestic battery” to mean willful and unlawful touching that is committed against: (1) the accused’s spouse or former spouse; (2) the accused’s cohabitant or former cohabitant; (3) the parent of the accused’s child; (4) the accused’s fiancé or fiancée, either former or current; or (5) someone with whom the accused has, or has had, a dating relationship (i.e. frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations). In addition, section 273.5 of the California Penal Code prohibits the willful infliction of corporal injury resulting in a traumatic condition upon an accuser who meets these same five categories. Section 13700 of the California Penal Code further defines “domestic violence” as abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship.

*Dating Violence* – California law has no criminal law that exclusively addresses dating violence. However, California domestic battery and corporal injury laws, both set forth above, encompass acts committed within the context of dating relationships.

*Stalking* – Under section 646.9 of the California Penal Code, stalking is defined as willfully, maliciously, and repeatedly following or harassing the accuser and making a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family.

### **Statement prohibiting sexual misconduct at ArtCenter**

Sexual misconduct of any kind is inconsistent with ArtCenter's values and incompatible with the safe, healthy environment that the ArtCenter community expects. All members of this community share responsibility for creating and maintaining an environment that promotes the safety and dignity of each individual.

Federal law views sexual misconduct and sexual assault as forms of sexual harassment prohibited under Title IX of the United States Education Amendments of 1972 ("Title IX"). In an effort to advance its work to prevent and address sexual misconduct and comply with Title IX, ArtCenter established a standalone Title IX Office in January 2020 and published a new Sexual Misconduct Policy on August 14, 2020 to comply with new Title IX regulations released by the U.S. Department of Education in May 2020. The information included below represents the current Sexual Misconduct Policy in place at both ArtCenter campuses.

### **Definition of affirmative consent at ArtCenter**

In compliance with California law, ArtCenter utilizes an affirmative consent standard in its Sexual Misconduct Policy.

As such, consent is defined as an informed, affirmative, conscious, voluntary and mutual agreement by all participants to engage in sexual activity, communicated through mutually understandable words and/or actions. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other participant(s) to engage in the sexual activity before doing so. Affirmative consent must be voluntary and given without coercion, force, threats, or intimidation.

Affirmative consent must be continuously present throughout an interaction, for all sexual activities, and may be modified, withdrawn, or revoked at any time. Once consent is withdrawn or revoked, the sexual activity must stop immediately. Consent to one form of sexual activity or one sexual act does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, can never by itself be assumed to be an indicator of consent.

Consent cannot be inferred from silence, the absence of a "no," a lack of protest, or a lack of resistance. It also cannot be obtained from a person who is incapacitated, asleep, unconscious or under the age of 18. An individual's own intoxication from alcohol, drugs, or medication or an individual's recklessness or failure to take reasonable steps to ascertain affirmative consent does not diminish their responsibility to obtain consent before engaging in sexual activity. An individual

must take reasonable steps, in the circumstances known to the person at the time, to ascertain whether the other person(s) involved affirmatively consented prior to sexual activity.

### **Prohibited sexual misconduct at ArtCenter**

The phrase “sexual misconduct” is an umbrella term used to categorize prohibited behavior that is sex- or gender-based and/or sexual in nature, as defined in ArtCenter’s Sexual Misconduct Policy. The Sexual Misconduct Policy prohibits sex- and gender-based discrimination, harassment, and violence, including acts of sexual assault, dating and domestic violence, and stalking. These prohibited behaviors can be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Prohibited misconduct also include actions online, when such online or cyber behaviors occur in or have an effect on the College’s education program or activities or use College networks, technology or equipment. The definitions of the prohibited conduct are as follows:

*Sexual harassment* – As an umbrella category, sexual harassment includes conduct on the basis of sex or that is sexual in nature that meets the definition of one or more of the following:

*Quid pro quo harassment* – Conduct on the basis of sex in which an ArtCenter employee conditions the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct. Quid pro quo harassment applies whether the conditions proposed by the employee are implied or communicated explicitly. Acquiescence to unwelcome conduct in a quid pro quo context to avoid potential negative consequences does not indicate affirmative consent, indicate that the conduct was not unwelcome, or diminish the employee’s statements or actions amounting to quid pro quo harassment.

*Sexual Harassment* – Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College’s education program or activity.

*Sexual assault* – As required by Title IX, ArtCenter defines sexual assault as conduct, attempted or completed, that meets one or more of the following definitions, considering the affirmative consent standard defined in the Sexual Misconduct Policy.

*Sex offenses, forcible* – Any sexual act directed against another person, without the consent of the complainant, including instances in which the complainant is incapable of giving consent, including:

- *Forcible rape* – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant.
- *Forcible sodomy* – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will, or not forcibly or against the person’s will (non-consensually) in instances where the complainant is incapable of giving consent due to being under the age of 18 or because of temporary or permanent mental or physical incapacity.

- *Sexual assault with an object* – The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will (non-consensually) or not forcibly or against the person’s will in instances where the complainant is incapable of giving consent due to being under the age of 18 or because of temporary or permanent mental or physical incapacity.
- *Forcible fondling* – The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person’s will (non-consensually), or not forcibly or against the person’s will in instances where the Complainant is incapable of giving consent due to being under the age of 18 or because of temporary or permanent mental or physical incapacity.
- *Sex offenses, non-forcible* – Non-forcible sexual intercourse without consent, including:
- *Incest* – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by California law.
- *Statutory rape* – Non-forcible sexual intercourse with a person who is under the statutory age of consent, which is 18 per California law.

*Dating violence* – Violence on the basis of sex committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant’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* – Violence, on the basis of sex, committed:

- a. By a current or former spouse or intimate partner of the complainant, or
- b. By a person with whom the complainant shares a child in common, or
- c. By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, or
- d. By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of California, or
- e. By any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of California.

To categorize an incident as domestic violence, the relationship between the respondent and the complainant must be more than two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

*Stalking* – A course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

*Discriminatory harassment on the basis of sex* – unwelcome and harassing oral, written, graphic, or physical conduct on the basis of actual or perceived sex or gender that is objectively offensive

and is sufficiently severe or pervasive such that it creates a hostile environment that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.

*Sex/gender-based discrimination* – conduct that subjects an individual to disparate treatment on the basis of gender identity, gender expression, pregnancy, marital status, or sexual orientation, including conduct that deprives, limits, or denies members of the community of educational or employment access, benefits, or opportunities on the basis of these protected characteristics.

Depriving an individual of academic or employment opportunities on the basis of a protected characteristic listed above may include, but not be limited to:

- Refusing to hire or promote a person
- Terminating or demoting a person
- Refusing admission to an academic program or activity
- Subjecting an individual to different academic or work performance standards

*Sexual exploitation* – taking non-consensual or abusive sexual advantage of another for the benefit or advantage anyone other than the exploited party, when that conduct does not otherwise constitute sexual harassment or discriminatory harassment under this Policy. Sexual exploitation may involve, but is not limited to:

- a. Intentionally watching an individual who is undressing, completely or partially nude, using the bathroom, or engaging in sexual activity without the consent of the person being observed. This includes allowing others to observe such conduct.
- b. Engaging in sexually explicit behavior or sexual activity in public
- c. Invasion of sexual privacy
- d. Prostituting another person
- e. Recording, streaming, sharing, or capturing audio, video, or photos of nudity, sexual activity, or other sexually related activity of a person(s) without the consent of all involved in the activity, including making or posting “revenge porn”
- f. Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- g. Knowingly exposing someone to or transmitting a sexually transmitted infection (“STI”), sexually transmitted disease (“STD”), or human immunodeficiency virus (“HIV”) to another person without that person's knowledge or consent
- h. Intentionally exposing one's genitals in non-consensual circumstances, including while in a public area or by sending unwelcome digital images or videos
- i. Removing a condom or other protection during sexual intercourse without affirmative consent of the other individual(s) involved in sexual activity or intentionally misleading a sexual partner(s) to believe a condom or protection is being used during sexual intercourse
- j. Causing or attempting to cause the incapacitation of another person to gain sexual access
- k. Engaging in sex trafficking
- l. Creation, possession, or dissemination of child pornography; knowingly soliciting a person under the age of 18 for sexual activity or sexual images

- m. Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
- n. Going beyond the boundaries of consent

*Threats, intimidation, hazing, or bullying on the basis of sex* – conduct that amounts to a form of sex discrimination outside of Title IX when the act is based upon the complainant's actual or perceived sex or gender. Examples include:

- a. Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct that threatens or endangers the health or safety of any person
- b. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- c. Bullying, defined as repeated or severe aggressive behavior likely to physically and/or mentally intimidate or intentionally hurt, control, or diminish another person, while not being a form of speech or conduct protected by the First Amendment
- d. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism when related to admission, initiation, pledging, or otherwise joining a group
- e. Violation of other ArtCenter policies toward an individual due to their actual or perceived sex or gender, when the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities

*Retaliation* – materially adverse action such as intimidating, threatening, coercing, harassing, or discriminating against an individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Retaliation may also include denial or revocation of access to academic or employment opportunities, violation of a No Contact Order, efforts to impede an investigation or grievance process, filing a knowingly false or bad faith cross-complaint, and/or engaging in other behavior that violates ArtCenter policy toward a person because they reported alleged misconduct or engaged a grievance process outlined in this Policy. Retaliation is a violation of this policy whether or not the initial allegation(s) is found to be a violation of Policy.

Retaliation includes charging an individual for a policy violation arising out of the same facts or circumstances as a report or complaint of sex discrimination or sexual harassment for the purpose of interfering with any right or privilege secured by Title IX. Engaging in protected speech under the First Amendment does not constitute retaliation. Charging an individual with making a materially false statement in bad faith in the course of a grievance process under this Policy also does not constitute retaliation, provided that a determination regarding responsibility in that process, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

*Bad faith complaint of sexual misconduct* – reporting a knowingly false and/or malicious allegation or counter-complaint under this Policy. This provision prohibits intentionally making a false report of sexual misconduct to ArtCenter in an attempt to use the process(es) defined in this policy against another individual(s) or the institution, in contrast to allegations made in good faith, even if found to be erroneous in the course of an investigation. A determination that no Policies were violated following an investigation process is not, in and of itself, evidence of a bad faith complaint.

**Procedures to follow if you have experienced sexual assault, domestic violence, dating violence or stalking**

1. Go to a safe location as soon as you are able.
2. Seek immediate medical attention if you are injured, believe you may have been exposed to an STI/STD or may be pregnant.
3. Contact any of the Officials with Authority listed below who are authorized to accept notice or complaints of potential violations of the Sexual Misconduct policy on behalf of ArtCenter. All identified individuals will properly route information to the Title IX Coordinator and explain the process for filing a formal complaint. Anyone not certain to whom to report is encouraged to reach out to the Title IX Coordinator directly.

Title IX Coordinator:

Brittany Raygosa  
 Director, Title IX Compliance and Programs  
 626 396-2340  
[brittany.raygosa@artcenter.edu](mailto:brittany.raygosa@artcenter.edu)

For safety or security matters:

Jim Finch  
 Director of Campus Security  
 626 396-2225  
[jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu)

For student-to-student matters:

Ray Quirolgico, Ed.D.  
 Associate Provost for Student Affairs/Dean of Students  
 Center for the Student Experience  
 626 396-2325  
[ray.quirolgico@artcenter.edu](mailto:ray.quirolgico@artcenter.edu)

Jessica Krause  
 Associate Director for Student Equity  
 Center for the Student Experience  
 626 396-2323  
[jessica.krause@artcenter.edu](mailto:jessica.krause@artcenter.edu)

For faculty matters:

Ted Young, Ph.D.  
Associate Provost for Faculty Affairs  
Office of the Provost  
626 396-4281  
[ted.young@artcenter.edu](mailto:ted.young@artcenter.edu)

Karen Hofmann  
Provost  
Office of the Provost  
626 396-2303  
[karen.hofmann@artcenter.edu](mailto:karen.hofmann@artcenter.edu)

For Human Resources matters:

Lisa M. Sanchez, SPHR, SHRM-SCP  
Vice President, Human Resources  
626 396-2210  
[VPHR@artcenter.edu](mailto:VPHR@artcenter.edu)

Tracy Kerr  
Associate Vice President, Human Resources  
626 396-4349  
[tracy.kerr@artcenter.edu](mailto:tracy.kerr@artcenter.edu)

For matters related to ArtCenter Extension:

Dana Walker-Juick  
Managing Director of ArtCenter Extension  
626 396-2376  
[dana.walker-juick@artcenter.edu](mailto:dana.walker-juick@artcenter.edu)

Paula Goodman  
Director, K-12 Programs, ArtCenter Extension  
626 396-2347  
[paula.goodman@artcenter.edu](mailto:paula.goodman@artcenter.edu)

4. Individuals have the right to report, or not to report, allegations of sexual misconduct to law enforcement. ArtCenter will always support an individual who wishes to make a report to the police or other local authorities. For emergencies or to make a report to local law enforcement:

Pasadena Police Department  
 207 Garfield Ave.  
 Pasadena, CA 91101  
 General contact number: 626 744-4501  
 Non-emergency response: 626 744-4241  
 Emergency: 911

5. All ArtCenter students, faculty, and staff have access to confidential support if they have experienced sexual misconduct or are involved in a grievance process. Confidential resources are individuals who do not have an obligation to report information to the Title IX Coordinator.

Confidential support for students:

ArtCenter Student Mental Health Counseling Services  
 626 396-2323  
[mhcounseling@artcenter.edu](mailto:mhcounseling@artcenter.edu)  
 Hillside Campus, Room 275  
 Office hours: M–F 8:30 a.m.– 4:30 p.m.  
*Services are uninterrupted when administrative offices are working remotely.*

Confidential support for both students and employees:

Sexual Assault and Domestic Violence Advocacy Services  
 Peace Over Violence  
 892 N. Fair Oaks Ave.  
 Pasadena, CA 91103  
 626 793-3385  
[peaceoverviolence.org](http://peaceoverviolence.org)  
 Open M–F, 9 a.m.–5 p.m.

Confidential support for employees:

Employee Assistance Program: Managed Health Network (“MHN”)  
 Confidential 24-Hour Help Line for Employees: 800 227-1060  
 TTY users call 711  
[mhn.advantageengagement.com](http://mhn.advantageengagement.com)

Forensic exams (rape kits):

San Gabriel Valley Medical Center (Sexual Assault Response Team)

438 W. Las Tunas Dr.

San Gabriel, CA 91776

SART hotline: 877 209-3049

24 hours a day, 7 days a week

Individuals interested in a forensic exam (also known as a “rape kit”) may do so 24/7 year-round at San Gabriel Valley Medical Center. The Sexual Assault Forensic Nurse should be called at the SART hotline before you arrive. Please note that other local hospitals or urgent care facilities do not conduct forensic exams.

6. If you are interested in seeking a forensic exam at San Gabriel Valley Medical Center, you are encouraged to do so as soon as you are able. It is best to not bathe, shower, douche, or brush your teeth before the exam, if possible. Authorities suggest that you preserve physical evidence that may include tissue and fluid samples, including sheets, towels and clothing. Evidence collection at the medical center should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, even if you are not trying to obtain evidence, it may still be helpful to receive medical attention in order to check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital may keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or wrapped in a clean sheet. Typically, police will be called to the hospital to take custody of any forensic evidence, but it is up to you whether you wish to speak to them or file a criminal complaint. Completing a forensic exam does not require you to file a police report, but completing a forensic exam can help preserve evidence in case you decide to file a police report at a later date.
  
7. Choose how to proceed. You have options of how you may like to proceed with or without any resources or processes available through ArtCenter. You are encouraged to contact ArtCenter’s Title IX Coordinator to discuss your options. Your options at ArtCenter include:
  - a. Choose not to report or access resources through the College at this time, although you may do so at a later date;
  - b. Connect with the Title IX Coordinator to access support resources only; or
  - c. Make a formal complaint of sexual misconduct to the Title IX Coordinator in order to pursue an informal resolution or formal grievance process.

There is no time limit to report alleged sexual misconduct to ArtCenter. Your options outside of ArtCenter include choosing to initiate criminal proceedings or initiating a civil process. You may also decline to notify authorities.

You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved through a formal or informal process at the College, please contact ArtCenter's Title IX Coordinator, Brittany Raygosa, at [brittany.raygosa@artcenter.edu](mailto:brittany.raygosa@artcenter.edu), who will meet with you to discuss resources and processes available through ArtCenter.

Campus Security may assist you in notifying local law enforcement, if you choose. If you wish to pursue a criminal process, you are encouraged to contact Campus Security, the Pasadena Police Department or local law enforcement where the incident occurred. If you wish to be accompanied by an ArtCenter administrator or off-campus confidential resource as you make a report to the police, please contact ArtCenter's Title IX Coordinator. Campus Security can also share more information about what is involved in making a police report.

8. If you are interested in pursuing a sexual misconduct investigation through ArtCenter or any civil or criminal process outside of the College, you are encouraged to consider saving materials that might be helpful in that process. In addition to physical evidence listed above, you may choose to preserve relevant items such as text messages, emails, receipts, photos, videos, social media posts or messages, or other documentation. It may be helpful not to delete this information and to preserve it for later. If you have already deleted text messages or other materials, you may wish to contact your phone carrier to find out if they can be recovered. You are also encouraged to write down a list of possible witnesses to submit to the investigator(s) or other relevant authority.

These steps and options to follow are explained to any person who reports to ArtCenter's Title IX Coordinator or another member of the Title IX Team that they may have experienced sexual assault, domestic violence, dating violence or stalking. These options are also provided in the College's [Sexual Misconduct Resource Guide](#), which is a standardized, written document outlining College procedures, rights and options as well as on- and off-campus resources for both students and employees.

### **Importance of preserving evidence**

The College encourages prompt reporting of any crime and prohibited conduct, including sexual violence. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. The ability to effectively investigate and respond may be limited by delay. Therefore, ArtCenter encourages parties involved in making or responding to an allegation to collect and preserve relevant information and documents. Often, documents such as text messages, emails, receipts, photos, videos, or social media posts or messages may be helpful during a formal grievance process through the College's Sexual Misconduct Policy or a criminal or legal process. It may be helpful not to delete this information and to preserve it for later. If you have already deleted text messages or other materials, you may wish to contact their phone carrier to find out if it can be recovered.

Any individual considering reporting an allegation of sexual misconduct to law enforcement is encouraged to take steps to preserve evidence for use in the legal process, which is separate from any ArtCenter process. Preserving evidence may be helpful in obtaining a protective order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court, if desired.

Reports of crime and prohibited conduct made to ArtCenter will be documented in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Personal information is not documented, only type of conduct, and the time, date, and location. This data collection is an important tool for keeping the College community safe.

### **Forensic exams**

Individuals interested in a forensic exam (also known as a “rape kit”) may do so 24/7 year-round at San Gabriel Valley Medical Center. Information can be best collected from forensic exams if the exam is conducted as soon as possible after an alleged incident. The Sexual Assault Forensic Nurse should be called at the SART hotline before you arrive.

While it may be difficult, individuals seeking a forensic exam are encouraged to avoid bathing, showering, douching, or brushing their teeth before the exam if at all possible. Preserving physical objects to provide during the exam may also be helpful, such as clothing worn during an alleged incident or other relevant materials. Collect items in a separate paper (not plastic) bag if possible and bring to the forensic exam.

A forensic medical exam can take three to four hours. While this may seem lengthy, medical and forensic exams are comprehensive because the victim deserves and needs special attention to ensure that they are medically safe and protected. In addition, it is important to collect evidence so that if the victim chooses to report the crime to the police, they can access the stored evidence.

Under the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, states may not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam or both. Under this law, a state must ensure that victims have access to an exam free of charge or with a full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. Essentially, this law allows victims time to decide whether to pursue their case. A local crisis center can help explain all of the options moving forward ([centers.rainn.org](http://centers.rainn.org)). Peace Over Violence is a local agency with which ArtCenter has a memorandum of understanding. The Peace Over Violence emergency hotline is 626 793-3385.

**Protective orders**

ArtCenter does not issue orders of protection, restraining orders or injunctions. Individuals, including those who may have experienced dating violence, domestic violence, sexual assault, and stalking, have a right to seek a protective order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court outside of ArtCenter. Different legal options may be available under different circumstances. Individuals may contact the Title IX Coordinator or Campus Security for support in contacting local authorities to seek a lawful protective order.

Peace Over Violence, a local social services agency with which ArtCenter has a memorandum of understanding (MOU), also offers advocacy services for anyone making a report to the police or seeking a protective order. Peace Over Violence can be contacted at 892 N. Fair Oaks Ave., Pasadena, CA 91103 or 626 793-3385.

Employees and students with protective or restraining orders in place are encouraged to provide a copy to Campus Security for help with enforcement and other support. The College will honor and comply with such lawful orders.

The Title IX Coordinator can also assist with implementing institutional No Contact Orders between members of the ArtCenter community as part of the wide range of supportive measures (some of which are sometimes referred to as “protective measures”) available through the Title IX Office. Anyone interested in requesting a No Contact Order or interested in support for filing for a protective order outside of the College may contact the Title IX Coordinator.

**Reporting sexual misconduct to ArtCenter**

Notice or complaints of potential violations of the Sexual Misconduct Policy may be made using any of the following options:

1. Report or give verbal notice to the Title IX Coordinator. Any person may report potential sex discrimination, sexual harassment, or other sexual misconduct to ArtCenter’s Title IX Coordinator, regardless of whether or not the person is the recipient of the alleged behavior. Reports may be made at any time, including outside of business hours, using the following contact information:

Brittany Raygosa  
Director, Title IX Compliance and Programs (Title IX Coordinator)  
626 396-2340  
[brittany.raygosa@artcenter.edu](mailto:brittany.raygosa@artcenter.edu)  
Hillside Campus Administrative Offices  
1700 Lida Street  
Pasadena, CA 91103

Formal complaints must be received by the Title IX Coordinator in writing, following specific criteria, as explained later in this Report.

2. Submit an anonymous report by calling EthicsPoint at 866 489-3018. Note that anonymous reports may prompt a need for ArtCenter to take action, but a complainant's decision to remain anonymous may greatly limit the College's ability to stop the alleged misconduct or collect relevant information. ArtCenter offers supportive measures to all complainants, but when a report is received anonymously, the College is not able to offer such resources. Reporting does not carry an obligation to initiate a formal response, as the College respects complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety. For these reasons, all members of the community are encouraged to report to the Title IX Coordinator to discuss their concerns, as complainants are largely in control of any process that may follow and should not fear a loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.
  
3. Contact one or more of the following ArtCenter employees, who are all members of the Title IX Team and have been deemed as Officials with Authority. The Officials with Authority listed below are authorized to accept notice or reports of potential violations of this Policy on behalf of ArtCenter. All identified individuals will properly route information to the Title IX Coordinator and explain the process for filing a formal complaint. Anyone not certain to whom to report is encouraged to contact the Title IX Coordinator directly.

Title IX Coordinator:

Brittany Raygosa  
Director, Title IX Compliance and Programs  
Hillside Campus, Administrative Offices  
626 396-2340  
[brittany.raygosa@artcenter.edu](mailto:brittany.raygosa@artcenter.edu)

For safety or security matters:

Jim Finch  
Director of Campus Security  
626 396-2225  
[jim.finch@artcenter.edu](mailto:jim.finch@artcenter.edu)

For student-to-student matters:

Ray Quirolgico, Ed.D.  
Associate Provost for Student Affairs/Dean of Students  
Center for the Student Experience  
626 396-2325  
[ray.quirolgico@artcenter.edu](mailto:ray.quirolgico@artcenter.edu)

Jessica Krause  
Associate Director for Student Equity  
Center for the Student Experience  
626 396-2323  
[jessica.krause@artcenter.edu](mailto:jessica.krause@artcenter.edu)

For faculty matters:

Ted Young, Ph.D.  
Associate Provost for Faculty Affairs  
Office of the Provost  
626 396-4281  
[ted.young@artcenter.edu](mailto:ted.young@artcenter.edu)

Karen Hofmann  
Provost  
Office of the Provost  
626 396-2303  
[karen.hofmann@artcenter.edu](mailto:karen.hofmann@artcenter.edu)

For Human Resources matters:

Lisa M. Sanchez, SPHR, SHRM-SCP  
Vice President, Human Resources  
626 396-2210  
[VPHR@artcenter.edu](mailto:VPHR@artcenter.edu)

Tracy Kerr  
Associate Vice President, Human Resources  
626 396-4349  
[tracy.kerr@artcenter.edu](mailto:tracy.kerr@artcenter.edu)

For matters related to ArtCenter Extension:

Dana Walker-Juick  
Managing Director of ArtCenter Extension  
626 396-2376  
[dana.walker-juick@artcenter.edu](mailto:dana.walker-juick@artcenter.edu)

Paula Goodman  
Director, K-12 Programs, ArtCenter Extension  
626 396-2347  
[paula.goodman@artcenter.edu](mailto:paula.goodman@artcenter.edu)

**Employee mandated reporting of allegations of sexual misconduct**

It is the duty and responsibility of every ArtCenter faculty, staff and administrative employee to ensure compliance with the Sexual Misconduct Policy. With the exception of licensed counselors working in Student Mental Health Counseling Services, any ArtCenter employee who knows or has reason to know of allegations or acts that may constitute a violation of the Sexual Misconduct Policy is required to immediately inform the Title IX Coordinator of all relevant information regarding the allegation, including the names of those involved. All members of the community should understand that making a disclosure of any personally identifiable details to any employee other than a licensed counselor will result in all known details of the allegation(s) being forwarded to the Title IX Coordinator. Employees with a mandatory duty to report are required to disclose all information they have received or have come to know about a given allegation, including the names of those involved and date(s) and nature of the alleged incident(s), even if the person who initially disclosed information to the employee requested confidentiality. Employees are not able to promise confidentiality to anyone reporting sexual misconduct. However, they must respect the privacy of those involved by sharing information only with those who have a legitimate need to know, which includes the Title IX Coordinator and appropriate deputies or designees.

**ArtCenter response to reports of alleged sexual misconduct**

ArtCenter has developed formal and informal processes to address allegations of sexual misconduct. In all formal grievance processes, the College will treat both the person alleged to have been the victim (called the complainant) and the person alleged to have violated College policy (called the respondent) equitably by offering supportive measures to a complainant when the College has notice of potential sexual misconduct and by following the fair, prompt, and impartial grievance processes outlined in the Sexual Misconduct Policy before the imposition of any disciplinary sanction against a respondent.

Upon receipt of a report of alleged sexual misconduct, ArtCenter's Title IX Coordinator or designee seeks to identify and contact the complainant and review the complainant's options for supportive measures with or without the filing of a formal complaint. The Title IX Coordinator or designee will conduct an initial assessment of the available information and consider the complainant's stated interests, as well as the College's compliance obligations, in determining how to proceed. A report of sexual misconduct may be resolved through providing supportive measures only, pursuing an informal resolution with written consent from both the complainant and respondent, or pursuing a formal grievance process, which involves a prompt, thorough, equitable, and impartial investigation and a live hearing, and one appeal opportunity.

**Supportive measures and resources**

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available, without fee or charge to a complainant or a respondent, during or outside of an investigation or resolution process. Supportive measures are available before or after the filing of a formal complaint or where no formal complaint has been filed with the College, and they are available regardless of whether the complainant chooses to report to Campus Security or local law enforcement.

Supportive measures are options and steps that ArtCenter can provide on a temporary or ongoing basis to support the personal, academic and/or professional success of an individual who may have been impacted by alleged sexual misconduct and/or a grievance process. (Note: Some supportive measures are sometimes referred to as “protective measures,” including No Contact Orders, transportation assistance, increased security and modifications to schedules.) All supportive measures are designed to restore or preserve access to ArtCenter’s employment or educational program or related activity, protect the safety of all parties or the College environment, and/or deter harassment, discrimination and/or retaliation without unreasonably burdening another involved party. In implementing supportive measures, the College will act to ensure that any academic or occupational impact on the parties is as minimal as possible.

The Title IX Coordinator or designee will respond promptly to actual knowledge of an alleged violation of this Policy by promptly contacting the complainant to discuss the availability of supportive measures, considering the complainant’s wishes with respect to supportive measures, informing the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explaining the process for filing a formal complaint either at that time or in the future, if the complainant has not done so already. The Title IX Coordinator or designee will provide written notification of supportive measures and resources to students and employees who are the alleged of dating violence, domestic violence, sexual assault, and stalking. This written notification includes available options and assistance related to academics, living arrangements, transportation, safety planning, campus employment and protective measures.

The Title IX Coordinator is responsible for both equitably offering supportive measures to complainants and respondents and ensuring the effective implementation of such measures. Complainants, respondents and witnesses may make requests for supportive measures to the Title IX Coordinator or designee working with them to address a reported concern. The College is obligated to comply with reasonable requests for adjustments to supportive measures. All supportive measures and referrals to resources are confidential to the extent that maintaining confidentiality does not impair ArtCenter’s ability to provide such resources. ArtCenter has a practice of informing an individual before sharing that person’s personally identifying information necessary to provide a requested supportive measure. This will be discussed as needed between the individual and the Title IX Coordinator or designee.

Available supportive measures that may be offered to complainants, respondents and witnesses, including individuals who may have experienced dating violence, domestic violence, sexual assault or stalking, may include:

- Academic assistance as appropriate, such as:
  - Changes to academic situations, such as transferring to another section of a course or rescheduling an academic assignment
  - Completing a course and/or courses online (if otherwise appropriate)
  - Academic tutoring or other academic support
  - Preserving eligibility for academic scholarships, financial aid, internships, study abroad, or international student visas

- Arranging for extended deadlines, the re-taking of a class or withdrawal from a class without penalty
- Issuing a No Contact Order or other contact limitations between parties
- Adjustments to or scheduling for usage of campus dining locations or other campus resources
- Mental health services, including counseling and referrals to off-campus medical and mental health services
- Assistance in finding alternative housing
- Assistance in arranging for alternative ArtCenter employment arrangements, such as a change to work schedule, work location, or remote work as appropriate
- Consultation with or escort from Campus Security or local police as appropriate
- Increased security or monitoring of certain areas of campus
- Safety planning
- Referral to Employee Assistance Program, if applicable
- Education to the ArtCenter community or community subgroup(s)
- Referral to community-based service providers
- Visa and immigration assistance
- Student academic or financial aid counseling
- Transportation and parking assistance
- Timely warnings
- Any other actions deemed appropriate by the Title IX Coordinator

### **Confidential resources**

On- and off-campus confidential support is available to both students and employees. Confidential resources include the following:

#### Confidential support for students

ArtCenter Student Mental Health Counseling Services

626 396-2323

[mhcounseling@artcenter.edu](mailto:mhcounseling@artcenter.edu)

Hillside Campus, Room 275

Office hours: M–F 8:30 a.m.– 4:30 p.m.

*Services are uninterrupted when administrative offices are working remotely.*

#### Confidential support for both students and employees

Peace Over Violence – Sexual Assault and Domestic Violence Advocacy Services

892 N. Fair Oaks Ave.

Pasadena, CA 91103

626 793-3385

[peaceoverviolence.org](http://peaceoverviolence.org)

Open M–F, 9 a.m.–5 p.m.

### Confidential support for employees

Employee Assistance Program: Managed Health Network (“MHN”)

Confidential 24-Hour Help Line for Employees: 800 227-1060

TTY users call 711

[mhn.advantageengagement.com](http://mhn.advantageengagement.com)

Upon notice or a formal complaint of alleged sexual misconduct, the Title IX Coordinator or designee will provide written notification to the reporting student or employee of the above existing counseling, mental health, victim advocacy and legal assistance resources, in addition to other relevant resources. The College provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community.

### **Emergency removals and administrative leaves**

Emergency removals are steps taken by ArtCenter to address a credible safety concern identified by the College, whether or not a grievance process is pending. An emergency removal of a respondent from the College’s education program or activity may be deemed appropriate following an individualized safety and risk analysis that determines there is a credible, immediate threat to the physical health or safety of an individual arising from the allegations of sexual harassment.

In all cases in which an emergency removal is imposed, the respondent will be given notice of the action and the option to meet with the Title IX Coordinator and/or designee(s) as soon as reasonably possible so that the respondent may show cause as to why the emergency removal should not be implemented or that it should be modified. Procedures outlined in the Sexual Misconduct Policy will be followed for all emergency removals. The College will continue to monitor identified safety risks and seek to remove or modify an emergency removal in the event that the health or safety risk is no longer applicable.

As described in the Sexual Misconduct Policy, ArtCenter reserves the right to place a non-student employee respondent on administrative leave during a pending grievance process as described by the Sexual Misconduct Policy. An administrative leave is not equivalent to an emergency removal and is not subject to the same level of individualized safety risk analysis or opportunity to be heard directly following notice.

### **ArtCenter’s Title IX Team**

Each informal and formal grievance process completed at ArtCenter will be conducted by members of the College’s Title IX Team who, at a minimum, receive annual training on issues related to dating violence, domestic violence, sexual assault and stalking, as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The College’s Title IX Team is a collection of ArtCenter employees and, when appropriate, outside consultants or contractors charged with upholding the Sexual Misconduct

Policy and enacting its grievance processes. In accordance with federal Title IX regulations, the Title IX Coordinator takes appropriate steps to ensure that all members of the Title IX Team do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent specifically. The Title IX Coordinator ensures that those with a material role in informal and formal grievance processes receive annual training on: the scope of the College's education program and activity, how to conduct an investigation and resolution process that is fair and impartial, how to create an investigation report that fairly summarizes relevant evidence, how to use relevant technology, what information or evidence is considered relevant and what must not be relied upon in decision-making, and how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest and bias. Any party concerned about the objectivity or impartiality of a member of the Title IX Team should direct concerns to the Title IX Coordinator.

### **ArtCenter procedures for addressing alleged sexual misconduct**

ArtCenter's Sexual Misconduct Policy defines the College's administrative procedures designed to provide a prompt, fair, and impartial process to address alleged sexual misconduct, including allegations of dating violence, domestic violence, sexual assault and stalking. Below are the formal grievance processes utilized at ArtCenter to investigate and address an allegation of sexual harassment, as defined by Title IX regulations.

#### *Notice and Outreach*

When the Title IX Coordinator or another official with authority receives information about an alleged incident, the Title IX Coordinator seeks to identify and promptly contact the complainant to schedule an intake meeting.

#### *Intake*

Following initial outreach to the complainant, the Title IX Coordinator or designee will meet with the complainant to explain available options and resources as listed in the Sexual Misconduct Policy. The complainant may have an advisor of their choice accompany them during this meeting. In the meeting, they will review the availability of supportive measures with or without the filing of a formal complaint and explain the process for filing a formal complaint. The Title IX Coordinator or designee will inform the complainant of the general principles of the Sexual Misconduct Policy and their right to seek another process outside of ArtCenter, such as filing a report with local law enforcement. When a student or employee reports that they may have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the Title IX Coordinator or designee will provide written resources to the complainant, usually in the form of the College's comprehensive [Sexual Misconduct Resource Guide](#), which is a standardized set of materials detailing rights and options.

At intake, the complainant may choose if they are interested in filing a formal complaint to initiate an informal or formal grievance process. A formal complaint is a document signed by a complainant or signed by the Title IX Coordinator alleging a violation of the Sexual Misconduct

Policy by named respondent(s) and requesting that ArtCenter formally investigate the allegation(s). In order to be considered a formal complaint, a document filed by a complainant must be in writing either on paper or electronically and must contain the complainant's physical or digital signature or otherwise indicate that the complainant is the person filing the formal complaint with the Title IX Coordinator for the purpose of initiating a formal process at the College. In addition, the Title IX Coordinator retains discretion, in consultation with relevant College stakeholders, to file a formal complaint on behalf of any individual. The Title IX Coordinator may also consolidate multiple formal complaints where the allegations of sexual misconduct arise out of the same or substantially similar facts or circumstances.

#### *Potential dismissal of formal complaint*

The Sexual Misconduct Policy outlines specific circumstances under which the Title IX Coordinator must dismiss or has the discretion to dismiss a formal complaint filed by a complainant. Circumstances for mandatory dismissal include instances when it is determined that the conduct alleged in the formal complaint, even if proved, would not constitute prohibited conduct defined in Section 5A of the Sexual Misconduct Policy; the conduct did not occur in ArtCenter's educational program or activity; the conduct did not occur against a person in the United States; and/or at the time of filing a formal complaint, the complainant was not participating in or attempting to participate in ArtCenter's education program or activity. In these instances, current Title IX regulations require the College to dismiss the allegations under Title IX and notify the complainant and respondent in writing that the matter will not be pursued under Title IX, although the College may inform the parties of intentions to otherwise address the allegation(s) through a formal or informal process outlined in the Sexual Misconduct Policy or in the Employee Handbook or Student Handbook.

#### *Investigation*

The steps of a formal grievance process for a potential violation of the Sexual Misconduct Policy is the same regardless of whether the complainant is a student or an employee. If the complainant decides to file a formal complaint and request that ArtCenter proceed with a formal investigation, the Title IX Coordinator will assign an investigator(s) to meet with the parties. Both the complainant and respondent will receive a written notice of the investigation and allegations and will be invited to meet with an investigator(s) to review the policy and process. A notice of investigation and allegations (NOIA) letter is provided to the complainant and respondent, outlining the process, the parties' rights and what to expect moving forward. The complainant and respondent will have the opportunity to participate in investigative meetings with the investigator(s) and an advisor of their choice. They each will have the opportunity to provide documentation and names of witnesses to the investigator(s). The investigator(s) proceeds to collect relevant, available information. The investigator(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege, unless the person holding such privilege has waived the privilege.

### *Information Review*

At the conclusion of information gathering, the investigator(s) prepares a draft investigation report that contains a timeline of the investigation and addresses all relevant evidence. The complainant and respondent receive the same fair opportunity to inspect, review, and comment on the draft report and all collected information in a period of time called information review. The complainant and respondent are provided a deadline by which they may submit a written response to the draft investigation report to the investigator(s).

Following information review, the investigator(s) incorporates relevant elements of the parties' written responses into the final investigation report by including any additional relevant evidence, making necessary revisions, and documenting the rationale(s) for any change(s) made as a result of information review. The report is then completed and turned into the final investigation report.

### *Determination of Next Steps*

Following the completion of a formal investigation report, the report is provided to the parties. At that stage, provided that the matter is not resolved through informal resolution, the Title IX Coordinator will refer the matter to a hearing if either required or appropriate due to the nature of the allegations and potential outcomes. The Title IX Coordinator will assign a hearing officer(s) to the matter. If a panel of hearing officers is assigned, one hearing officer is designated to serve as the hearing chair.

### *Hearing*

The hearing chair will provide the complainant and respondent with a detailed, written notice of the hearing date and time no less than ten days prior to a hearing so the parties can prepare to participate. The written hearing notice outlines what to expect at the hearing. Hearings are routinely completed in private through a conferencing technology that allows for the complainant, respondent, and any relevant witnesses to participate from separate rooms or remote locations. The purpose of this process is to allow all accounts and questions to be shared in front of the hearing officer(s), who fulfill the role of decision-maker(s) for the matter. The hearing officer(s) ask questions of the complainant, respondent, and relevant witnesses. The complainant and the respondent each must have an advisor present to pose questions on their behalf of the other party directly, orally, and in real time. The hearing officer(s) will facilitate the meeting to ensure that only relevant questions are asked and that the hearing follows ArtCenter procedures.

### *Outcome*

Following the conclusion of the hearing, the hearing officer(s) deliberate in closed session(s) to determine whether the respondent violated the policies outlined in the hearing notice letter. The outcome will be based on a preponderance of evidence, which means that a decision of responsibility for a policy violation will be made on whether it is more likely than not that the respondent violated the Sexual Misconduct Policy. If it is found more likely than not that the alleged misconduct took place, the hearing officer(s) will determine the appropriate sanction(s). The hearing officer(s) then prepares a written outcome detailing the determination and rationale.

This outcome of the hearing and information about the applicable appeal opportunity is provided in writing simultaneously to both the complainant and respondent. The outcome notice specifies the determination on each alleged policy violation, detailing the findings of fact that support the determination, conclusions regarding the application of the relevant policy to the facts at issue, and a rationale for the result of each allegation. It also includes any sanctions assigned and whether remedies will be provided to the complainant in an effort to ensure access to the College's employment or education program or activity. The outcome notice will detail an appeal request deadline by which both parties have an equal opportunity to appeal the hearing outcome if they disagree with the outcome on one or more relevant criteria.

In cases where a policy violation by a student respondent includes a crime of violence or a non-forcible sex offense, the College will, upon written request, disclose to the alleged victim the results of the formal grievance process. If the alleged victim is deceased as a result of such crime or offense, the next of kin will be notified upon written request.

#### *Appeal Opportunity*

The complainant and respondent each have one opportunity to appeal the outcome of a hearing. A written appeal request must follow the instructions provided in the hearing outcome letter and must be directed to the identified appeal officer referenced in the letter. As outlined in the Sexual Misconduct Policy, appeals must be well-reasoned and demonstrative of one of three criteria. If an appeal is requested, the assigned appeal officer will review and respond in writing to the appeal request, including a rationale for the final outcome, within 30 days of the request for appeal. The determination becomes final on the date that the written appeal determination is sent to the complainant and respondent. If neither party requests an appeal by the deadline, the findings and sanctions (if any) outlined in the hearing outcome will become the final determination on the matter at the close of the appeal window.

#### **Timeline for resolution**

ArtCenter will avoid undue delays within its control in order to complete investigations and hearings in a prompt, fair, and impartial manner, generally within 60 to 90 days after the intake interview, unless the timeline has been reasonably extended for good cause. Good cause may include considerations such as the absence of the parties or witnesses, concurrent law enforcement activity, the need for language assistance or accommodation of disabilities, campus closures such as those for holidays, breaks, or emergencies, and approved extension requests from one or more parties. ArtCenter will provide regular timeline and progress updates to the complainant and respondent at least monthly. If an appeal is received after the parties receive a written hearing outcome, the appeal timeline is generally 30 days.

#### **Rights of the parties**

Both a complainant and a respondent involved in a formal or informal grievance process are entitled to a process at ArtCenter that is prompt, fair and impartial and is conducted by administrators who, at minimum, receive annual training on issues related to dating violence,

domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the parties and promotes accountability. Parties are also entitled to a process free of retaliation.

A core principle of both informal resolutions and formal grievance processes under ArtCenter's Sexual Misconduct Policy is the equitable treatment of both complainants and respondents. In accordance with law and regulations, and in support of ArtCenter's commitment to a fair and equitable process, complainants and respondents are afforded the following rights in a formal grievance process for matters related to alleged sexual misconduct, including dating violence, domestic violence, sexual assault and stalking:

1. The right to receive written information about available resources, including available supportive measures and the choice to report to local authorities;
2. The right to timely written notice of the alleged policy violations and have those explained clearly and fully, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures and possible sanctions, as well as timely written notice of any material changes to such notice;
3. The right to be accompanied by an advisor;
4. The right to provide an oral or written statement outlining their perspective on the allegation(s);
5. The right to discuss the allegations under investigation and gather and present relevant documentation, information, witnesses and questions to investigator(s) and hearing officer(s);
6. The right to review all relevant and directly related information and materials concerning the allegations, including a copy of the investigation report and the right to respond to such information;
7. The right to cross-examine other parties through the party's own advisor in any formal hearing that may occur;
8. The right to not respond to specific questions asked by administrators handling the matter;
9. The right to receive written notice of the date, time and location or mode of any meeting or formal hearing that is part of the resolution process; and
10. The right to receive the outcome in writing, including applicable appeal information.

#### **Amnesty when reporting or seeking help**

ArtCenter encourages the reporting of violations of the Sexual Misconduct Policy by any member of the ArtCenter community. In support of this, ArtCenter offers student complainants and witnesses amnesty for minor violations of Student Handbook, such as the use of alcohol or other drugs, related to the alleged incident unless the violation is deemed egregious. At its discretion, ArtCenter may also offer employee complainants amnesty for certain minor violations of Employee Handbook policies occurring at or near the time of the alleged incident or as a result of the incident in question. Egregious violations that do not qualify for amnesty regardless of the student or employee status of an individual include physical abuse, illicit drug distribution, academic dishonesty, ethical or financial misconduct, or conduct that places the health or safety of another person at risk. The decision not to offer amnesty to respondents is not based on sex or

gender, but on the fact that the rationale for amnesty – as an incentive to report serious misconduct – is rarely applicable to respondents.

### **Retaliation**

ArtCenter prohibits retaliation in the Sexual Misconduct Policy as materially adverse action such as intimidating, threatening, coercing, harassing, or discriminating against an individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Sexual Misconduct Policy. Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. ArtCenter does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the Title IX Coordinator and/or to officials of the U.S. Department of Education.

### **Privacy and record-keeping**

ArtCenter is committed to protecting the privacy of all individuals involved in a process under the Sexual Misconduct Policy. Every effort will be made to protect the privacy interests of all involved individuals and treat all parties with dignity and respect. The College maintains the privacy of the identity of any complainant, respondent, witness and individual who has made a report of an alleged violation of the Sexual Misconduct Policy, except as may be permitted or required by law, or to carry out any investigation, hearing, or other process outlined in the Sexual Misconduct Policy.

ArtCenter maintains records of investigations and resolutions in accordance with the law and best practices and will protect the identity of the persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the fullest extent of the law. Privacy of the records specific to the investigation is maintained in accordance with California law, Title IX regulations and the federal FERPA statute. Information is only shared internally between administrators who need to know in order to complete their job duties. When information must be shared to permit the investigation to move forward, the parties will be informed. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of the complainant or information that could easily lead to a complainant's identification. More information on the record retention policy of the Title IX Office is described in Section 15 of the Sexual Misconduct Policy.

### **Role of advisors**

Complainants and respondents are each afforded the same opportunities to have others present during a formal or informal grievance process under the Sexual Misconduct Policy. This includes the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Complainants and respondents may each have only one advisor with them during a meeting, but they are not required to retain the same advisor throughout every meeting. The advisor may be anyone, including an attorney.

During an investigation or other non-hearing meeting, advisors may not speak on behalf of the individual they are supporting, including answering or asking questions for them, outside of making routine requests for a break or asking clarification on policy or process. Advisors may not participate in an investigative meeting on behalf of the party whom they are supporting without the party also being present. During a live hearing, only advisors may engage in cross-examination. Therefore, each party must have an advisor participate in any hearing that may take place. If a party elects to proceed without an advisor to a hearing process, if their advisor of choice is unavailable or asked to leave a hearing proceeding for failure to adhere to College policy, or if their advisor does not conduct cross-examination for the party, ArtCenter will assign an advisor to the party for the specific purpose of conducting cross-examination during the hearing.

An advisor's participation in the process must not interfere with the process or meeting, and they are expected to fulfill the role ethically and in good faith. The advisor is expected to maintain the privacy of the oral and written information and records to which they gain access in their role as advisor.

#### **Standard of evidence**

The standard of review that ArtCenter's Title IX Team will use when reviewing a formal complaint and making related determinations is the preponderance of the evidence. This means that the College will decide whether it is more likely than not, based upon the available information, that the respondent is responsible for the alleged policy violation(s). A respondent is presumed to be not responsible for an alleged violation of the Sexual Misconduct Policy unless and until a determination regarding responsibility is made at the conclusion of the formal grievance process.

#### **Sanctions following formal grievance processes related to alleged sexual misconduct**

When a hearing leads to a determination of responsibility for a violation of ArtCenter's Sexual Misconduct Policy, sanctions will be assigned to the respondent and remedies will be provided to the complainant. Sanctions are determined based on the totality of circumstances surrounding the found violations. Other factors considered when determining a sanction or responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The respondent's disciplinary history, if any
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual misconduct
- The need for sanctions/responsive actions to prevent the future recurrence of sexual misconduct
- The need to remedy the effects of the sexual misconduct on the complainant and the larger ArtCenter community
- The impact on the parties
- Any other information deemed relevant by the hearing officer(s) that was available and/or discussed at the hearing

The sanctions described in below are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities. The list for students and the list for employees represent all possible sanctions for violations of the Sexual Misconduct Policy.

*Student sanctions* – For student respondents, all forms of sexual misconduct are violations of this Policy and the Student Code of Conduct in the Student Handbook. Students found responsible for violations of the Sexual Misconduct Policy and the Student Code of Conduct are subject to sanctions that can include suspension or expulsion. Sanctions assigned to students for sexual misconduct range from educational interventions and formal warnings to suspension or expulsion, depending on the severity of the violation and any potential conduct history the student has on file at the time of the decision. When suspension is assigned, students will be assigned educational sanctions to complete before returning to campus and/or enrollment. The context and severity of violations, as well as multiple violations stemming from one incident, may lead to a multi-year suspension or expulsion for any violation of the Sexual Misconduct Policy. The following are the typical sanctions that may be imposed, individually or in combination, upon students following a violation of the Sexual Misconduct Policy, including a violation of sexual assault, stalking, dating violence and domestic violence:

- Formal warning
- Required counseling and/or administrative meetings
- Educational interventions
- Probation
- Loss of privileges, campus restrictions and/or limitation on activities beyond a No Contact Order to prohibit the respondent from shared classes or extra-curricular activities with the complainant
- Suspension
- Expulsion
- Withholding diploma
- Revocation of degree
- Bar against readmission, re-enrollment, or a drop in one or more classes
- Other actions

*Employee sanctions* – For employees, all forms of sexual misconduct are violations of the Sexual Misconduct Policy and the Employee Handbook. Violations by employees are taken seriously. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Some violations may also subject the employee responsible to potential criminal and civil penalties under federal and state law. Sanctions assigned to employees for sexual misconduct range from educational interventions and formal warnings to suspension or termination, depending on the severity of the violation and any potential history of past misconduct the employee has on file at the time of the decision. The following are the typical sanctions that may be imposed, individually or in combination, upon employees following a violation of the Sexual Misconduct Policy, including violations of sexual assault, stalking, dating violence and domestic violence:

- Formal warning
- Required counseling and/or administrative meetings
- Educational interventions
- Loss of privileges, campus restrictions and/or limitation on activities
- Job demotion or reassignment
- Suspension with or without pay for a specific period of time
- Dismissal or termination
- Bar against rehire
- Other actions

### **Remedies following formal grievance processes related to alleged sexual misconduct**

Following the conclusion of a formal grievance process or informal resolution, and in addition to any sanctions implemented, the Title IX Coordinator may implement remedies for the complainant and/or the campus community that are intended to stop the misconduct, remedy the effects and prevent reoccurrence. Remedies are designed to restore or preserve the complainant's equal access to the College's education program or activity, and while they may include the same individualized services as supportive measures do, remedies may be disciplinary, punitive, or burdensome for the respondent. The Title IX Coordinator is responsible for the effective implementation of any remedies. Remedies may include, but are not limited to:

- Referrals to counseling, health services, or the Employee Assistance Program
- Permanent alteration of employment or academic arrangements
- Climate surveys, individual or community education, or other community outreach
- Policy modification and/or training
- Transportation accommodations
- Consultation with or escort from Campus Security
- Long-term contact limitations between the parties

At the discretion of the Title IX Coordinator, supportive measures may also be provided to the parties even if no policy violation is found.

### **Informal resolution options**

After the complainant and respondent have each been provided a written notice that the Title IX Coordinator or designee received a formal complaint, both parties may voluntarily agree to engage in an informal resolution. They must notify the Title IX Coordinator or designee in writing of their choice to do so. Informal resolution, as a completely voluntary process, may serve as a potential alternative to address alleged behavior in a timely manner without completing a formal grievance process. Informal resolution is a valid option at any point prior to reaching a final determination through a formal grievance process, except for cases in which a formal complaint alleges that an employee sexually harassed a student.

In an informal resolution, the complainant and respondent agree in writing to forgo the formal grievance process, including the investigation and hearing, depending on when the parties agree to engage in an informal resolution. At any point prior to agreeing to the finalization of an informal

resolution, each party has a right to withdraw from the informal resolution process and resume the formal grievance process with respect to the formal complaint. The informal process is generally appropriate when:

1. Both the complainant and respondent mutually agree in writing to resolve the situation cooperatively through informal resolution,
2. The Title IX Coordinator determines that an informal process is appropriate for the specific allegations and is consistent with ArtCenter's institutional values and legal obligations, and
3. The information available at the time indicates that the alleged behavior does not involve serious sexual misconduct or a significant risk to the ArtCenter community.

Informal resolutions of a formal complaint are generally concluded within 45 days of written notice to the Title IX Coordinator that both parties wish to proceed with the informal resolution process.

### **Prevention of dating violence, domestic violence, sexual assault and stalking at ArtCenter**

ArtCenter prohibits dating violence, domestic violence, sexual assault, and stalking and provides sexual violence prevention education to its campus community each year. The College offers a range of campaigns and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

It is ArtCenter's practice to offer programming to help students and employees identify and prevent domestic violence, dating violence, sexual assault and stalking each year. Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding awareness of these prohibited behaviors as well as strategies for preventing them. Outreach messaging and educational content available on the [Title IX Inside page](#) discuss institutional policies defining, prohibiting, and providing options to address sex- or gender-based discrimination, harassment and violence.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander information is included in the Title IX Office's trainings for new employees and students throughout the year via our Everfi platform and during our new hire orientations. Information on how to be an active bystander is shared during ArtCenter's prevention programming months in October, January, and April.

### **Prevention education programs and campaigns for new students and employees**

Part of the College's prevention programming to new students and employees is to define dating violence, domestic violence, sexual assault and stalking and notify new members of the community that the College prohibits these behaviors and has a process by which to address allegations of such behaviors.

All incoming students are required to participate in mandatory educational programs about preventing sexual harassment and assault and promoting a culture of caring for and respecting one another. In 2020, education on the definition and prevention of these behaviors was provided to students via our online Orientation platform for incoming students.

All incoming employees also are required to complete mandatory online trainings on the prevention of harassment and violence in the workplace. In 2020, education for new employees was completed online using an outside vendor that constructed the course in compliance with state and federal law and tracked completion.

Trainings for both students and employees review steps for primary prevention, which are steps students and employees can take to prevent sexual violence before it occurs, including understanding and communicating consent. The trainings also review safe and positive options for bystander intervention along with examples of successful intervention strategies, including disrupting the situation, getting support from others and confronting the situation directly when it is safe to do so. The trainings also include information on risk reduction, information on creating a safe environment on campus, and where to report allegations of sexual misconduct, including allegations of dating violence, domestic violence, sexual assault or stalking.

As of Fall 2020, all students are required to complete a separate online course on the prevention of sexual misconduct, bystander intervention and risk reduction in addition to participating in conversations about these topics during Orientation. Also as of Fall 2020, all employees complete annual training on these topics, regardless of whether they are new or returning employees.

### **Ongoing prevention and awareness campaigns**

ArtCenter engages students, faculty and staff in ongoing prevention and awareness campaigns through collaborations between several departments. In 2020, these programs included programming for Domestic Violence Awareness Month and Sexual Assault Awareness Month, including tabling events, posters, handouts and an interactive Clothesline Project. Prevention information, bystander intervention resources, and risk reduction tips are also included in the College's comprehensive sexual misconduct brochure and on the [Title IX Inside page](#) for 24/7 access.

In 2020, with the creation of a new, standalone Title IX Office, the Title IX Office collaborates with Human Resources, the Center for the Student Experience, and the Center for Diversity, Equity and Inclusion to track student and employee completion of mandatory trainings and provide workshops open to the community. The Title IX Office has a list of available workshops listed online that students, staff, or faculty may request at any time. The Title IX Office's ongoing prevention and awareness campaigns include programming for Domestic Violence Awareness Month, training for student employees by request, open workshops on identifying the signs of unhealthy relationships, open workshops on consent and reporting options, passive campaigns,

and workshops for employees on mandated reporting, prevention of sexual harassment and violence, and resources available through the Title IX Office. Examples of these workshops in 2020 include:

*Microaggressions 101*: a workshop for students that included bystander information, reporting procedures, and policy awareness.

*Recognizing Unhealthy Boundaries*: a workshop for all students that educated students on unhealthy relationships and how to recognize signs of abuse. This workshop also included bystander information, information on how to report domestic/dating violence and definitions of domestic/dating violence.

Prevention information, bystander intervention resources, and risk reduction tips are also included in the College's [comprehensive sexual misconduct brochure](#) and on the [Title IX Inside page](#) for 24/7 access.

### **Bystander intervention related to dating violence, domestic violence, sexual assault and stalking**

Preventing sexual misconduct is everybody's responsibility. An active bystander is someone who lives up to that responsibility by safely intervening when they see or hear behaviors that harass or otherwise seem unsafe. Intervening as a bystander means recognizing a potentially harmful situation and choosing to respond in a way that could positively impact the outcome by preventing harm or intervening when there is a risk of dating violence, domestic violence, sexual assault or stalking.

#### *Active bystander tips*

There are many ways a person can take action to help someone, prevent harm, or intervene before sexual misconduct or sexual violence can occur:

- *Be observant* – The best bystanders are those who do not just stand by – they see situations as they occur. Proactively identify warning signs of potentially unsafe situations. This means being aware of surroundings and being familiar with signs of a potentially unhealthy relationship.
- *Directly intervene* – If you see someone who may be in trouble, consider if it is safe to check in and ask, “Are you okay?” Listen, see what they need, and follow through. Never put yourself in harm's way to directly intervene.
- *Create a distraction* – If you see someone potentially at risk of harm, a distraction can sometimes help diffuse the situation. If you see someone potentially being harassed, and you feel safe doing so, you may enter the conversation and change the subject, or see if you can help the person leave the situation.
- *Delegate* – If you see someone in trouble, it may be appropriate to delegate and get additional help to the scene. Talk to a trusted advisor, for example, to see if they can assist. If it's an emergency or safety concern, call 911 or Campus Security.

- *Follow Up* – One way you can be an active bystander is to show care and concern for the people around you. If necessary or appropriate, follow up with someone to see how they are doing. Make sure you check in with yourself as well and access resources as needed.

The College offers bystander intervention training to all new students in an effort to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others. More bystander intervention tips and example scenarios can be found on the [Title IX Inside page](#).

### **Risk reduction related to dating violence, domestic violence, sexual assault and stalking**

While victim-blaming is never appropriate and ArtCenter fully recognizes that only those who commit sexual misconduct are responsible for their actions, the following suggestions are provided to help you reduce your risk of being victimized or being accused of sexual misconduct.

#### *Increasing your own safety*

- Make any limits or boundaries you may have known as early as possible.
- Clearly and firmly articulate consent or lack of consent.
- Know that a healthy relationship is when partners respect each other's needs and boundaries. If you think you or someone else is in an unhealthy relationship, report to the College to access resources.
- Be careful with intimate or private information you share in electronic or online communications.
- Talk often with your partner(s) about your needs.
- Be aware that alcohol and other drug consumption can make it more difficult to communicate and understand communication about boundaries and consent.

#### *Reducing your risk of being accused of sexual misconduct*

- Show your potential partner respect if you are in a position of initiating sexual activity.
- If a potential partner says “no,” accept it and do not push. If you want a “yes,” ask for it, and do not proceed without clear permission.
- Clearly communicate your intentions to your potential sexual partners. Give them a chance to share their intentions and/or boundaries with you.
- Avoid ambiguity or vague situations. Do not make assumptions about consent or about whether someone is attracted to you. Do not assume that other people have the same expectations as you do. If you have questions or are unclear, you do not have consent.
- Recognize that just because someone is in a dating relationship, or has given consent for sexual activity in the past, does not indicate they have given consent for future sexual activity.
- Understand your role at ArtCenter and what is expected of you both on and off campus. Educate yourself about the Sexual Misconduct Policy and other applicable policies.
- Be aware that alcohol and other drug consumption can make it more difficult to communicate and understand communication about boundaries and consent.

**Resources for victims of domestic violence, dating violence, sexual assault and stalking**  
Peace Over Violence – for confidential advocacy, referrals and support for emergencies

Emergency Hotline: 626 793-3385  
892 N. Fair Oaks Ave  
Pasadena, CA 91103  
[www.peaceoverviolence.org](http://www.peaceoverviolence.org)

National Sexual Assault Hotline  
800 656-HOPE or 800 656-4673  
rainn.org

National Domestic Violence Hotline – for anonymous, confidential help available 24/7  
1 800 799-7233 (SAFE) or 1 800 787-3224 (TTY)

**Reporting to governmental agencies**

Individuals experiencing harassment or discrimination always have the right to file a formal grievance with government authorities. Students may file a complaint with OCR. ArtCenter employees, including student employees, may also file a complaint with the California Department of Fair Employment and Housing (“DFEH”) or the EEOC.

Office for Civil Rights (OCR) Headquarters  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: 800 421-3481  
Facsimile: 202 453-6012  
TDD#: 877 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

Office for Civil Rights, California Office  
U.S. Department of Education  
50 United Nations Plaza  
Mail Box 1200, Room 1545  
San Francisco, CA 94102  
Phone: 415 486-5555  
Fax: 415 486-5570  
TDY: 800 877-8339  
Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)  
Web: <http://www.ed.gov/ocr>

Department of Fair Employment and Housing (DFEH)  
contact.center@dfeh.ca.gov  
[www.dfeh.ca.gov](http://www.dfeh.ca.gov)

United States Equal Employment Opportunity Commission (EEOC)  
1 800 669-4000  
TTY: 1 800 669-6820  
ASL Video Phone: 844 234-5122  
Los Angeles District Office  
Roybal Federal Building  
255 East Temple St., 4th Floor  
Los Angeles, CA 90012  
[www.eeoc.gov](http://www.eeoc.gov)

### **Campus Sex Crimes Prevention Act**

The Federal Campus Sex Crimes Prevention Act was enacted in 2000. This law requires ArtCenter to inform the ArtCenter community that in California, convicted sex offenders must register with their local law enforcement agencies. Commonly called “Megan’s Law,” this state law allows the public access to the registry at local law enforcement offices. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in or frequent the community.

Information about the sex offender registry is maintained by the State of California and may be accessed online at: [meganslaw.ca.gov](http://meganslaw.ca.gov).

Sex offender registry information shall be used for the purposes of the administration of criminal justice; the screening of current or prospective employees, volunteers or otherwise; and for the protection of the public in general and children in particular. Unlawful use of the information in the Sex Offender Registry for the purposes of intimidating or harassing another in prohibited and willful violation of these terms may be punishable by law.

### **Compliance with Violence Against Women Reauthorization Act (2013)**

ArtCenter does not discriminate on the basis of sex or gender in its educational programs and sexual harassment and sexual violence are types of sexual discrimination. Other acts can also be forms of gender-based discrimination and are also prohibited, whether or not sexual activity is involved and include dating violence, domestic violence and stalking. As a result, ArtCenter issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct that includes sexual assault, domestic violence, dating violence and stalking, whether the incident occurs on- or off-campus and when it is reported to an ArtCenter official. In this context, ArtCenter prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the ArtCenter community.

## **DEFINITION OF OFFENSES**

### **Crime Definitions**

The Clery Act requires crimes that fall within ArtCenter's reportable geographic areas to be classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR). Sex offenses are defined by the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are defined by the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

The crimes included in this annual report are defined as follows:

#### **Aggravated assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. An aggravated assault does not have to include, but may include use of a firearm, a knife or cutting instrument, a dangerous weapon or substance or a body part used as a personal weapon (such as fists, teeth or feet). It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

#### **Arrests and referrals for college disciplinary action**

A person (of any age) who is processed by arrest, citation or summons, regardless of criminal law outcome, for the following law violations: weapons, drug abuse violations and/or liquor law violations will be referred to ArtCenter for disciplinary action in the Student Code of Conduct.

Weapons law violations include any violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or openly carried use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons; furnishing deadly weapons to minors; aliens in possession of deadly weapons; and all attempts to commit any of the aforementioned.

Drug abuse violations include any violation of laws that prohibit the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. These violations include unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled substance. These violations include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing or making of narcotic drugs.

Liquor law violations are violations 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.

**Arson**

The 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. The definition of arson includes actions or intents as described committed against structures, objects, vehicles, property and merchandise.

**Burglary**

Burglary is defined as the unlawful entry of a structure to commit a felony or a theft. Burglary includes breaking and entering with intent to commit a larceny, housebreaking, safecracking and all attempts at such offenses. Burglary also includes forcible entry, unlawful entry and attempted forcible entry.

**Dating violence**

The term “dating violence” means 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 following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

**Disciplinary referrals**

Incidents that are reported to the Campus Security Department that constitute a suspected violation of the Student Code of Conduct may result in a referral of that matter to the Center for the Student Experience, which will then assume primary responsibility for the investigation and adjudication of the incident. Disciplinary Referrals are not coded as the other crimes described in this section, but are reported in the tables of statistics included in this Report.

**Domestic violence**

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

**Drug law violation**

Violations of the law 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, including: opium or cocaine and their derivatives (such as morphine, heroin, codeine); marijuana; synthetic narcotics (such as Demerol, methadone); dangerous non-narcotic drugs (such as barbiturates, Benzedrine).

### **Hate crime**

Any criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Although there are many possible categories of bias, the Clery Act requires reporting hate crimes that fall into these six categories of bias:

- **Race**—A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics such as color of skin, eye and/or hair; or genetically transmitted facial features which distinguish them as a distinct division of humankind; e.g., Asians, Blacks and Whites.
- **Gender**—A preformed negative opinion or attitude toward a group of persons because those persons are either male or female.
- **Religion**—A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and existence or non-existence of a supreme being; e.g., Catholics, Jews, Protestants, Muslims, Atheists.
- **Sexual orientation**—A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward and responsiveness to, members of their own sex or members of the opposite sex; e.g., gays, lesbians, heterosexuals.
- **Ethnicity/national origin**—A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions; e.g., Arabs, Hispanics.
- **Disability**—A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairment/challenges, whether such a disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or injury.

A hate crime can include murder and manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson (these are "Group A" hate crimes and are defined in this section of the Report). Hate crimes can also include larceny/theft, simple assault, intimidation and destruction/damage/vandalism of property (these are "Group B" hate crimes and are further defined below).

- **Larceny/theft**—The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. ("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**—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- Destruction/damage/vandalism of property—To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. (Incidents of burning that willfully or maliciously destroy, damage or deface property will be classified as “Arson.”)

### **Liquor law violations**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, furnishing, possession and use of alcohol/intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

### **Motor vehicle theft**

The theft or attempted theft of a motor vehicle. Examples of motor vehicles include, but are not limited to: automobiles, trucks, buses, scooters, motorcycles, golf carts and motorized wheelchairs.

### **Murder/non-negligent manslaughter**

The willful (non-negligent) killing of one human being by another.

### **Negligent manslaughter**

The killing of another person through gross negligence.

### **Robbery**

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. A robbery does not have to include, but may include, use of a firearm, a knife or cutting instrument, a dangerous weapon or substance or a physical body part used as a personal weapon (such as fists, teeth or feet).

### **Sex offenses (forcible)**

Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible rape—The penetration, no matter how slight, of the vagina or anus with any bodypart or object or oral penetration by a sex organ of another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth).
- Sexual assault with an object—The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is

- incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- Forcible fondling—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental incapacity.

### **Sex offenses (non-forcible)**

Unlawful, non-forcible sexual intercourse.

- Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

[Note: The definitions below for crimes of domestic violence, dating violence and stalking are taken from the Violence Against Women Act of 1994 (42 U.S.C. § 13925(a)).]

### **Stalking**

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

Fear for his or her safety or the safety of others; or  
Suffer substantial emotional distress.

## **CRIME STATISTICS: 2018, 2019, 2020**

See following pages.

**Crime statistics**

ArtCenter Hillside Campus, 1700 Lida Street, Pasadena, CA

Classification	2018						2019						2020					
	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex offenses</b>																		
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act totals</b>																		
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded crimes</b>																		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate crimes**

No hate crimes were reported in 2018, 2019 or 2020.

**Footnotes**

Hillside Campus does not currently have on-campus student housing.

**Crime statistics**

ArtCenter South Campus, 870–950 S. Raymond Ave. and 1111 S. Arroyo Pkwy., Pasadena, CA

Classification	2018						2019						2020					
	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total	On campus	Student housing	Non-campus	Public property	Pasadena PD	Total
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex offenses</b>																		
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act totals</b>																		
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary referrals</b>																		
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded crimes</b>																		
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate crimes** No hate crimes were reported in 2018, 2019 or 2020.

Footnotes South Campus does not currently have on-campus student housing.

## APPENDIX 1:

### ARTCENTER COLLEGE OF DESIGN BLOOD-BORNE PATHOGENS EXPOSURE CONTROL PLAN

#### **Purpose**

The purpose of the Blood-borne Pathogens Exposure Control Plan for ArtCenter College of Design is to inform employees of the possibility of occupational exposure to blood-borne pathogens, to ensure appropriate control measures are instituted upon exposure and ensure that information and training concerning the hazards of exposure are transmitted to employees.

#### **Revisions**

The Exposure Control Plan should be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures, which affect occupational exposure and to reflect new or revised employee positions with potential occupational exposures.

#### **Definitions**

**Blood-borne pathogens**—Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

**Contaminated**—The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item or surface.

**Decontaminate**—The use of physical or chemical means to remove, inactivate or destroy blood-borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

**Dermatitis**—Inflammation of the skin from any cause.

**Exposure incident**—A specific eye, mouth, mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

**First aid incident (blood-borne pathogens)**—This occurs when, as a collateral duty to their routine work assignment, an employee renders first aid assistance in the presence of blood or other potentially infectious materials.

**Mucous membrane**—Lining of the hollow organs of the body; notably the mouth, nose, stomach, intestines, bronchial tubes and urinary tract.

Potentially infectious materials—These include blood, plasma, semen, vaginal fluids, fluids around joints (synovial), brain (cerebrospinal), abdominal (peritoneal) and baby (amniotic), as well as any fluids tinged with blood. Blood-borne pathogens in urine, feces (bowel movement), tears and saliva have not been shown to cause disease unless there is blood present.

Parenteral—Piercing mucous membranes or the skin barrier through such events as needle sticks.

Regulated waste—Liquid or semi-liquid blood or other potentially infectious materials or contaminated items that would release blood or other potentially infectious material in a liquid or semi-liquid state if compressed.

Source individual—Any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal precautions—An approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.

### **Responsibilities**

The following responsibilities shall exist for development, implementation and administration of the Blood-borne Pathogen Program within ArtCenter:

The Environmental Health and Safety Director will list job classifications or persons and their related tasks which could reasonably be expected to have the potential for occupational exposure to blood or other potentially infectious materials.

Environmental Health and Safety will prepare a schedule for implementing the Blood-borne  
*Responsible person/department*

Pathogen Exposure Control Plan. The schedule will include dates when list of affected employees will be prepared; dates when training will be offered; and dates when engineering and work practice controls will be implemented.

Environmental Health and Safety will establish methods of compliance that will include  
*Responsible person/department*

adherence to "Universal Precautions." Universal Precautions is an approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious for HIV and other blood-borne pathogens.

Environmental Health and Safety will establish procedures and a timetable for administering:  
*Responsible person/department*

- a. Post exposure hepatitis B vaccinations. b. Post exposure hepatitis B virus (HBV) and human immunodeficiency virus (HIV) evaluation and follow-up.

Environmental Health and Safety \_\_\_\_\_ will schedule and conduct required training for employees  
*Responsible person/department*

with occupational exposure. This training will be conducted during working hours and at no cost to employees. The training must include:

- An accessible copy of the regulatory text and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of blood-borne diseases.
- An explanation of the modes of transmission of blood-borne pathogens.
- An explanation of the employer's Exposure Control Plan and the means by which the employee can obtain a copy of the written Exposure Control Plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the difference between a first aid incident, where an employee renders assistance in the presence of blood or other infectious material as part of a collateral duty, and an exposure incident that results from the performance of an employee's duties.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.
- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits and that the vaccine and vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of any signs and labels and/or color-coding required by the Exposure Control Plan.
- An opportunity for interactive questions and answers with the person conducting the training

\_\_\_\_\_ will establish procedures to ensure that training records and  
*Responsible person/department*

vaccination records are maintained.

Environmental Health and Safety \_\_\_\_\_ will ensure that blood-borne pathogens first aid incident  
*Responsible person/department*

reports are maintained and readily available to all employees and provided to OSHA upon request.

Environmental Health and Safety will investigate the circumstances surrounding each

*Responsible person/department*

exposure incident.

Copies of any investigations can be requested through Environmental Health and Safety.

*Responsible person/department*

Copies of the written Exposure Control Plan can be requested through

Environmental Health and Safety.

*Responsible person/department*

\_\_\_\_\_ will maintain required confidential medical records.

*Responsible person/department*

Occupational exposure record-keeping, including the affected employee's name and social security number, hepatitis B vaccination status, a copy of examination results, medical testing and follow-up procedures, the healthcare professional's written opinion and copies of information provided to the healthcare professional, will be maintained by the (responsible person/department) in the medical record.

Established engineering and work practice controls such as hand washing, sharp instrument precautions, contaminated waste disposal and sanitation of reusable equipment should be monitored by responsible person/department) periodically to verify compliance.

Environmental Health and Safety should determine appropriate personal protective equipment

*Responsible person/department*

including gloves, masks, eye protection, face shields, gowns and resuscitation equipment and should make them accessible to affected employees.

### **Exposure determination**

The following is a listing of potentially infectious materials that have been recognized by the Centers for Disease Control ("CDC") as directly linked to the transmission of HBV and/or HIV:

- Blood
- Blood products
- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Pericardial fluid
- Amniotic fluid
- Concentrated HIV and HBV viruses

- Saliva in dental settings
- Any body fluid that is visibly contaminated with blood
- Any body fluid that might be contaminated with blood (i.e., vomit, urine, sputum, feces)

Generally, employees of ArtCenter have a low risk of exposure to potentially infectious materials. All employees trained in first aid under the requirements of this Exposure Control Plan have potential for exposure and are to be identified by job classification. Tasks that these employees could have potential occupational exposure are limited to emergency first aid.

Also, employees who are trained in first aid and/or CPR and are designated to perform these acts are included in this Exposure Control Plan. Their potential for occupational exposure would be limited to tasks involving emergency first aid.

Other classifications may include Building Maintenance (janitorial). Potential exposures could result from encountering contaminated sharps (i.e., needles) syringes or potentially infectious materials contaminating public areas. Tasks being performed would be associated with the servicing/cleaning of these facilities.

Form A contains a list of specific job classifications where all employees have potential for occupational exposure. (see page 42)

Form B contains a list of specific job classifications where some employees have potential for occupational exposure. (see page 43)

Form C contains an individual listing of each affected job classification identified and describes the tasks for that position, which have potential for occupational exposure. (see page 44)

Other job classification may exist where there is a possibility of exposure to potentially infectious materials. These positions and their associated tasks are listed in Forms A through C as appropriate.

## **Methods of Compliance**

### **Universal Precautions**

All employees who risk occupational exposure must use Universal Precautions regardless of the perceived "low risk" of the person(s) involved in the situation, which could result in an occupational exposure.

The term "Universal Precautions" is an approach to infection control. Using Universal Precautions, employees consider all blood and certain other body fluids as infectious. In situations where employees cannot differentiate body fluids from other fluids, employees must consider all of the fluids infectious.

The Centers for Disease Control recommends the following general Universal Precautions (adapted from OSHA Instruction CPL 01-01-069, November 27, 2001):

- All employees with occupational exposure should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when they anticipate contact with blood or other body fluids.
- Employees should wear gloves:
  - When touching blood, body fluids, mucous membranes or non-intact skin.
  - When handling items or surfaces soiled with blood or body fluid.
- Employees should change gloves after contact with each patient or victim.
- To prevent exposure of mucous membranes of the mouth, nose and eyes, employees should wear masks and protective eyewear or face shields during procedures that are likely to generate droplets of blood or other body fluids.
- Employees should wear gowns or aprons during procedures that are likely to generate splashes of blood or other body fluids.
- Employees should wash their hands and other skin surfaces immediately and thorough if contaminated with blood or other body fluids.
- Employees should wash immediately after they remove their gloves.
- Employees with occupational exposure should take precautions to prevent injuries:
  - Should not recap or purposely bend or break needles by hand.
  - Should not remove needles from disposable syringes or otherwise manipulate them with their hands.
  - Should place used disposable syringes and needles, scalpel blades and other sharp items in puncture-resistant containers for disposal.
- To minimize the need for emergency mouth-to-mouth resuscitation, employees should have mouthpieces, resuscitation bags or other ventilation devices readily available for use in areas where the need for resuscitation is predictable.
- Employees with occupational exposure who have lesions or weeping dermatitis should refrain from all direct patient or victim care.
- Pregnant employees should be especially familiar with and strictly adhere to the precautions for minimizing their risk of occupational exposure. There is significant risk of prenatal infection when a pregnant mother develops a blood-borne pathogen infection.

### **Engineering controls**

Due to the nature of ArtCenter activities and circumstances which could result in potential occupational exposure, the implementation and use of engineering controls is limited. Emergency first aid response relies on work practice controls and personal protective equipment to reduce or eliminate occupational exposures to blood-borne pathogens.

One use of engineering controls may involve the use of puncture-resistant containers when disposing of contaminated sharps, such as needles/syringes, when performing custodial services or servicing telephone booths.

In these cases, contaminated sharps containers will be inspected on a scheduled basis. These inspections will be documented in writing. Replacement will occur when containers become full.

### **Work practice controls**

Work practice controls will be implemented to reduce occupational exposures through the procedures employees use. Employees shall receive training on the following practices and their implementation by employees is mandatory:

#### Hand washing

Hand washing has long been recognized as an important means of controlling infection. Hand washing facilities shall be readily accessible to employees. Employees shall wash their hands immediately or as soon as possible after removal of gloves or other personal protective equipment.

Where provisions of hand washing facilities are not feasible, appropriate antiseptic hand cleaner in conjunction with clean cloth/paper towels or antiseptic towelettes will be provided.

When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

#### Washing of other skin or mucous membranes

Employees will wash hands and any other skin with soap and water or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potential infectious materials.

#### Handling of contaminated sharps

Contaminated sharps are not limited to needles and scalpels. Any contaminated object that might produce a puncture wound may produce an occupational exposure.

Contaminated sharps shall not be physically or structurally altered during handling. When encountered, they should be immediately placed in an appropriate puncture resistant container for disposal.

#### Reusable sharps

Reusable sharps present problems in that they must be cleaned and sterilized prior to reuse. Contaminated reusable sharps in our operations may include first aid equipment (i.e., scissors) and tools involved in accidents whereby they have come into contact with blood or other potentially infectious materials.

Contaminated sharps shall be immediately placed into leak-proof, puncture resistant containers with appropriate labeling identifying the contents.

Decontamination shall be performed in a way that does not expose employees to potential puncture wounds.

Cleaning will be accomplished through the use of a disinfectant/antiseptic wash such as a 1% dilute solution of bleach or a commercially available product.

### **Personal activities**

Although it is not anticipated, employees are prohibited from eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses in work areas where there is any likelihood of occupational exposure.

Employees will be cautious when using hand creams along with latex surgical and examination gloves. Exposure of these gloves to petroleum based lubricants, cleaning materials and/or disinfectants may cause deterioration of the glove and subsequently decrease protection.

Employees involved in actual first aid response situations shall take precaution to minimize the splashing, spattering and generation of droplets of potentially infectious materials.

### **Personal protective equipment (PPE)**

When engineering controls and work practices do not eliminate employee occupational exposure to blood-borne pathogens, employees are required to use personal protective equipment (PPE) to protect against the remaining exposure potential.

Due to the nature of our operations and potential exposure settings, PPE is the most important form of protection.

Personal protective equipment will be readily accessible and available at no charge to employees. ArtCenter will clean, launder and dispose of PPE at no charge to the employee. This equipment will be required and replaced as needed to maintain its effectiveness.

Personal protective equipment will be included in all first aid kits or a stand-alone kit will be provided. PPE may include, but is not limited to, gloves, gowns, facemasks and eye protection and ventilation devices.

Personal protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to reach the employee's clothing, skin, eyes, mouth or other mucous membranes.

Employees are required to properly use the PPE provided by ArtCenter.

ArtCenter will investigate and document any employee misuse or decision not to use PPE with the goal of finding ways to prevent future occurrences.

Employees using PPE are required to notify (appropriate individual/department) when items must be cleaned or replaced.

Hypoallergenic gloves, glove liners, powderless gloves or other alternatives will be made available to employees who show an allergic reaction to the gloves normally provided.

### **Personal protective equipment work practices**

The following describes the requirements on how employees must use and handle PPE. Any garment penetrated by blood or other potentially infectious material shall be removed immediately or as soon as feasible.

A PPE shall be removed prior to leaving the immediate area where it was used to minimize the spread of potential contamination.

When PPE is removed it will be placed in the appropriate container for disposal. The container shall be labeled and (responsible person/department) will be notified.

### Gloves

The use of gloves is basic to the prevention of occupational exposures to blood-borne pathogens. Gloves are the primary barrier between the hands (a common area for lesions or skin breaks) and potentially infectious materials.

Employees shall wear gloves when it can be reasonably anticipated that the employee may have hand contact with potentially infectious materials, mucous membranes, non- intact skin and when handling or touching contaminated items or surfaces.

Disposable gloves will be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured or become an ineffective barrier for any other reason. Under no circumstances will contaminated gloves be used on any other individual other than the individual who was the source of the contamination.

Disposable gloves will not be washed or decontaminated.

Utility or multi-use gloves may be decontaminated for reuse if the integrity of the glove is not compromised. Gloves will be immediately discarded if there are any signs that the glove cannot provide an effective barrier (i.e., cracks, punctures, deterioration).

### Other protective equipment/clothing

Where employees may be exposed to potentially infectious materials through skin or mucous membranes, appropriate protection will be provided and utilized as necessary.

Additional protective equipment such as masks, goggles and eye protection shall be worn wherever splashing or splattering of potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

Aprons, gloves, caps and hoods shall be provided and worn as necessary in situations where gross contamination can be reasonably anticipated.

### **Housekeeping**

For the purpose of ArtCenter's Exposure Control Plan, "housekeeping" refers to cleaning, decontaminating, disinfecting and/or disposing of equipment and surfaces, which come into contact with potentially infectious materials.

Housekeeping will be performed on an "as needed" basis due to the episodic nature of incidences, which could result in contaminated equipment or surfaces. Scheduled housekeeping is not feasible and is unwarranted.

Reusable equipment including sharps that have become contaminated shall be handled and decontaminated in accordance with the procedures described for Reusable Sharps of the Exposure Control Plan.

Contaminated work surfaces will be decontaminated using a disinfectant as soon as feasible.

### **Waste management**

For purposes of this section, regulated waste will include blood or any other potentially infectious material, contaminated sharps, clothing, PPE and any other materials that have been in contact with potentially infectious material.

All regulated wastes will be disposed of in accordance with federal, state and local requirements.

All contaminated sharps will be disposed of in a leak-proof, impenetrable container marked with the appropriate labels. All other contaminated wastes will be discarded in impervious bags having the necessary labels displayed.

An approved, licensed medical/biohazard waste vendor will pick up, transport and dispose of wastes on an as needed basis.

ArtCenter shall be contacted for assistance with the disposal of any regulated waste.

### **Laundry**

Through the use of disposable PPE, contaminated clothing or other materials such as PPE should be minimized or eliminated. In the event that contaminated items are generated which require laundering, ArtCenter shall be contacted for assistance. All contaminated laundry will be immediately placed into labeled, impervious bags for processing. When handling contaminated laundry, Universal Precautions will be used by all employees.

A vendor specializing in medical laundry will be utilized for cleaning/decontaminating laundry contaminated with potentially infectious materials. No contaminated laundry shall be cleaned by the employee.

### **Labels**

Appropriate biohazard symbols will be utilized to identify potentially infectious materials such as contaminated clothing, PPE or equipment that is to be disposed of or decontaminated. Warning labels shall be attached to all containers of regulated wastes as defined in housekeeping section. Labels required by this shall include the following legend:

- Labels will be fluorescent orange or orange-red with lettering and symbols in a contraction color such as black.
- Labels will be attached in a manner so that unintentional removal is not possible.

### **Training**

All employees of ArtCenter identified in the Exposure Determination of the Exposure Control Plan shall participate in the Blood-borne Pathogen Training Program.

### **Schedule**

Employees identified in the Exposure Determination shall be trained within 30 days upon implementation of this program.

New employees with potential occupational exposure to blood-borne pathogens shall be trained upon initial assignment.

Annual training will be provided for employees within one year of their previous training. In the event of changes or modifications of tasks or procedures affecting potential occupational exposures, specific additional training will be provided.

### **Content**

The training program will include the following elements as a minimum:

- An accessible copy of the OSHA standard and an explanation of its contents.
- A general explanation of the epidemiology and symptoms of blood-borne diseases. An explanation of the modes of transmission of blood-borne pathogens.
- An explanation of the Exposure Control Plan and the means by which the employee can obtain a copy of the written Exposure Control Plan.
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices and personal protective equipment.

- Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- An explanation of the basis for selection of personal protective equipment.
- Information on the hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated and that the vaccine and vaccination will be offered free of charge.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up will be made available.
- Information on the post exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the labels and color-coding identified in labels.

### **Training records**

Training records will contain the following information:

- Training dates
- Summary of training
- Name and title of individual performing training
- Names and job titles of attendees

Training records will be maintained for ArtCenter from the date on which the training was conducted.

Training records are available upon request for examination and copying by:

- OSHA representatives
- NIOSH (National Institute for Occupational Safety and Health) representatives
- Employees

Availability will be in accordance with the requirements of OSHA 29 CFR 1910.20.

If ArtCenter ceases to do business and there is no successor employer to receive and maintain the records, the director of NIOSH shall be notified at least three months prior to their disposal. Records will be transmitted to the director if requested.

### **Post exposure and follow-up procedures**

Following an exposure incident, ArtCenter will implement all procedures prescribed in this section. Services will be convenient and at no cost to the exposed employee.

After an employee experiences an exposure incident, a post-exposure evaluation and follow-up procedure will be implemented. A confidential medical evaluation and follow-up must be made immediately available to the exposed employee including:

- Investigation and documentation of the routes of exposure and circumstances involved.
- Identification, testing and documentation of the source individual's blood, if feasible and not prohibited by law. This information, as well as applicable laws and regulations, must be made known to the exposed employee.
- Lab test for infection at an accredited laboratory.
- Post-exposure treatment, counseling and evaluation of reported illnesses.

### **College requirements**

ArtCenter must provide a healthcare professional evaluating the exposure incident with the following:

- Results of the employee's blood testing, if available. If not available, a blood test will be taken.
- All medical records relevant to the appropriate treatment of the employee including vaccination status, which is the employer's responsibility to maintain.
- A copy of the 29 CFR §1910.1030, Blood-borne Pathogen Standard. A description from the employee regarding the exposure incident.
- Routes of exposure and the circumstances under which the exposure occurred.

### **Physician requirements**

A healthcare professional's written opinion will be sent to the College and a copy provided to the employee within 15 days of the completion of the incident evaluation by the healthcare professional.

The written opinion will be limited by the healthcare professional whether hepatitis B vaccination is indicated for an employee and if the employee has received such vaccination.

The healthcare professional's written opinion for post exposure and follow-up will be limited to the following information:

- That the employee has been informed of the results of the evaluation.
- That the employee has been told of any medical conditions resulting from the exposure to blood or other potentially infectious material which require further evaluation or treatment.

All other findings and diagnosis shall remain confidential and are not to be included in the written report to the College.

### **Medical records**

An accurate record will be established and maintained in the Human Resources Department for each employee with potential occupational exposure. This record must include:

- Employee's name.
- Employee's social security number.

- Employee's vaccination history.
- Results of examinations, medical testing and follow-up procedures required as a result of an exposure incident.
- Healthcare professional's written opinion after an exposure incident.
- Information provided to the healthcare professional evaluating an exposure incident.

All medical records will be kept confidentially in the Human Resources Department. These medical records will be maintained for the duration of employment plus 30 years.

### **HBV (hepatitis B) vaccinations**

ArtCenter will provide a post exposure evaluation and follow-up to all employees who experience an exposure incident. The vaccine and vaccinations, as well as all medical evaluations and follow-up, will be made available at no cost to the employee, provided at a reasonable time and place and performed by or under the supervision of a licensed physician or another licensed healthcare professional whose scope of practice allows him or her to independently perform activities described in this section.

ArtCenter will direct affected employees to the appropriate facility for the post exposure evaluation within 24 hours of the exposure incident.

Vaccinations will be provided at no charge to the employee, even if the employee initially declines but later accepts treatment while covered by the standard. Employees who decline the vaccination will sign a declination form.

Each employee should receive counseling from a healthcare professional when vaccination is offered. This discussion will help an employee determine whether inoculation is necessary.

“See next page for forms.”





**Form C**

This form is used along with Form B developing Exposure Determination portion of the Exposure Control Plan. Its purpose is to analyze those job classifications in which some but not all employees have the potential for occupational exposure.

Complete one copy of this form for each job classification listed on Form B. For each job classification, describe those tasks and procedures in which occupational exposure occurs. Every employee who performs the identified tasks and procedures is included in the Blood-borne Pathogen Program.

Job classification: \_\_\_\_\_

Tasks and procedures: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

\_\_\_\_\_  
Employee signature Date

\_\_\_\_\_  
employee name Print

*Note: When complete, send to Human Resources Department*