



California College of the Arts

Annual Fire Safety and Security Report
for
2024-2025
Clery Act Policy Statements

Table of Contents

A. Message from the Director of Public Safety	4
B. Information About the Clery Act	4
C. Information About the Preparation of this Report	5
D. Information About the CCA Department of Public Safety	6
Working Relationships with Law Enforcement Agencies:	7
Disclosure of Crimes to Local Law Enforcement and Others:	7
Escort Program	7
Bicycle Safety	8
E. Policy Statements	9
Reporting Crime:	9
To report a crime:	9
On Campus:	9
Off Campus:	9
CCA Cares Team	10
Voluntary and Anonymous Reporting	10
Emergency Alerts and Timely Warnings	10
Daily Crime and Fire Logs	11
F. General Access Policies	11
General Access Policies	11
Fall 2025	11
Conduct	13
G. Security and Access to Residence Halls	13
Security	13
Building Access & Keys	14
Conditions of Occupancy	15
CCA Cares Team	15
Confidential Reporting	16
Reporting by Professional Counselors	16
Crime Prevention and Awareness Programs for Students and Employees	17
Violence Prevention:	17
Student Organizations	17
I. Alcohol/Drug Policies	18
Drug Free School & Workplace Program	18
Standards of Conduct	18
Counseling & Medical Assistance	19
Alcohol Policy Student Handbook	19

Guidelines for requesting alcohol service on campus	20
Request Process	21
Event Host Civil Liability and Responsibility	21
General Guidelines	21
Notice of Financial Aid Penalties for Drug Law Violations	22
J. Evacuation Procedures	23
Evacuation Locations	24
Assembly Area	24
K. Missing Student Policy	24
Definition	24
Investigation & Notification	25
Designating Emergency Contacts	25
L. Student Sexual Misconduct Policy for the Protection of All CCA Students	26
Message from the Office of Student Affairs for All Incoming and Returning Students	26
Overview as to How this Policy Works	26
Notice of Nondiscrimination	27
Getting Help	27
Who are the College Administrators with Responsibility for this Policy?	28
What Every Student Should Know About the Legal Definitions of Sexual Misconduct	29
Sexual Assault:	29
Nonconsensual Sexual Contact (or attempts to commit the same):	29
Sexual Exploitation:	29
Domestic Violence:	30
Dating Violence:	30
Stalking:	30
Retaliation:	30
Sexual Harassment or Gender Based Harassment:	30
Special Policy That Protects Students	31
Additional Definitions	31
How Students Should Report Incidents of Sexual Misconduct	33
Emergency and Off Campus Reporting Options:	33
Reporting Options Here at the College – These Are Encouraged and Welcomed:	34
Specific Information Regarding Incidents Occurring Off Campus:	35
Anonymous Reporting:	35
Alcohol, Drugs and/or Other Misconduct:	35
Prohibition against Retaliation:	35
Protecting Students Also Means that CCA Cannot Guarantee All Confidentiality	36
What If a Student Wants to Discuss Sexual Misconduct, Without Making a Report or Record of the Incident?	36

M. Intake Meetings: For Students to Report an Incident	37
Intake Meeting with the Reporting Student:	37
Meeting to Inform the Respondent:	38
Initial Witness Interviews:	38
Initial Assessment:	39
Possible Interim or Final Measures:	39
When Investigation Is Needed, CCA Sometimes Uses an External Investigator	40
Getting to a Proper Resolution and the Outcome Letter	41
Appeals	42
Arbitration	43
Privacy of Records	43
Dissemination of Policy; Training; Prevention Education and Awareness Programs	44
N. Resources	44
For Emergency Needs:	44
For Medical Needs:	45
CCA Campus Services:	45
On Campus Counseling Services:	46
Confidential Reporting Options:	46
Registered Sex Offender Information	46
O. Crime Statistics: 2024 Annual Security Report:	47
Hate Crimes:	50
Violence Against Women Act (VAWA):	63
Arrests: San Francisco Campus	64
Disciplinary Actions: San Francisco	65
P. Annual Fire Safety Report	66
Fire Safety Policies:	66
Residence Hall:	66
Smoke detectors, sprinkler heads & carbon monoxide detectors	66
Fire safety:	67
Cooking:	67
Cooking Appliances:	67
Extension Cords / Multi Plug Adaptors:	67
Decorations:	67
Sprinklers:	68
Fire Safety Equipment:	68
Prohibited Items:	68
Firearms, Weapons, Fireworks & Dangerous Chemicals:	68
Candles & Incense:	68
Cloth Flags & Banners:	68

Halogen Lamps:	69
Evacuation:	69
Campus Wide:	69
Evacuation Procedures:	69
Procedures if Fire or Smoke Is Present	70
Fire Cannot Be Extinguished:	70
Be careful about opening doors:	71
If Your Clothes Are on Fire:	71
General Procedures:	71
Fire Drills:	71
Fire Safety Systems:	72
Fire Statistics:	72

A. Message from the Director of Public Safety

California College of the Arts (“CCA”) is pleased to publish its 2024 Annual Security and Fire Safety Report.

In this report, you will find important information about college policies, personal safety and crime prevention, and where students, employees and visitors should go to report crimes. The annual security report also includes crime statistics as required under the Clery Act for the last three calendar years. The annual fire report contains information about campus fire safety policies and fire statistics at the College.

I encourage you to read this important information and to use it to enhance your experience at the College.

If you have any questions about this report, or if you wish to obtain a paper copy of this report, please visit us at the Public Safety Office.

Abe Leal
Director of Public Safety

B. Information About the Clery Act

California College of the Arts is committed to provide and enhance safety and security services and to partner with all members of the CCA community to take an active role in their own safety, the safety of our campus, and the safety of the college community. The goal of the Department of Public Safety is to support the CCA learning environment by continually and consistently working to improve safety and security and to prevent disruptions to the instruction and creative expression of our students, faculty and staff.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092(f), is a federal law that requires all colleges and universities that receive federal financial aid to annually report crime data and to disclose important campus safety and security policies and information to their campus communities. This law is commonly known as the Clery Act.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was initiated by the parents of Jeanne Clery, a college student at Lehigh University in Bethlehem, Pennsylvania, who was raped and murdered. Amendments to the Act in 1998 renamed it in memory of Jeanne.

Text of the Clery Act can be found in the U.S. Code of Federal Regulations at 34 C.F.R.668.46. The Clery Act was amended in 1998 and updated in 2013 through the Violence Against Women Act ("VAWA"). CCA complies with the Clery Act and VAWA.

C. Information About the Preparation of this Report

As indicated above, the Clery Act requires the College to annually collect and report certain crime data and to disclose important campus safety and security policies and information to the campus community.

The Higher Education Opportunity Act (HEOA) of 2008 requires higher education institutions to annually report fire safety information and to make public fire safety information and fire statistics.

The CCA Department of Public safety prepares the Annual Fire Safety and Security Report in compliance with the Clery Act and HEOA. The report contains three years of crime statistics and policy statements of CCA that pertain to crime, prevention and response, including the College's Student Sexual Misconduct Policy for the Protection of All CCA students.

Campus crime, arrest and referral statistics include those reported to the CCA Department of Public Safety, designated campus officials and local law enforcement agencies, which occur on campus, in or on non-campus buildings or property owned or operated by the College, and on public property within or immediately adjacent to the campus.

The report is prepared in cooperation with the local law enforcement agencies surrounding our main campuses and alternative sites, Residential Life, Student Affairs, and Academic Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act and HEOA.

The full text of this report can be located on CCA Public Safety Portal Page at:
<https://portal.cca.edu/essentials/public-safety/annual-fire-safety-security-report/>

You will also be able to view the reported data at the Department of Education: Campus Safety and Security website

(<http://ope.ed.gov/security/Index.aspx>). The Department of Education site allows for comparison of the data between colleges.

D. Information About the CCA Department of Public Safety

Campus Security:

California College of the Arts is a registered Private Security Employer (License number PSE 689) and employs its own Proprietary Private Security Officers (PPSO) as defined by the State of California (Business and Professions Code Section 7574.01(f)).

In addition, to augment the proprietary staff during sudden absences, peak periods and special events, the College contracts with a licensed contract security vendor (Private Patrol Operator). The college's proprietary officers and the contract officers are easily discernible based on their uniforms.

As licensed security professionals, CCA Public Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business on any campus facility.

Public Safety Officers are not sworn peace officers and their powers to arrest are equivalent to any private citizen as described in section 837 of the California Penal Code.

Public Safety officers receive training regularly throughout the year, including one intensive in service training once a year and on a wide variety of topics including both mandated and professional development centric.

Topics include:

- First Aid/CPR/AED
- Emergency Preparedness
- Report writing and investigations
- Customer Service
- Cultural and Diversity training
- Communications
- Patrol Procedures

The Department of Public Safety provides safety and security services 24 hours a day, 7 days a week, 365 days a year, by foot patrol, designated public safety post locations throughout the campus buildings, safety escorts and general assistance requests.

The Department of Public Safety staff includes the Director, Manager, Lead Supervisor, 4 Field Supervisors, and 15 full time officers who provide security services for all CCA locations.

The Department of Public Safety offices are located at the following locations:

- SF Main Desk, located at 145 Hooper St, Main Entrance (7 days/24 hours/ 365 year).

Working Relationships with Law Enforcement Agencies:

The Department of Public Safety works closely with the San Francisco Police Departments when incidents arise that require investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. In addition, the Department of Public Safety staff occasionally works with other law enforcement agencies including the Alameda County Sheriff's Department, FBI, BART Police, California Department of Justice, Department of Homeland Security and the U.S. State Department, particularly in the areas of emergency planning and public safety. Meetings are held between the leaders of these agencies on both a formal and informal basis.

Disclosure of Crimes to Local Law Enforcement and Others:

CCA is required by state law to report to law enforcement any incident that it learns of that might be classified as a Part 1 violent crime, hate crime, or sexual assault. (Education Codes 67380, et seq.) This requirement extends to all "Campus Security Authorities," which includes the Department of Public Safety and any official of CCA who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial proceedings.

CCA requires that all Campus Security Authorities of CCA who become aware of such crimes involving CCA or a member of the CCA community to immediately report the incident to the Director of Public Safety. The Director of Public Safety or their designee will report the matter to law enforcement consistent with state law.

CCA will, upon written request, disclose to any alleged victim of a crime of violence, or a non-forcible sex offense (i.e. statutory rape, incest), or to the next of kin if the victim is deceased, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense.

Please also see the **Student Sexual Misconduct Policy for the Protection of All CCA students** below for more information on the disclosure of incidents involving sexual misconduct to law enforcement and others.

Additional Department of Public Safety Services and Resources:

The Department of Public Safety also provides the following services to the CCA community:

Escort Program

All members of the college community who leave either campus after dark are strongly encouraged to use the "Buddy System" and walk with someone you know. If you are unable to walk with a "buddy" contact the Public Safety Department to request an escort.

Public Safety officers are on duty 24 hours a day, 7 days a week and available to perform this service. Escorts are available at the San Francisco Campus only.

Public Safety Officers are able to provide escorts to the nearest connecting bus stop that service the Civic Center BART station. Public Safety Staff will wait a reasonable time for the bus to arrive. The general rule is 15 minutes to the desired location with a 15 minute return (this includes any wait time). This is so that Public Safety staff are never away from campus for more than 30 minutes total.

We ask that community members request an escort while planning accordingly so that our officers can assist them and get back to the campus in a timely manner in order not to inconvenience others who may be requiring assistance.

Anyone interested in requesting an escort can reach Public Safety on the appropriate Campus by calling:

- The Patrol Phone # **415-726-2061**.

Photo ID Requirement

All students must wear a current CCA photo identification card at all times when on campus. A CCA photo ID card is required to enter the San Francisco campus (and ride the transportation shuttles/buses). All student ID issues are generally handled Monday thru Friday, 8 a.m. to 4 p.m. at the Main Public Safety Desk (SF).

Incoming students - In order to create your CCA OneCard card which will be used for room access, meal purchases, and campus access, you must upload a photo by following the directions at the One Card management page on the Portal:

[CCA One Card Management \(ID Card Photo Upload\)](#)

Important: The first photo ID card is free to new students; **replacement cards cost \$5.00**. ID Sleeves and lanyards for photo ID cards can be obtained at the Double Ground Public Safety desk, free of charge. Replacement ID card payment form: [ID Card Credit Card Payment for Replacement](#)

Bicycle Safety

CCA supports a vibrant cycling community. Bike racks are located in the Founders Bike Room and the Hooper Grad courtyard. To request access to the Founders Bike Room, please use the following link for the request form: [Founders Bike Room Access Request Form](#).

Please use appropriate locking systems when using both indoor and outdoor bike racks. Please refer to Safe Bikes <http://safebike.org/> for many helpful bicycle resources. Bicycle or scooter riding and skateboarding within the campus is prohibited. Please walk your bicycle, skateboard or scooter to avoid injuring yourself or others in the CCA community.

E. Policy Statements

Reporting Crime:

CCA encourages all CCA community members, students, faculty, staff and guests to accurately report crimes as soon as possible to the Department of Public Safety and/or to the San Francisco Police Department.

To report a crime:

On Campus:

The primary contact number for all Public Safety requests is 415-703-9512. This number is for the front desk located at 145 Hooper St and is usually staffed 24/7. **If you have an EMERGENCY, you should call 911 directly! You should also notify Public Safety when safe to do so.**

Emergencies may also be reported to the local Police/Fire/Ambulance by dialing 911 from any hard line phone or cell phone.

“See something, say something”. Any suspicious activity or person seen on campus, in the parking lots or loitering around vehicles, inside buildings or around the on campus Residential Halls should be reported to the Department of Public Safety or the local police department. In addition, you may report a crime to the following areas:

Director of Public Safety	415.551.9230
Ops Manager Public Safety	415.703.9569
Dean of Students	415.551.9336
Assc. Director of Residential Education	415.551.9296

Off Campus:

(Such as the, Blattner residential hall):

You may report any suspicious activity or crime to the lobby staff of the residence hall or call the **police via 911** for emergencies or directly through the non-emergency number.

- **The San Francisco Police non-emergency number is 415-553-0123.**

CCA Cares Team

The CCA Care Team engages students with the care and support needed during difficult and challenging personal and academic circumstances. Because of these circumstances, students may exhibit behaviors that can be seen as distressing, disruptive, disturbing, or dangerous.

CCA community members can provide the CCA Care Team with information regarding the student they are concerned about. The team will determine how to best support each student.

To Refer a Student, use the CCA Cares Incident Form, available on the CCA website at: [CCA Care Form](#).

Voluntary and Anonymous Reporting

CCA is required by state law to report to law enforcement any incident that it learns of that might be classified as a Part 1 violent crime, hate crime, or sexual assault. (Education Codes 67380, et seq.) However, it is up to the victim on whether or not to separately file his or her own report with the police.

Other than in these limited circumstances, with your permission, the Director of Public Safety or a designee can file a report on the details of the incident to the police without disclosing your identity, unless he or she is required to do so by governmental authorities. The purpose of filing a report this way is to respect your wishes while at the same time take steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents occurring on campus or within the campus community, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics of the College (without using names or any other identifying details of the incident).

Please also refer to the **Student Sexual Misconduct Policy for the Protection of All CCA Students** below for additional reporting options, including how to make an anonymous report of an act of sexual misconduct and for a list of resources.

Please also see the **Timely Warnings Section** for procedures on the issuance of a timely report or warning when a potentially dangerous threat to the community arises.

Emergency Alerts and Timely Warnings

There are two types of notices that may be issued for an emergency situation at CCA. An Emergency Alert is issued upon the confirmation of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. A

Timely Warning is issued for any crime that represents an ongoing threat to the safety of students or employees.

In the event that a situation arises, (either on or off campus), and in the judgment of the Director of Public Safety or their delegate, constitutes an ongoing or continuing threat, a campus wide “Timely Warning” will be issued. The warning will be transmitted through the college email system to students, faculty, and staff.

Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may issue an Emergency Alert which is transmitted through both the email system and through the RAVE Alert Emergency Notification System. The RAVE system is a text based alert transmitted to the mobile telephone or alternate mobile device that the student or employee registers with CCA.

The College will without delay take into account the safety of the community to determine the content of emergency alerts and timely warnings and to initiate the notification system.

Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety by phone (415-703-9512) or in person at the Public Safety Stations located in San Francisco at the Public Safety Desk in the Main Entrance to the Double Ground Courtyard (145 Hooper St).

Daily Crime and Fire Logs

CCA publishes a daily log of all crime and fire incidents reported to the Department of Public Safety. The log is updated daily, Monday through Friday. Incidents that occur on the weekends will be updated on the next business day. The daily crime and fire log is located online and can be found on the Department of Public Safety page of the CCA portal:

[CCA Public Safety Welcome Page.](#)

F. General Access Policies

General Access Policies

Fall 2025

The campus daily operating hours are as follows:
(*except during recognized holidays and semester breaks*)

- **Main Campus:**
 - **145 Hooper Gate:** ID card needed for access 24/7
 - **Double Ground Entrance:** Open access 730am-730pm; 7 days a week
 - ID card access 730pm-730am; 7 days a week
 - **1111 Main:** Open access 730am-730pm; 7 days a week

- ID card access 730pm-730am; 7 days a week
 - **450 Irwin Doors:** ID Card Access 730am-730pm, 7 days a week
 - **No access from 730pm-730am; 7 days a week**
- **184 Hooper:**
 - 24/7 Card Access
- **80 Carolina Offices, Studios, & Shops:**
 - Main Lobby Doors: Students, M-F 7a - 7p, Staff and Faculty M-F 7am - 10:30pm
 - Faculty Lounge 630 am-11 pm M-F , faculty card access
 - Business Offices (2nd Floor), open access when frontdesk is staffed, Staff and Faculty card access M-F 7am - 10:30pm
 - Fashion Studios and Shop spaces (1st Floor) 24/7 Card Access
 - Portable Classrooms (parking lot) 7am-1030pm M-F
- **HUBBELL:**
 - Mon-Fri 7:30am to 8pm
 - Saturdays 9am-5pm
 - (Sunday upon request with prior approval)
- The library, shops, labs and bench rooms will maintain open use schedules, posted by the third week.
- No campus access on Thanksgiving Day beginning at 11:59 pm on Wednesday 11/26/25 to 8am Saturday 11/29/25

Winter Break

- No campus access during the winter break beginning at 8pm, Friday, December 19th, 2025 to 7am, Monday, January 5th 2026.
- End of semester cleanup – 12/15/25 through 12/19/25 Access hours to be determined by programs within the 8am to 12pm midnight hours for those with unsupervised access status and/or graduate students (students must have registered for Spring semester).
- Programs will provide a list of approved students and dates of access to the Facilities and Public Safety departments.

Spring 2026

- General access policies remain the same as Fall 2025
- No access Monday, Martin Luther King Jr. Holiday, Monday 1/19/26.
- Classes WILL BE HELD and offices open on President's Day, Monday 2/16/26.
- Spring Break – 3/23/26 through 3/29/26. Supervised Access varies with program staffing.
- Last day of Spring Semester 5/11/26
- End of semester cleanup – 5/11/26 through 5/15/26 Access hours to be determined by programs within the 8am to 12pm midnight hours for those with unsupervised access status and/or graduate students (students must have registered for Spring semester).
- Deadline to remove all personal property to be posted. This includes projects, drawings, paintings, architectural models, etc. Please take everything.

Summer Term

Access on a program-by-program basis in the 8 a.m.–midnight time frame. The summer studio access policy is available prior to the end of the spring term.

Conduct

- Identification of students – students using studios must be currently registered at CCA and wear CCA ID cards while working in the studios during unsupervised hours.
- Students must have a CCA ID on their person at all times while on campus. Please stop by the Public Safety Office for ID's or day use stickers.
- Students may not work alone – Public Safety Officers will ask any student working alone in a studio to leave and will then lock the studio.
- Alcohol – may not be brought into the campus buildings or grounds. If found, it will be confiscated/destroyed by the Public Safety Officer who will also report the incident.
- Temporary shelter – students may not use the studios for “temporary shelter” or allow them to be used by anyone else for this purpose.
- Conduct – conduct while working in the studios should be governed by respect for others. This includes attention to noise level, respect for personal property and artwork and the appropriate use of equipment and facilities. Students must observe city noise ordinances in which loud noise, amplified music, etc. is prohibited after 10 pm.
- Loss of privileges – any violation of these policies may result in loss of access to the campus beyond normal class hours and/or disciplinary or legal action.

G. Security and Access to Residence Halls

Security

Building security and personal safety is a concern and responsibility for all residents. Residents must avoid taking actions that jeopardize building security and report security concerns and violations immediately to the Residential Life staff or Public Safety, or both.

It is also the responsibility of residents and their guests to comply with building security procedures and policies. Failure to comply with posted or announced security regulations subject the offender to college disciplinary or administrative action, or both, including fines.

- Residents must lock their doors when they are not in their rooms and must securely close and lock outside doors at all times. It is highly recommended that residents lock their room doors when sleeping or showering.
- Residents may not prop open or allow any floor exit door or building exit door to be propped open. Residents may not allow people who are not their guests into the building in which they live.

- No person will be permitted to enter a resident's room without the expressed consent of the residents who live in that room. The last part of this section does not prohibit Residential Life staff members and emergency personnel from entering rooms in conjunction with the performance of their duties as covered in the terms and conditions of the residence hall contract (agreement).
- Residents may not borrow keys or key cards from each other or loan keys or key cards to anyone. Residents must return keys and key cards immediately upon checkout or reassignment and must report any lost or stolen keys and key cards.
- Tampering with keys and key cards or card access is prohibited.
- Residents are encouraged to purchase renter's insurance or to check their homeowner's policy for coverage while away at college.
- Windows & window screens, objects from windows & restricted areas
- Tampering with any part of residence hall windows is prohibited.
- Residents may not climb through windows.
- Throwing, pouring, or dropping anything (including keys) from windows, balconies, ledges, or landings is strictly prohibited.
- Persons are not permitted at any time to be on roofs/ledges or to place objects on these areas. Climbing on any exterior building wall or similar structure is not permitted.

Building Access & Keys

Living in a community requires everyone to take responsibility for the safety and security of the Residence Halls.

CCA encourages students to be aware of their surroundings when accessing their buildings and to prevent "tailgating" or allowing unknown people to follow them through the entry doors of the halls.

Due to the fact that lost keys pose a security risk and replacement requires administrative and maintenance effort, CCA charges \$25 per key for each replacement and \$50 for key fob replacement.

If a lock must be changed, the responsible student(s) is held accountable for any additional costs. For everyone's safety, giving keys to nonresidents, reproduction / copying or tampering with keys and locks is strictly prohibited.

Blattner Hall residents are issued a key fob for access to the building and rooms. Founders Hall residents can access using their issued student ID card.

Like all residence halls keys, the cost for replacing keys and any resulting lock changes will be the responsibility of the student(s) who lost them.

Conditions of Occupancy

- Residents must be currently enrolled (registered for at least 12 undergraduate credits or 9 graduate credits for fall and spring semesters) California College of the Arts students during the duration of their housing contract.
- A student's college account must be current before an assignment is made. After an assignment has been made, the student's account must remain current.
- Room Inventory
- Occupancy & Usage
- Room Consolidation
- Administrative Room Changes
- Open room changes (room swap) are scheduled mid semester fall and spring. Students will receive notification of room change dates.
- Exceptions for room swaps on dates outside of designated room swap periods can only be approved through the assistant director of Residential Life.
- Unauthorized room changes will result in disciplinary action and an improper room change fine. Students must follow proper checkout procedures for room changes.
- Unoccupied rooms are subject to reassignment by the office manager for Residential Life.
- Visitation & Room Guests
- Residents are responsible for and can be held accountable for the behavior of their guests. Residents of a room may be held responsible for the behavior that takes place inside the room whether or not the residents are present. It is the resident's responsibility to inform their guests of Residential Life and college policies.
- For reasons of security and consideration, students must obtain their roommate's consent prior to an overnight guest's arrival.
- Guests must be signed in with a host at all times, and must provide government issued photo identification or nonresidential students may use their CCA student identification card.
- Residents must escort their guest(s) at all times. Residents who are not in the building are not to leave their guests unattended in the hall. Guests must be escorted into and upon exit from the building.
- Overnight guests may reside for a maximum of three (3) consecutive nights. This includes other CCA residential students who are not residents of the particular room or apartment they are visiting. Residents may only have overnight guests for a maximum of 15 nights each semester.
- Provide a statement of current policies concerning:
 - Security of and access to campus facilities, including campus residences; and
 - Security considerations used in the maintenance of campus facilities.

CCA Cares Team

The CCA Care Team engages students with the care and support needed during difficult and challenging personal and academic circumstances. Because of these circumstances, students may exhibit behaviors that can be seen as distressing, disruptive, disturbing, or dangerous.

CCA community members can provide the CCA Care Team with information regarding the student they are concerned about. The team will determine how to best support each student.

To Refer a Student, use the CCA Cares Incident Form, available here: [CCA Care Form](#), to refer a student and provide necessary information.

Confidential Reporting

Understanding the context for a referral is important to providing the best possible support and the most appropriate follow up.

We therefore encourage the referral to identify oneself. However, we do offer the option for anonymous reporting.

The CCA Care Team will maintain confidentiality to the extent allowable. In some cases, the individual making the referral may be contacted for additional information about the concerning behavior.

Reporting by Professional Counselors

Professional, confidential counseling is available at CCA free of charge to all students. Counseling can help students cope with personal issues and assist them in meeting the challenges of a creative academic environment. Confidential consultations are also available for faculty and staff of CCA.

Counseling Services offers brief individual therapy, crisis intervention, assessments, and referrals to community resources. In addition to personal counseling, we provide presentations and workshops on topics related to student life and the experience of being a creative person.

Professional counselors of CCA, when acting in the capacity as professional counselors, are not considered “campus security authorities” and are not required by law to report crimes to the College authorities.

Professional counselors at California College of the Arts are bound by the confidentiality laws of the counseling profession. Information shared in the context of the counseling services are not shared with outside parties without written permission from students unless it falls under one of the potential exceptions to confidentiality specifically stated in the California Board of Psychology laws.

Crime Prevention and Awareness Programs for Students and Employees

At the beginning of each semester, through orientation presentations, students are informed of ways to maintain personal safety, and campus and residence hall security, as well as other services offered by many departments at CCA. Students are specifically notified about common crimes that occur on campus and in surrounding neighborhoods and prevention methods. Similar information is presented to new employees and parents.

Periodically during the academic year, the Department of Student Affairs, in cooperation with other college organizations and departments, provides information on crime prevention, sexual assault awareness, theft, and vandalism; as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The presentations and discussions also encourage the use of the “buddy” system of walking together when traveling between buildings or through the neighborhoods and the Public Safety Escort program.

The Public Safety Department in cooperation with a local non profit organization, [BikeSafe.org](https://www.bikesafe.org/), provides information on proper locking techniques and theft prevention strategies to support the vibrant cycling community within the college, as well as assisting local law enforcement in their theft prevention campaigns.

In addition, information is disseminated to students and employees through emails, web posts and events. When time is of the essence, information is released to the college community through text and email based alerts from CCA’s RAVE Emergency Alert system.

Violence Prevention:

CCA is committed to promoting and maintaining a safe environment for its employees, students, and community. Threatening, intimidating, or violent behavior will not be tolerated in the campus workplace. In order to ensure a safe workplace and meet the California Senate Bill 553 (SB 553), a Workplace Violence Prevention Plan (WVPP) has been developed.

For more information please click on link: [Workplace Violence Prevention Plan](#)

Student Organizations

Currently, CCA recognizes a variety of student organizations. Both returning and new student organizations must submit an application to re-charter or start a new charter each year. There are no off campus locations for any of chartered student organizations and the CCA Department of Public Safety staff do not provide services to or monitor activity with any unrecognized off campus fraternity or sorority organizations.

 [Official CCA CSO List](#)

I. Alcohol/Drug Policies

Drug Free School & Workplace Program

It is the goal of CCA to maintain a safe and healthy environment where the arts can flourish and grow. The College strives to provide this environment for all students, faculty, and staff. The policies detailed in the following pages apply to all members of the college community unless otherwise specifically stated.

The College, as an employer and educator, is concerned about the use and effects of alcohol and illicit drugs. In addition, in compliance with the Drug Free Schools and Communities Act Amendment of 1989, the college established a Drug Free campus policy and awareness program.

The College is committed to publishing and distributing information about the dangers of alcohol and drug (substance) abuse; available counseling, rehabilitation, and assistance; and penalties associated with substance abuse.

Standards of Conduct

The College's goal of maintaining an academic environment free from the use and influence of alcohol and unlawful drugs requires the following standards of conduct be enforced at all times.

It is expected that all members of the College community conduct themselves in a manner that ensures a drug and alcohol-free learning and working experience.

Being under the influence of any drug or alcoholic beverage while on the job or at the college poses serious risks to individuals' health and safety. The college absolutely prohibits the use, sale, purchase, transfer, or possession of any illegal or non-prescribed drug by any individual at any time. ***(This includes CA Prop 215, medicinal Marijuana and recreational Marijuana).***

In addition, the College strictly prohibits individuals from being under the influence of alcohol or any drug while on duty, in classes, living in college housing, or performing college business, including driving college owned or college leased vehicles.

The possession or use of Marijuana on campus is prohibited under federal law and the College's current policies. Staff, faculty and students who violate these policies will continue to be subject to disciplinary action.

With the exception of Marijuana, only legally prescribed medications are excluded from this rule and are permitted to the extent that the use of such medications does not adversely affect the individual's work ability, job performance, or student performance, or the safety of that individual or others. CA Prop 215, Medicinal Marijuana is not recognized by the Federal Government as a

viable pharmaceutical and is therefore prohibited anywhere on campus due to Federal Financial Aid Guidelines.

It is also expected that all students, faculty, and staff will be considered "fit for duty" while on college premises or conducting college business.

Inability to perform work safely and efficiently or absences considered excessive shall be cause for concern and could result in disciplinary action up to and including termination and dismissal depending on the frequency and seriousness of the occurrences.

Counseling & Medical Assistance

It is the individual's responsibility to seek assistance or intervention for alcohol or drug abuse or dependency. Personal concerns may be discussed confidentially with the director of counseling services, but will not be expected to preclude discipline for prior acts.

Consultation, assessment, and referral are also available for students through the college's counseling services. These services are confidential and free of charge to the limits of the service protocols.

Appointments may be made by contacting the administrative assistants in the Student Affairs offices or the director of counseling services. A comprehensive list of off campus resources is available from the Counseling Services and Student Affairs offices.

Staff and faculty who enroll in a formal treatment program may request rehabilitation leave on a full-time or part-time basis for periods up to ninety days. As with any other sick leave, the leave may include a combination of sick time, vacation time, and leave without pay.

Leave will not be granted where termination for prior acts is warranted. Faculty requests for rehabilitation leave may be handled directly with the Academic Affairs Office or with the assistance of the Human Resources director.

Alcohol Policy Student Handbook

CCA believes that alcoholic beverages are not part of the teaching and learning process, and that it is inappropriate to serve or consume alcoholic beverages as part of an official class or studio activity.

CCA organizations will observe all State of California restrictions on the possession, sales, service, and consumption of alcoholic beverages.

No alcoholic beverages may be served to those who cannot verify that they are at least 21 years old or to anyone whose judgment or physical performance has already been affected by alcohol consumption.

Alcoholic beverages may be served at college events that are sponsored by an academic program or department, or both, in accordance with the following conditions:

A Request to Serve Alcohol Form (wine and beer only) must be submitted at the same time of the event space request. Requests must be submitted and approved by Public Safety at least two weeks prior to the event, and a signed copy of the form must be available at the event.

Guidelines for requesting alcohol service on campus

Alcohol may not be served or consumed by anyone under age 21 at the event, and a sign regarding drinking age requirements must be posted and a person designated to monitor compliance with these regulations.

Nonalcoholic refreshments and a substantial amount of food must also be made available.

Alcoholic beverages may not be sold on campus nor may admission be charged for events where alcohol is to be served unless appropriate license is obtained according to regulations published by the State Alcoholic Beverages Control Department.

Individuals may not bring alcoholic beverages onto campus for their private consumption.

Undergraduate students coordinating and exhibiting work through the Undergraduate Exhibition Program are not permitted to provide or consume alcohol at their openings, regardless of age.

All openings will be monitored, and students found drinking at these events will be subject to disciplinary action.

Members of the CCA community, including students, alumni, staff and faculty, may not have full or empty containers of alcohol in their studios, classrooms, offices or any other spaces owned, leased or used by the college.

Any containers that are found will be confiscated, and the individual may face disciplinary action.

Students will face disciplinary action as outlined in the Code of Conduct that may include loss of the studio.

Faculty and staff will face disciplinary action as outlined in the Employee Handbook. Other sanctions will be determined on a case by case basis.

The following considerations will determine approval of alcohol being served at an on-campus event:

- Who the target group/audience for the event are and how the event is marketed
- Whether the event is to occur at a place or time where/when underage students are present or are expected to be present, including high traffic times and areas

- The degree to which the event compliments or runs contrary to the College's educational mission and substance abuse prevention efforts

Request Process

- Request space and support for your proposed event at [Coursedog Event Mgmt Sys](#). Contact the CCA Scheduling Manager or your Program Manager for assistance.
- Read and understand the CCA Guidelines for Alcohol at On Campus Events and Alcohol Policy as outlined below.
- Fill out the Request for Permission to Serve Alcoholic Beverages Form.
- The Request for Permission to Serve Alcoholic Beverages Form and Event Space & Service Request Form must be reviewed by Event Sponsor (academic program or department).
- The Request for Permission to Serve Alcoholic Beverages Form must be received by Public Safety for consideration no less than 2 weeks prior to the event. There will be NO EXCEPTIONS.

Event Host Civil Liability and Responsibility

While the law regarding civil liability is complex, please note that under certain circumstances, event planners, bartenders or other organizing members of the event could be held legally liable for the consequences of serving alcohol to underage drinkers, or to obviously intoxicated persons. As the event planner of the sponsoring organization, you and/or your organization or department could potentially be found personally liable for damages to the injured person(s). Some of the damages you and/or your organization or department could be liable for include, but are not limited to: bodily injuries, loss of wages due to the injuries and pain, and suffering associated with the injuries. It is the responsibility of the event planner and sponsoring group or department to comply with the alcohol policies and permits, and to inform those staff members who participate in the event of these policies and procedures. Sufficient planning must occur to avoid potential problems associated with the event and the use of alcohol.

The CCA Alcohol Policy is located online at [CCA Alcohol Service Policy](#)

General Guidelines

The following requirements must be met at all Events where alcohol is served:

- Absolutely no consumption of alcohol at on campus events by any person under the age of 21 or to any person whose judgment or physical performance has been impaired by alcohol consumption will be permitted or tolerated by the college.
- A sufficient amount of alternative, nonalcoholic beverages must be available.
- A sufficient amount of substantial, wholesome food must be served.
- No self-service of alcohol is permitted.
- Beer or wine will be the only alcoholic beverages served. Hard liquor is NOT allowed.

- Identification must be requested to verify age before alcohol beverages are served. Failure to comply with this requirement shall result in the immediate cancellation of the Event but will not release the Event Sponsor from any and all charges associated with the event.
- There must be a minimum of 2 signage by each bartender table stating: "To be served alcohol, you must present proof that you are 21 and over." "Refreshments may not be taken beyond the event area or outside into the open public."
- An Event with alcoholic beverages can last no longer than four (4) hours. Exceptions will only be made under special circumstances. No alcohol may be served during the last hour of a 4-hour Event and the last half hour of a 2-hour Event.
- No Event will be allowed where alcohol will be the focal point of the event. There may be no reference to the availability of alcohol in any publicity for the event.
- **A license must be obtained from the Alcohol Beverage Board if there is an admission fee, donation requested, or charge per drink.**
- Failure to comply with the rules set forth in this document, state law or with the College alcohol policy, as applicable, may result in the immediate cancellation of an event but will not release the Event Sponsor from any and all charges associated with the event. Failure to comply may also result in loss of on campus space reservation privileges, college disciplinary proceedings and/or criminal charges.

Notice of Financial Aid Penalties for Drug Law Violations

Federal regulations require that we provide the following information to all students who enroll at California College of the Arts. While only those students who are receiving Federal Title IV student financial aid (e.g. Pell Grant, Supplemental Educational Opportunity Grant, federal student loans) are subject to the specific penalties listed below, we are required to provide this information to all students.

All CCA students, regardless of their financial aid status, are expected to understand and abide by CCA's student code of conduct ([Student Code of Conduct](#)) and CCA's Drug Free School & Workplace and Standards of Conduct policies [Drug Free School and Workplace](#). Information related to Drug/Alcohol Abuse Resources is available online at: [Substance Abuse Resources](#)

Please take a moment to read and understand this information below:

Students convicted of possession or sale of drugs:

A federal or state drug conviction can disqualify a student from receiving financial aid.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Title IV aid they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one receive it when they were a juvenile, unless they were tried as an adult.

The chart below illustrates the period of ineligibility for financial aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

1st offense: Possession of illegal drugs: 1 year from the date of conviction
Sale of illegal drugs: 2 years from the date of conviction

2nd offense: Possession of illegal drugs: 2 years from the date of conviction
Sale of illegal drugs: Indefinite period

3+ offenses: Possession and/or sale of illegal drugs: Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Please direct any questions regarding this notice to the Financial Aid Office: 415.703.9528 or finaid@cca.edu.

J. Evacuation Procedures

Each campus has a designated re-assembly location. Some emergencies may require evacuation of the building. In this event, verbal notice or alarms, or both, will be used to sound the evacuation. Whenever a fire alarm system sounds on either campus, everyone is required to immediately evacuate all buildings and meet at the appropriate Assembly Areas:

SF Campus: Parking Lot of 80 Carolina & 7th St lot behind the Double Ground building.

In the event of an evacuation, keep the following in mind:

- Do not use elevators.
- Never go up a stairway unless specifically directed.
(Remember, fire and smoke go up, so you go down. Proceed down the nearest stairway to your assembly area.)*
- Remain calm and orderly; walk quickly but do not run.
- Follow instructions of emergency personnel.
- Give assistance to any disabled persons in the area.
- Exit by the nearest stairway. (Again, do not use elevators.)
- Go to your designated re-assembly location, outside the area away from the building.
- Keep roadways and walkways clear for emergency personnel and vehicles. Once at the designated re-assembly location, check in with your manager or supervisor so that you can be accounted for.
- Wait for instructions. Do not re-enter the building until instructed to do so by managers or emergency personnel.
- Become familiar with emergency procedures before an emergency.

Review this plan twice annually to ensure familiarity with:

- (a) fire extinguisher locations and use;
- (b) occupancy issues;

- (c) all emergency exits seek a primary and secondary exit point;
- (d) location of first aid kits; and
- (e) location of other safety/emergency supplies.

Evacuation Locations

Some emergencies may require evacuation of the building. In this event, verbal notice or alarms, or both, will be used to sound the evacuation.

Whenever a fire alarm system sounds on either campus, everyone is required to immediately evacuate all buildings and meet at one of the designated two campus assembly areas:

Assembly Area

*The evacuation assembly area for the San Francisco campus is the parking lot located in front of 80 Carolina St.

Additional assembly area: 7th St Lot (behind the Double Ground Building)

Along the side walks of 100 Adobe and 100 Canal

If a terrorist attack occurs (nuclear, biological, or chemical disaster), all persons will be instructed to shelter in place or given appropriate instructions via the RAVE Alert system.

K. Missing Student Policy

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of California College of the Arts to actively investigate any report of a missing student who is enrolled at the college as either a full or part-time student.

Definition

Most missing person reports in the College environment result from students changing their routines without informing roommates and friends of the change. For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, friend, family member, or other campus person has not seen or heard from the person in a reasonable amount of time.

In general, a reasonable amount of time is 24 hours or more, but may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Investigation & Notification

If a member of the college community has reason to believe that a student is missing, that person should immediately notify one or all of the following individuals:

Vice President for Student Affairs at 415-551-9336 or jszamreta@cca.edu
Assoc. Dean of Students at 415-703-9535 or joren.plunkett@cca.edu
Director of the Public Safety Department at 415-551-9230 or abe@cca.edu

Any missing student report must be referred to CCA's Public Safety Department. All efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well being.

Actions that will be taken by CCA's Public Safety Department include (but are not limited to):

- Call or text the student's home/cell phones or other numbers on record Email the student
- Contact the student's roommates and neighbors (residential students only) Contact the student's faculty or academic advisors
- Contact any other on campus or off campus friends or contacts that are made known Review the student's network print or email accounts to determine most recent activity Check a student's social networking sites such as Facebook, Myspace, and Twitter

If after investigation a student is determined missing for at least 24 hours, the appropriate law enforcement agencies (San Francisco Police) and the student's emergency contact will be notified within 24 hours of receiving the report.

If a student is under age 18 and not an emancipated individual, or has failed to designate an emergency contact, CCA is required to notify a parent or guardian. If a student is over the age of 18, CCA is required to notify the emergency contact of the student identified to the college.

Designating Emergency Contacts

All CCA students will be given an opportunity to identify an emergency contact. The contact information will be maintained as part of the student's official record and will be accessible only to authorized campus officials, except that it may be disclosed to law enforcement personnel and as otherwise permitted by law.

Students who live on campus Residential Life staff will request that each residential student, upon checking into his or her assigned on campus room, complete an emergency contact form to designate the name and contact number of the individual to be contacted in case of an emergency, including in the event of the resident being determined missing for at least 24 hours.

Students who live off campus All CCA students are strongly encouraged to complete the emergency contacts section of [Workday Student Help](#) to designate the name and contact number of the individual(s) to be contacted in case of an emergency, including in the event of the student being determined missing for at least 24 hours.

L. Student Sexual Misconduct Policy for the Protection of All CCA Students

Message from the Office of Student Affairs for All Incoming and Returning Students

The Office of Student Affairs seeks to foster a culture in which students are the makers of their own learning experience. The Office of Student Affairs works in collaboration with students to sustain a welcoming and diverse community. CCA wants its students to be and feel safe and welcome, especially in their campus educational and residential surroundings.

To help achieve this goal, the College has developed these policies and programs that are designed to help protect all students from experiencing any form of sexual misconduct. These policies also explain how the College will handle reports of sexual misconduct that become known to the College. This is not only the law, but it is important to the goal of CCA to sustain a welcoming and diverse community.

CCA encourages all students to read this very important policy. In addition, CCA encourages all students who have questions about this policy, or who wish to report a matter under this policy, to ask for a personal meeting with one of the designated “Intake Officers” as described below in this policy. These designated persons are there to help students be supported if they feel themselves to be victims of any form of sexual misconduct, or if they are ever called on to participate in any manner of the procedures of this policy and would like help in navigating through these policies.

Please also understand that the policy of universities and colleges must be written to conform to very important federal and state laws and the policies themselves may seem to be overly formal. The Office of Student Affairs can help students navigate through the policy and also has electronic and paper flyers and other resources to help students.

Overview as to How this Policy Works

CCA is committed to maintaining its campus and programs free from all forms of sexual misconduct. This particular policy is geared most directly to the protection and safety of students.

By this Policy, all forms of sexual misconduct, including sexual and gender related: violence, assault, harassment, domestic violence, dating violence, and stalking are prohibited and will be promptly responded to with disciplinary or other corrective action measures that are appropriate.

This policy also explains the procedures of CCA that allow for fact-finding for those students who find themselves to be victims of sexual misconduct and to provide ways in which the College supports and protects its students.

This Policy applies to misconduct whether it occurs on CCA property or anywhere else that has a connection to sponsored events or programs involving the College. Off campus conduct that the College thinks can interfere with students having a safe or welcoming experience or education at the College, or that poses a threat or danger to the CCA community, is still within the College's oversight for the protection of our students and any incidents should be brought to our attention.

Notice of Nondiscrimination

This particular policy concerns matters involving sexual misconduct. However, please know that CCA's other policies in the Student Handbook prohibit other kinds of misconduct inflicted against students. CCA does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identification or expression, sexual orientation, disability, age, religion, medical condition, veteran status, marital status or any other characteristic protected under law.

Incidents that involve one of these other kinds of misconduct will be handled under the CCA Student Code of Conduct Process.

Incidents of sexual misconduct that also involve conduct that may constitute one of these other kinds of misconduct will be handled under this policy.

For information related to academic misconduct, or other misconduct that is not sexual misconduct, please refer to the applicable sections of the student handbook for your program.

Getting Help

CCA encourages all members of the CCA community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention as needed.

- For Emergencies call: 911
- City of San Francisco Police Department: Emergency: **911 or 415-553-8090**
- San Francisco Women Against Rape 24-hour helpline: 415-647-RAPE (7273)
- San Francisco General Hospital and Trauma Center: 24-hour Rape Treatment Center: 1001 Potrero Avenue, San Francisco, 415-206-8000
- Bay Area Women Against Rape 24-hour hotline: 510-845-7273
- National Domestic Violence hotline: 800-799-SAFE (7233)
- La Casa de La Madres: 24-hour crisis support hotline: For adults: 877-503-1850; for teens: 877-923-0700
- A Safe Place, Inc.: 24-hour crisis hotline: 510-536-7233 (SAFE) For additional resources, please see section *"Getting to a Proper Resolution—And the Outcome Letter"* below.
- For additional reporting options, please see the section *"How Students Should Report Incidents of Sexual Misconduct"* below.

If you are a student who believes that you or another student has experienced an incident of possible sexual misconduct at the “hands” of another student, faculty member, administrator, or in any other situation that is detrimentally affecting your experience as a student, please let us know right away. Please refer to “*Intake Meeting with Reporting Students*” below for information on how to report incidents to the College.

As to faculty and employees of CCA who may have experienced sexual misconduct, or who may wish to report an incident of possible sexual misconduct against another person, prompt reporting is also very important. Please consult your faculty or employee handbooks for the relevant reporting policies and procedures that apply; and also contact the Title IX Coordinator and/or the Human Resources office for assistance. See below for their contact information.

Who are the College Administrators with Responsibility for this Policy?

Title IX of the Education Amendments of 1972 (“Title IX”) is a federal law that prohibits harassment on the basis of sex (or gender, including sexual identity and sexual orientation) at educational institutions that receive federal financial assistance. Sexual misconduct is a form of illegal harassment. State law also makes sexual misconduct at colleges an illegal act.

The Title IX Coordinator is the person designated by CCA to oversee this Policy and to whom anyone with questions about this Policy can be referred.

The Title IX Coordinator at CCA is Jen Douglass, who is also the Vice President, Human Resources. Ms. Lazdins can be reached by phone at 415-703-9534 and by email at T9@cca.edu.

CCA has also designated the following two Deputy Title IX Coordinators to help handle matters that involve students:

Deputy Title IX Coordinator for Students: Jeannine Szamreta, Dean of Students/AVP Student Affairs, 415-551-9336 or by email at jszamreta@cca.edu

There also are designated Intake Officers at CCA for students to report any conduct believed to be or that is an actual or anticipated incident of sexual misconduct:

To be especially accessible for residential students:

- Jeannine Szamreta, Dean of Students, 415-551-9336 or by email at jszamreta@cca.edu

To be especially accessible to all students:

- Noki Seekao, Sr. Director of Campus Life & Student Affairs: 415-703-9591 or noki@cca.edu
- Courtney Chung, Sr Director, Advising, Planning, & Retention: 415-551-9276 or cchung@cca.edu
- Joren Plunkett, Asst. Dean of Students: 415-703-9535 or joren.plunkett@cca.edu
- Abe Leal, Director of Public Safety: 415-551-9230 or abe@cca.edu

See Section *“How Students Should Report Incidents of Sexual Misconduct”* below for more information on how to report an incident(s) of sexual misconduct to CCA.

What Every Student Should Know About the Legal Definitions of Sexual Misconduct

CCA prohibits all forms of sexual misconduct, which includes sexual and gender related violence of any form: assault, harassment, domestic violence, dating violence, and stalking. Each of these terms encompasses a broad range of behavior that the CCA forbids and that can subject perpetrators to serious consequences.

The following are among the forms of sexual misconduct that violate CCA policy and the associated definitions, which overlap in some areas:

Sexual Assault:

- Having or attempting to have sexual intercourse with another person:
- By force or threat of force;
- Without effective consent; or
- Where the person is incapacitated.
- Sexual Assault includes, but is not limited to: rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these.
- Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand) or object, or oral penetration involving mouth to genital contact.

Nonconsensual Sexual Contact (or attempts to commit the same):

- Having or attempting to have sexual contact with another person:
- By force or threat of force;
- Without effective consent; or
- Where the person is incapacitated.
- Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth or any other part of the body that is touched in a sexual manner.

Sexual Exploitation:

Occurs when one person takes non consensual or abusive sexual advantage of another person for one's own advantage or benefit, or to the benefit or advantage of another person.

Examples of sexual exploitation include:

- Causing or attempting to cause another person to become drunk, drugged or otherwise incapacitated with the intent of engaging in a sexual behavior;
- Recording, photographing or transmitting images of sexual activity and/or the intimate body parts (groin, genitalia, breasts or buttocks) of another person without their consent;

- Allowing third parties to observe sexual acts and voyeurism (spying on people who are engaging in sexual acts or who are doing other intimate activities such as undressing, showering, etc.);
- Exposing one's genitals in nonconsensual circumstances or inducing someone to expose their genitals;
- Knowingly transmitting a sexually transmitted disease or virus to another person without his or her knowledge; or
- Sexually based stalking and/or bullying.

Domestic Violence:

Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction 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.

Dating Violence:

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.

Stalking:

A course of physical or verbal contact directed at another person that would cause a reasonable person to:

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

Retaliation:

Action which is taken against a person or group of persons because of the person's or group of persons participation in a complaint or investigation of sexual misconduct, including but not limited to, Complainants, Respondents, witnesses, or others involved in the complaint, investigation and/or resolution of the alleged sexual misconduct. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

Sexual Harassment or Gender Based Harassment:

is unwelcome, sexual or gender based verbal or physical conduct that is sufficiently severe, persistent or pervasive to interfere with, deny or limit a person's ability to participate in or benefit from CCA's education program and/or activities. Sexual harassment has many forms. Sexual harassment is harmful regardless of gender of the perpetrator or the victim.

One form is quid pro quo or “this for that.” Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when it is implicitly or explicitly suggested that submission to or rejection of the conduct results in adverse educational or employment action. An example is an academic advisor asking a student to have sex in exchange for keeping quiet about a student’s violation of the plagiarism policy.

Another form of sexual harassment involves hostile environment. It is sexual harassment when an individual receives unwelcome sexual advances, unwanted verbal, physical, or visual behavior of a sexual nature, or is made to feel uncomfortable because of their gender, gender identity or sexual orientation. Conduct that may constitute sexual or gender based harassment may include one or more of the following:

- Physical conduct: unwanted touching, blocking normal movement, or interfering with studies or work;
- Verbal conduct: epithets, derogatory comments, slurs, or humor of a sexual nature;
- Visual conduct: leering, making sexual gestures, displaying suggestive objects or pictures, cartoon posters in a public space or forum;
- Written conduct: letters, notes, or electronic communications containing comments, words or images as described above.

Special Policy That Protects Students

(No Close Personal Relationships with Teachers, Mentors or Supervisors).

Faculty and other employees of CCA are not allowed to participate in a close personal relationship with a student for whom that employee provides or might (by virtue of CCA assigned position or functions) in the future provide teaching, mentoring or supervision. (Note: *Only when explicit and advanced authorization has been obtained in writing from the Executive Vice President or from the Provost, can this kind of relationship with a student take place. This policy is for the protection of students.*)

Close personal relationships include dating, sexual and similar close personal relationships that are or are not consensually undertaken by the supervisor and the student. Such relationships do not include the usual and customary socializing at CCA of teacher/student; mentor/mentee; supervisor/employee, faculty member/graduate student, coworkers, and supervisor/student employee. A person provides supervision when s/he oversees, directs or evaluates the work of others.

Additional Definitions

The following are additional definitions used under this Policy as defined by law:

Consent means “affirmative consent,” which means affirmative, conscious, and voluntary agreement to engage in sexual activity.

This means that consent must be given without coercion, force, threats, or intimidation. It also means that consent cannot be given when a person is deemed to be incapacitated. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether a person knew or should have reasonably known that the other person was incapacitated.

A person cannot freely give consent if they are:

- asleep or unconscious;
- incapacitated due to the influence of drugs, alcohol, or medication, such that they cannot understand the fact, nature, or extent of the sexual activity; or
- unable to communicate due to a mental or physical condition.

It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

Coercion is a form of force that comprises unreasonable pressure for sexual activity. When someone makes clear that they do not want to participate in a sexual activity, that they want to stop, or that their limit is at a certain point, continued pressure to act beyond that point can be coercive.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Other forms of force include intimidation (implied threats), threats and coercion that overcome resistance or produce consent. For example, "Have sex with me or I'll hit you." "Okay, don't hit me; I'll do what you want."

Incapacitation is a state where a person cannot make an informed and rational decision to engage in sexual activity because the person lacks conscious knowledge of the nature of the act (i.e., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. A person is incapacitated, and therefore unable to give consent, if that person is asleep, unconscious, or otherwise unaware that sexual activity is occurring. Incapacitation may occur as the result of alcohol or drugs.

Complainant refers to the person who may identify as having experienced, or being a victim or survivor of possible sexual misconduct and who makes a report of sexual misconduct under this Policy. A Complainant can also be a person who reports self-knowledge of an incident of possible sexual misconduct but is not a victim, such as a CCA student, staff member, faculty, teacher, or administrator.

Respondent refers to the person whose conduct is at issue under this Policy. A Respondent may be a current or former student, staff member, faculty, teacher, administrator, visitors, alumni, contractor of CCA or any other person. A Respondent may be a stranger or a known person.

Witness refers to any person who either witnessed an incident or who has relevant information regarding a case that is being investigated under this Policy.

Advisor or Support Person is a person who provides emotional support to a Complainant or Respondent and who may be present in a nonparticipating role to provide moral support during any meeting or proceeding under this Policy. The advisor or support person may be a currently enrolled student, parent of the student, or a CCA faculty or staff member. Nonparticipating means that the advisor or support person is silent and does not speak or present information

during the meeting or proceeding under this Policy. All persons involved in a proceeding might consider themselves as victims and CCA tries to provide meaningful support. [Attorneys are not permitted to participate in any Campus meeting or proceeding under this Policy, absent advance written consent of the Title IX Coordinator and agreement to terms.]

How Students Should Report Incidents of Sexual Misconduct

General Information: First and foremost: Student health and safety, and the protection from crimes, is essential. CCA encourages all individuals to seek assistance from a medical provider and/or law enforcement as soon as possible after an incident that may be sexual misconduct. Prompt reporting is the best option for safety and also to ensure the preservation of evidence and for the identification and location of witnesses.

CCA also encourages all students to make a report of the incident(s) to CCA and to do so to CCA's designated officers as described below. Students should make reports of the incident(s) as soon as the incident(s) of sexual misconduct become known.

CCA will promptly review and thoroughly consider (including an investigation where needed) all reports of incidents that may be sexual misconduct under this Policy. CCA will take prompt action to prevent, correct and discipline behavior that is found to violate this Policy, where appropriate, in the judgment of CCA.

The filing of a report under this Policy is independent of any criminal investigation or proceeding that may take place by governmental authorities or law enforcement, and both CCA and criminal investigations may be pursued simultaneously.

Reporting Procedures: If you are a student who believes there has been an incident of possible sexual misconduct against a CCA student by another student, faculty or staff member, or visitor of CCA, or any other person, you should report such conduct as follows:

Emergency and Off Campus Reporting Options:

- For Emergencies call: 911
- City of San Francisco Police Department: Emergency: 415-553-8090
- San Francisco Women Against Rape 24-hour helpline: 415-647-RAPE (7273)
- Bay Area Women Against Rape 24-hour hotline: 510-845-7273
- The National Domestic Violence hotline: 1-800-799-SAFE (7233)
- La Casa de La Madres: 24-hour crisis support hotline: For adults: 1-877-503-1850; for teens: 877-923-0700
- A Safe Place, Inc.: 24-hour crisis hotline: 510-536-7233(SAFE)
- San Francisco General Hospital and Trauma Center: 24-hour Rape Treatment Center: 415-206-8000

Note: The Title IX Coordinator, Deputy Title IX Coordinators, and/or Intake Officers will assist students who wish to make a report to law enforcement authorities in doing so if the student so chooses. Students may also choose to decline to notify law enforcement authorities; however, as explained in Section G below, CCA may be required by law to report incidents that involve

violence, hate violence, and/or sexual assault, to law enforcement authorities, including those incidents that occur on campus and off campus. Except if required by governmental agencies, CCA will not disclose a victim's identity unless the victim consents to being identified after being informed of his or her right to have identifying information withheld. If a victim does not consent to disclosing his or her identity, the alleged perpetrator's identity will not be disclosed either, unless required by governmental authorities.

In any case, under state and federal law, a victim has: (1) the right to a Sexual Assault Forensic Medical Examination at no cost to the victim/patient; and (2) the right to participate or not participate with the local law enforcement agency or the criminal justice system, either prior to the examination, or at any other time. Additionally, a victim may agree to engage with local law enforcement and participate in the investigation and prosecution using a pseudonym (e.g., Jane or John Doe) instead of his or her true name.

Reporting Options Here at the College – These Are Encouraged and Welcomed:

Incident(s) of past sexual misconduct or concerns about future incidents that affect any CCA students should be initially reported as follows:

By submitting a [CCA Cares Form](#); or

By submitting a written complaint by email to one of the below Intake Officers Designated for Students

To be especially accessible for residential students:

- Jeannine Szamreta, Dean of Students/AVP Student Affairs, 415-703-9509 or by email at jszamreta@cca.edu

To be especially accessible to all students:

- Noki Seekao, Director of Student Life: 415-703-9591 or by email at noki@cca.edu
- Courtney Chung, Associate Director of Academic Advising: 415-551-9276 or by email at cchung@cca.edu
- Joren Plunkett, Asst. Dean of Students: 415-703-9535 or by email at joren.plunkett@cca.edu
- Abe Leal, Director of Public Safety: 415-551-9230 or by email at abe@cca.edu

To report matters that involve sexual misconduct by a staff or faculty member of the College against a student:

- Jen Douglass, Title IX Coordinator: jendouglass@cca.edu or 415-703-9534

Note: All staff members and faculty members who believe that they have received a report of sexual misconduct affecting a student, or who have a concern about a future incident need to immediately inform the Title IX Coordinator by completing the [CCA Cares Form](#) or by email at T9@cca.edu.

Specific Information Regarding Incidents Occurring Off Campus:

The Reporting Procedures for incidents to CCA students occurring off campus is the same as the Reporting Procedures outlined in sections above.

CCA will do everything feasible to respond to reports of sexual misconduct committed by a person of another institution or entity; however, CCA may be limited in its authority to take actions involving third parties, but it will help students with actions that CCA can take to protect them and help them.

Measures such as no contact orders, changes in classes or programs of study, excused absences, changes in internships, changes in academic advisors, and so forth can be of help to students who are victims and CCA will consider these as possible effective corrective actions for misconduct by persons not under CCA control.

In addition, CCA students whose programs of study involve internships at external locations or non CCA entities, may also (in addition to reporting to CCA) choose to report incident(s) of sexual misconduct that occur in connection with their internships, by using the policies and procedures available (if any) by non CCA entities. CCA may work in conjunction with another institute or entity in investigating and resolving reported incidents and will notify the student if it does on a case by case basis.

Anonymous Reporting:

Anonymous reports, or reporting without disclosing the reporter's name, can be made, but anonymous reporting is not the preferred way. Depending on the information received, CCA's ability to respond to an anonymous report may be limited. The Title IX Coordinator and/or Deputy Title IX Coordinator(s) will review anonymous reports received by CCA and determine whether an investigation and response is appropriate.

Alcohol, Drugs and/or Other Misconduct:

CCA encourages the reporting of conduct prohibited under this Policy. A student who reports sexual misconduct, either as a Complainant or a third-party witness, will not be subject to disciplinary action by CCA for the person's own personal consumption of alcohol or drugs, or other nonsexual misconduct, that happened at or near the time of the incident, unless CCA finds the violation(s) to be egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating or academic dishonesty.

Prohibition against Retaliation:

It is a violation of CCA policy to retaliate against any person making a report of possible sexual misconduct, or against any person cooperating in the investigation of any report of possible sexual misconduct. Retaliation against any member of the CCA community may result in disciplinary action, including termination of employment or expulsion from CCA. Please immediately report any retaliation just as you would report sexual misconduct.

Protecting Students Also Means that CCA Cannot Guarantee All Confidentiality

CCA is committed to assisting students throughout the processes outlined in this Policy. Efforts will be made to respect the privacy of all persons involved in this process in a manner consistent with the need for a thorough review of the report and carrying out the processes.

This means that the information related to a report under this Policy will only be shared with a limited circle of individuals who, in the judgment of CCA, have a “need to know” basis in order to assist CCA and/or its designees in its investigation and response and to prevent the recurrence of any such conduct found to have been committed.

If there is a request that the names remain confidential, CCA will take steps to investigate and respond to the report in a manner that is consistent with that request. However, CCA’s ability to fully respond to the incident may be limited, and so that CCA can meet its desire to protect students, CCA cannot guarantee complete confidentiality.

CCA is also required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Neither names, nor other identifying details of the incident, will be made public in the annual crime report.

CCA is also required by law under certain circumstances to report any incident that might be classified as a violent crime, hate crime, or sexual assault to law enforcement. However, it is up to the Complainant on whether or not to separately file his or her own report with the Police and/or to contact Rape Trauma Services.

Except if required by governmental agencies, CCA will not disclose a victim’s identity unless the victim consents to being identified after being informed of their right to have identifying information withheld. If a victim does not consent to disclosing their identity, the alleged perpetrator’s identity will not be disclosed either, unless required by governmental authorities.

What If a Student Wants to Discuss Sexual Misconduct, Without Making a Report or Record of the Incident?

If a student would like to discuss the details of an incident of possible sexual misconduct, without making a report or record of the incident to the College, or in an otherwise confidential manner, the student should speak with those individuals who hold a relationship with the person of which there is a legal duty of confidence, such as with their physicians, mental health therapists, or clergy members. These individuals generally will maintain confidentiality if they are acting in their capacity as your physician, mental health therapist, or clergy member, except in extreme cases of immediate threat or danger, or abuse of a minor.

The staff, faculty and administrators of CCA do not have such a relationship with CCA students, and are required to promptly forward all reports of possible sexual misconduct that become

known to them to the Title IX Coordinator and/or Deputy Title IX Coordinators, except if they are serving as a licensed mental health provider as described below.

CCA's Counseling Center provides confidential psychological counseling services. The CCA Counseling Center staff is not required to forward reports of possible sexual misconduct to CCA's administrators.

M. Intake Meetings: For Students to Report an Incident

Intake Meeting with the Reporting Student:

The College will conduct an intake meeting with the reporting student in order for the student to be able to inform the College about the incident(s) of sexual misconduct and to give the College an opportunity to provide support.

For purposes of this part of the policy, a student who makes a report of sexual misconduct that this student or another student may have experienced is called a "Complainant."

CCA will promptly schedule the intake meeting with the Complainant, to be held as soon as possible. A trained Intake Officer will hold a meeting with the Complainant and will afford the opportunity for the Complainant to provide an overview and details of the incidents. The Intake Officer will also discuss the contents of this Policy and will discuss possible forms of support for the Complainant (see the Resources section below).

All College Intake Officers will have training in victim centered approaches. The Deputy Title IX Coordinators or Title IX Coordinator at times can also serve as Intake Officer. In some cases, the Title IX Coordinator may assign the intake meeting to a trained professional who is external to the College.

At the intake meeting, the Intake Officer will also discuss whether there are any interim measures (see Interim Measures section below) that may be implemented. The preferences of the Complainant on such measures will be taken into consideration by the Intake Officer.

At the intake meeting, the Intake Officer will also discuss the following:

- A student's right to report the incident(s) to local law enforcement agencies;
- A student's right to seek medical treatment and the importance of preservation of evidence;
- Requests for confidentiality, if any;
- CCA's obligation to consider all reports of incidents and the inability of CCA to guarantee complete confidentiality;
- CCA's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy;

- The possibility of an investigation by an external impartial and neutral factfinder selected by CCA;
- The possibility for informal resolution where appropriate;
- The possibility for sanctions as determined by CCA;
- The use of an Advisor or Support Person in any meeting under this Policy; and
- CCA's obligation to report crime statistics into its daily crime log.

Meeting to Inform the Respondent:

For purposes of this part of the policy, the person whose conduct has been reported, is called a ***“Respondent.”***

After there is a report of an incident, in many but not all cases, the College will schedule a meeting with the Respondent. If the Respondent is a student of CCA, the Intake Officer will normally hold a meeting with the Respondent. If the Respondent is a faculty member of CCA, the Title IX Coordinator and/or the Provost may assign an Intake Officer or another person to meet with the Respondent.

When there is a meeting with the Respondent, there will be a discussion of the contents of this Policy and whether there are any interim measures that may be implemented at the discretion of CCA to avoid any problems or harm during the remaining steps to take place. The preferences of the Complainant and the Respondent on such measures may be stated and will be taken into consideration by the Intake Officer.

When there is a meeting with Respondent, the following matters will also be discussed:

- A student's right to report the incident(s) to local law enforcement agencies;
- A student's right to seek medical treatment and the importance of preservation of evidence;
- Requests for confidentiality, if any;
- CCA's obligation to consider all reports of incidents and the inability of CCA to guarantee complete confidentiality;
- CCA's policy against retaliation of any person making a report or participating in the investigation or adjudication of an incident under this Policy;
- The possibility of an investigation by an outside impartial and neutral factfinder selected by CCA;
- The possibility for informal resolutions where appropriate;
- The possibility for sanctions as determined by CCA;
- The use of an Advisor or Support Person in any meeting or proceeding under this Policy; and
- CCA's obligation to report crime statistics into its daily crime log.

Initial Witness Interviews:

The Intake Officer may also collect additional information or speak with any person(s) that may have relevant information concerning a reported incident, in an effort to gather preliminary

information to make an initial assessment of the matter. The preferences of the Complainant and the Respondent as to witnesses to be interviewed may be stated by them and will be taken into consideration by the Intake Officer.

Initial Assessment:

The Intake Officer will then consider the nature of the report, the safety of the individuals involved and of the campus community, the Complainant and Respondent expressed preferences for resolution, and will make a recommendation to the Deputy Title IX Coordinator on whether the matter can be resolved without further investigation or whether to refer the matter for further investigation.

The Deputy Title IX Coordinator or the Title IX Coordinator will make the final decision on whether to refer the matter for further investigation. If the matter is referred for further investigation, the matter will follow the procedures for investigation and resolution described below. The Title IX Coordinator or the Deputy Title IX Coordinator, or the Intake Officer if so designated by the Title IX Coordinator and/or Deputy Title IX Coordinator, will inform the Complainant and Respondent in writing if the matter will be referred for further investigation.

If the matter is not referred for further investigation, the Title IX Coordinator or the Deputy Title IX Coordinator, or the Intake Officer if so designated by the Title IX Coordinator and/or Deputy Title IX Coordinator, will inform the Complainant and Respondent of what the outcome is, including possible interim or final measures (see next section) for protection and safety. This is called the Outcome Letter.

Possible Interim or Final Measures:

Interim measures will be considered and implemented at the discretion of Deputy Title IX Coordinator or the Title IX Coordinator, or the Intake Officer if so designated by the Title IX Coordinator and/or Deputy Title IX Coordinator, in order to protect students and maintain a safe and healthy environment at the College.

Interim measures, which may be applied to the Complainant and/or the Respondent, include such things as:

- Issuance of a “no contact” order or directive that restricts individuals from having contact with one another in person or through electronic means;
- Change in class schedule;
- Change in student residence;
- Change in student related employment;
- Rescheduling of exams or assignments (in conjunction with appropriate faculty);
- Voluntary leave of absence;
- Providing escort services for movement between classes and CCA activities;
- Interim suspension or CCAimposed leave;
- Administrative hold on student accounts, including a hold on the release of transcripts while an investigation is pending;

- Denial of access to campus, campus facilities and/or CCA activities; and
- Other measures.

These measures may also be part of the plan of final measures that are required by the Outcome Letter.

When Investigation Is Needed, CCA Sometimes Uses an External Investigator

As already explained, following the initial assessment, the Deputy Title IX Coordinator or the Title IX Coordinator decides whether to have further investigation, and if so, will designate an investigator who has specific training and experience. The investigator may be an employee of CCA or an external investigator engaged to assist CCA in fact gathering. The Title IX Coordinator retains the right to designate an external investigator because sometimes the College will not have enough or the right kind of resources.

Whether the investigator is internal or external, the role of the investigator is to be a neutral fact finder. The investigator may also designate another trained colleague to assist in interviewing parties, identifying and locating witnesses, and in gathering other facts and evidence. The investigator will conduct an investigation in a manner deemed appropriate in light of the circumstances of the case and will cooperate with law enforcement authorities to the extent necessary.

A typical investigation will include interviews with the Complainant, the Respondent and third-party witnesses, collection of available physical, documentary and other evidence, and photographs may be taken. The Complainant, the Respondent and any third-party witnesses may present witnesses or other evidence to the investigator for consideration. Information collected during the initial intake and assessment will be forwarded to the investigator. If any law enforcement agency is also investigating the incident, the CCA investigator may defer to the police department for the collection and preservation of evidence.

The investigator will compile the details of the investigation into an investigative report, which will contain summaries of the interviews, photographs (if available) and other related evidence or duty logs and also a detailed analysis of the events. Before finalizing a witnesses' statement, the investigator may send a draft of the statement to the individual to allow them a chance to add to it or make any suggested changes to their statement.

The investigative report will be prefaced with a summary of findings and recommended actions. In this summary, the investigator will:

- State the initial complaint;
- Outline the details of the investigation;
- State, whether, using a preponderance of the evidence standard, it is more likely than not that policy violation(s) occurred; and If requested by the Title IX Coordinator, include any recommended sanctions or corrective actions to be taken.
- If requested by the Title IX Coordinator to make recommendations, the investigator may recommend that CCA impose certain sanctions or take certain corrective action;

however, the decision to select and implement appropriate sanctions or corrective action, if any, remains at all times within the authority of CCA.

The completed investigative report normally will be submitted within thirty (30) days of the intake. However, depending on the complexity of the case, additional time may be needed to complete the investigation.

Getting to a Proper Resolution and the Outcome Letter

All sexual misconduct reports will result in an Outcome Letter.

Whenever an investigation takes place, the investigative report will be forwarded to the Deputy Title IX Coordinator and/or the Title IX Coordinator of CCA, who will review the fact-finding determination by the investigator and take any recommendations for sanctions or corrective action into consideration.

The Title IX Coordinator and/or the Deputy Title IX Coordinator will decide whether the matter requires further proceedings; whether to accept the recommendations for sanctions/corrective action (if any) ; or whether to issue or recommend to an officer of CCA, different or alternative sanctions/corrective action.

The Title IX Coordinator and/or the Deputy Title IX Coordinator can recommend to the proper CCA officer any sanctions against a student who committed sexual misconduct that are appropriate based on the results of the investigation. These include cease and desist and stay away instructions, warnings, disciplinary probation, suspension, expulsion, revocation of admission and/or degree, or withholding a degree, or any lesser sanctions.

The Title IX Coordinator, or designee as assigned by the Title IX Coordinator, can recommend the proper CCA officer, any sanctions against a faculty or staff member or other non-student person deemed to have committed sexual misconduct, which are appropriate based on the results of the investigation. These include cease and desist and stay away instructions, warnings, censure, disciplinary probation, suspension, or dismissal from employment or from any other relationship with the College or any other lesser sanctions.

Past violations of the responsible student may be considered in the determination of an appropriate resolution. CCA will also consider whether the action will bring an end to the violation in question, whether it will reasonably prevent a recurrence of a similar violation and/or whether it will mediate any effects the violation had on the Complainant and the CCA community.

Within ten (10) business days of the decision, both the Complainant and the Respondent will be notified in the Outcome Letter, of the results of the investigation, including any sanctions or remedies imposed, along with notification of the right to appeal.

The Title IX Coordinator, or any designee of the Title IX Coordinator, also may meet separately with the Complainant or the Respondent to discuss the results of the investigation and explain

any resolution action that will be taken or imposed. A summary of the investigative report will be available for review by both the Complainant and the Respondent, if so requested.

The College seeks to resolve all reported incidents of sexual misconduct within sixty (60) days of the initial report. All time frames expressed in this policy are meant to be guidelines and depending on the complexity of the matter, additional time may be needed.

Note: Preponderance of the evidence standard will be used under this Policy, that is, whether it was more likely than not that the conduct prohibited under the Policy occurred. All proceedings under this Policy will be prompt, fair, impartial, and conducted by those who are adequately trained.

Appeals

If the Respondent or Complainant is dissatisfied with the resolution stated in the Outcome Letter or with some element of the process, either may appeal. An appeal must be made in writing, within ten (10) business days of the Outcome Letter. The appeal should clearly state the remedy sought. The written appeal must be delivered to the Title IX Coordinator, who will delegate review of the appeal as follows:

If the person who appeals is a student of CCA, the Vice President for Student Affairs shall review and make a decision on the appeal.

If the person who appeals is a faculty member of CCA, the Provost shall review and make a decision on the appeal.

If the person who appeals is a staff member of CCA, or any other person not identified above, the Senior Vice President for Finance and Administration shall review and make a decision on the appeal.

The final decision on the appeal will be issued in writing and a copy given to the appealing person. The final decision is binding on the appealing person, except for Arbitration in section X below.

Appeals should normally be completed within three College work weeks unless there is good reason to extend the time necessary to review the appeal. Normally, the grounds for granting an appeal will be limited to the following considerations:

Is there compelling new evidence that was not available previously? Was the decision based on the use of the proper criteria? Were improper or extraneous facts used that substantially affected the decision?

Were there procedural irregularities that substantially affected the outcome of the investigation and decision for action that were detrimental to the Respondent or Complainant?

Arbitration

If either the Complainant or the Respondent is not satisfied with the decision following a timely appeal in section IX above, they may request a review by an impartial arbitrator under the Rules of the American Arbitration Association by submitting a request in writing to the Executive Vice President of CCA, no later than forty-five (45) calendar days after issuance of the decision following a timely appeal.

The request shall consist of a plain, concise and complete written statement outlining the grounds for disagreement with the outcome and all relevant information to substantiate the basis for doing so.

The Executive Vice President of CCA will then decide whether the case is suitable for arbitration; if so, under written agreement between CCA and the party seeking arbitration review, providing as a final and binding alternative to civil litigation, an arbitrator will be mutually selected between the parties, and the costs of the arbitrator's fees shall be agreed to in writing by an authorized representative of the parties.

Any matter submitted to binding arbitration under this Policy shall be submitted in accordance with the Rules of the American Arbitration Association. Attorneys or advisors of the party's choice may be present at and participate in the binding arbitration review process. This binding arbitration review process is the exclusive method of external review and is final and binding on both CCA and the student, and the arbitrators' award shall be final, binding and conclusive upon the parties and may be entered in any state or federal court having jurisdiction.

Privacy of Records

The Office of the Title IX Coordinator will receive and retain records of reports and related documents.

Documents that are prepared in anticipation of the investigation and resolution of the matter (including the investigative report and any other documents) will not be disclosed outside of the review process, except as required by law.

The final Outcome Letter will be issued concurrently to both the Complaining and the Respondent. CCA neither encourages or discourages the further disclosure of the final Outcome Letter by either the Complainant or the Respondent. CCA acknowledges that sharing the final outcome letter with others may be an important part of a student's healing process.

Dissemination of Policy; Training; Prevention Education and Awareness Programs

The Title IX Coordinator is responsible for overseeing the CCA's efforts at training, prevention and education as it relates under this Policy.

As a part of CCA's commitment to maintaining its campus and programs free from sexual misconduct, this Policy shall be disseminated widely to the CCA community through publications, websites, student orientations, and other appropriate channels of communication.

All students, staff and faculty will receive an email each academic year with references to the policies on the website.

The Title IX Coordinator, the Deputy Title IX Coordinators, and the Intake Officer will receive appropriate training for the intake and handling of reports of sexual misconduct under this Policy, including those that are victim centered and trauma informed.

CCA will also provide all other supervisory employees with online training every two years.

In addition, the Office of Student Affairs will provide programs and materials to students that educate students on sexual misconduct and how to prevent it from occurring. Education programs shall promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and shall be designed to prevent all misconduct prohibited under this Policy from occurring, to empower victims, to identify safe and positive options for bystander intervention, and to help recognize warning signs of abusive behavior and how to avoid potential attacks.

Students, faculty and staff of CCA are all encouraged to take part in education and training designed to prevent sexual misconduct.

N. Resources

Getting Help: CCA encourages all members of the CCA community who believe they have been victims of sexual misconduct to report these incidents to local law enforcement authorities and to seek medical attention where appropriate.

CCA also encourages all members of the CCA community to report any incident(s) of possible sexual misconduct to CCA under these Policies and to get help from as many resources as possible.

For Emergency Needs:

- For Emergencies call: 911
- City of San Francisco Police Department: Emergency: 415-553-8090

- San Francisco Women Against Rape 24-hour helpline: 415-647-RAPE (7273)
- Bay Area Women Against Rape provides free 24hour comprehensive services to victims of sexual assault. Website: <http://www.bawar.org/> 24-hour hotline: 510-845-7273
- Men Overcoming Violence: 1385 Mission Street, Suite 300, San Francisco. 415-626-6704
- La Casa de La Madres: 24-hour crisis support hotline: For adults: 1-877-503-1850; for teens: 1-877-9230700
- A Safe Place, Inc.: 24-hour crisis hotline: 510-536-7233 (SAFE)

There are also several national organizations that may be able to provide the CCA community with important information and assistance:

National Domestic Violence Hotline, 800-799-SAFE (7233)

National Sexual Assault Hotline, 800-656-HOPE (4673)

Stalking Resource Center, 202-467-8700

National Teen Dating Abuse Helpline, 866-331-9474

For Medical Needs:

CCA does not offer “On Campus” medical services.

The following are resources for students to seek medical attention as it relates to sexual misconduct:

Zuckerberg General Hospital and Trauma Center: 24-hour Rape Treatment Center: 1001 Potrero Avenue, San Francisco, 415-206-8000.

Note: The above listed hospital offer Sexual Assault Forensic Examinations and other services for the collection of evidence.

CCA Campus Services:

Title IX Coordinator: Jen Douglass, 415-703-9534 or by email at jendouglass@cca.edu

Jeannine Szamreta (jszamreta@cca.edu), VP Student Affairs, 415-551-9336 Intake Officer for Students:

To be especially accessible for residential students:

- Jeannine Szamreta, VP Student Affairs, 415-551-9336 or by email at jszamreta@cca.edu

To be especially accessible to all students:

- Noki Seekao, Sr. Director of Campus Life: noki@cca.edu or 415-703-9591
- Courtney Chung, Assistant Director of Academic Advising: cchung@cca.edu or 415-551-9276
- Joren Plunkett, Asst. Dean of Students: 415-703-9535 or by email at joren.plunkett@cca.edu
- Abe Leal, Director of Public Safety: abe@cca.edu or 415-551-9230

To report matters that involve sexual misconduct by a staff or faculty member of the College against a student:

- Jen Douglass, Title IX Coordinator: jendouglass@cca.edu or 415-703-9534
- Public Safety: Dial x9512 from any on campus phone 415-703-9512 from any off-campus or cell phone
- Abe Leal, Director of Public Safety: 415-551-9230 or by email at abe@cca.edu

On Campus Counseling Services:

Professional, confidential counseling is available at CCA free of charge to all students. Counseling can help students cope with personal issues and assist them in meeting the challenges of a creative academic environment.

CCA's Counseling Services offers brief individual therapy, crisis intervention, assessments, and referrals to community resources. In addition to personal counseling, we provide presentations and workshops on topics related to student life and the experience of being a creative person.

To make an appointment with a counselor, contact Student Counseling at 415.551.9267.

Confidential Reporting Options:

Students who would like to speak to someone in confidence about an experience of sexual misconduct or about another's experience of sexual misconduct, should contact off campus rape crisis counselors, domestic violence resources, private agencies, external mental health agencies and external clergy members. Persons may also speak in confidence to licensed psychologists or counselors who provide service through CCA's Counseling Services.

Registered Sex Offender Information

The federal Campus Sex Crimes Prevention Act requires that institutions of higher education issue a statement advising the campus community how to access law enforcement agency information provided by a state concerning registered sex offenders. Please refer to the San

Francisco department for more information. For more information, please visit meganslaw.ca.gov.

O. Crime Statistics: 2024 Annual Security Report:

On Campus			
Criminal Offense	2022	2023	2024
Murder/Non/negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses-Non-Forcible			
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	1	0	5
Motor vehicle theft	0	0	0
Arson	0	0	0

On Campus Student Housing			
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Criminal Offense	2022	2023	2024
Murder/Non/negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Rape	0	0	0
Fondling	0	1	0
Sex Offenses-Non-Forcible			
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	1	0
Burglary	0		1
Motor vehicle theft	0	0	0
Arson	0	0	0

Public Property			
Criminal Offense	2022	2023	2024
Murder/Non/negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0

Sex Offenses-Non-Forcible			
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	1	1	0
Burglary	0	0	0
Motor vehicle theft	1	0	0
Arson	2	0	1

Non Campus			
Criminal Offense	2022	2023	2024
Murder/Non/negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses-Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Sex Offenses-Non-Forcible			
Incest	0	0	0
Statutory rape	0	0	0
Robbery	2	1	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	2	0	0
Arson	0	0	0

Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes	2023 Public Property								
Criminal Offense	2023 Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin	Gender Identity

Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes	2022 Public Property
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Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Violence Against Women Act (VAWA):

VAWA Offenses	On Campus		
Crime	2022	2023	2024
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	1	0
VAWA Offenses	On Campus Student Housing		
Crime	2022	2023	2024
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	0	1	0
VAWA Offenses	Public Property		
Crime	2022	2023	2024
a. Domestic Violence	0	0	0

b. Dating Violence	0	0	0
c. Stalking	0	0	0
VAWA Offenses	Non Campus		
Crime	2022	2023	2024
a. Domestic Violence	0	0	0
b. Dating Violence	0	0	0
c. Stalking	1	1	1

Arrests: San Francisco Campus

Arrests	On Campus		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0
Arrests	On Campus Student Housing		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests	Public Property		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests	Non Campus		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions: San Francisco

Disciplinary Actions	On Campus		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	0	0	0
b. Drug abuse violations	0	1	0
c. Liquor law violations	0	1	0

Disciplinary Actions	On Campus Student Housing		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	1	0	0
b. Drug abuse violations	1	0	0

c. Liquor law violations	1	0	0
Disciplinary Actions	Public Property		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	1	1	0
b. Drug abuse violations	1	0	0
c. Liquor law violations	0	1	0
Disciplinary Actions	Non Campus		
Crime	2022	2023	2024
a. Weapons-carrying possessing, etc	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

P. Annual Fire Safety Report

Fire Safety Policies:

It is the policy of CCA to provide students, staff, faculty and guests with the safest possible environment. CCA and/or local governmental agencies conduct periodic fire safety inspections of all campus buildings.

Residence Hall:

Smoke detectors, sprinkler heads & carbon monoxide detectors

Each student residence hall room/apartment comes equipped with a properly working smoke detector, sprinklers and carbon monoxide detector for their protection.

Tampering with or disabling these devices is prohibited. If the detectors or sprinklers in a room need to be serviced, students should file a facilities work order request.

Fire safety:

Fire prevention is of critical importance in a large community because so many lives can be endangered by accidents or careless actions.

The following regulations have been established for the safety of the residential community:

Cooking:

Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances.

Cooking Appliances:

Persons are allowed to use the following items in their room or kitchen areas: electric fondue pots, airstream ovens, electric crock pots, coffee pots, hot dog cookers, frying pans, drip coffee makers, toasters (not toaster ovens), bread makers and popcorn poppers.

These items are permitted so long as they are single units with sealed heating elements. Convenience items such as blenders, mixers, can openers, and juicers are also permitted.

(Note: The following items are permitted, but may be used only in kitchen areas: toaster ovens, electric hamburger cookers, waffle irons, ceramic sealed hot plates, hot plates with exposed coils, deep fryers, and countertop electric grills without flames (e.g., "George Foreman " grills.)

Extension Cords / Multi Plug Adaptors:

For the protection of the residential community, residents are permitted to use extension cords with the following restrictions:

- Only UL certified (Underwriters Laboratories) three prong grounded extension cords are permitted to be possessed and used inside the residence halls.

- Only UL certified (Underwriters Laboratories) multiplug adaptors with circuit breakers are permitted to be possessed and used inside the residence halls.

Decorations:

Strands of lights (holiday lights) may be used in residence hall rooms, but are to be limited to no more than three (3) strands plugged into each other.

Sprinklers:

Residents are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

Fire Safety Equipment:

Tampering with fire alarms, smoke detectors, extinguishers, hoses, exit signs, instruction signs, or other equipment is prohibited.

Prohibited Items:

Firearms, Weapons, Fireworks & Dangerous Chemicals:

Possession or use of weapons or ammunition is not permitted in the residence halls. This includes but is not limited to: firearms, rifles, stun guns, BB guns, paintball guns, bows and arrows, switchblades, knives (except typical use kitchen knives and small pocket knives), nunchucks, martial arts or medieval weapons, and slingshots.

No exceptions to this policy are made for participation in special classes.

Possession, storage, or use of toy guns or weapons, including, but not limited to replicas, ceremonial swords, water guns, "Nerf" or dart guns, particularly those which launch projectiles or resemble real weapons, or both, are not permitted.

Flammable liquids and solvents (gasoline, kerosene, lighter fluid, propane, etc.) may not be stored in resident rooms or living areas. All flammable art supplies should be stored and used in appropriate studio locations on campus.

All violations of the Weapons Policies both Residential and Campus will be referred to the Student Code of Conduct Process. The college will impose disciplinary sanctions on students up to and including disciplinary dismissal.

Candles & Incense:

Possession or use of all candles and incense for any purpose is prohibited in the residence halls.

Cloth Flags & Banners:

No flags, banners, or other cloth/flammable decorations are to be hung on or from the ceiling.

Halogen Lamps:

All floor halogen lamps are prohibited in the residence halls. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or fewer are acceptable.

Only UL approved (Underwriters Laboratories) lamps can be used in the residence halls.

Evacuation:

Immediate evacuation is required when an alarm sounds or emergency flashing lights have been activated or when instructed to do so by appropriate hall staff is mandatory, or any combination thereof.

Re-entry into a building before receiving confirmation from appropriate hall staff, public safety, the fire department, or other emergency personnel is prohibited.

Re-entry is not permitted while the alarm is sounding.

For safety reasons, using an elevator to evacuate a building is not permitted. For anyone using a wheelchair, move to the nearest stairwell and await assistance from emergency response personnel.

Campus Wide:

Evacuation Procedures:

Each campus has a designated re-assembly location. Some emergencies may require evacuation of the building. In this event verbal notice or alarms, or both, will be used to sound the evacuation.

Whenever a fire alarm system sounds on either campus, everyone is required to immediately evacuate all buildings and meet at the appropriate Assembly Area.

In the event of an evacuation, keep the following in mind:

- Do not use elevators.
- Never go up a stairway unless specifically directed. (Remember, fire and smoke go up, so you go down. Proceed down the nearest stairway to your assembly area.)*
- Remain calm and orderly; walk quickly but do not run.
- Follow instructions of emergency personnel.
- Give assistance to any disabled persons in the area.
- Exit by the nearest stairway. (Again, do not use elevators.)
- Go to your designated re-assembly location, outside the area away from the building.

- Keep roadways and walkways clear for emergency personnel and vehicles. Once at the designated re-assembly location, check in with your manager or supervisor so that you can be accounted for.
- Wait for instructions. Do not reenter the building until instructed to do so by managers or emergency personnel.
- Become familiar with emergency procedures before an emergency.

Review this plan twice annually to ensure familiarity with: (a) fire extinguisher locations and use; occupancy issues; (c) all emergency exits seek a primary and secondary exit point; (d) location of first aid kits; and (e) location of other safety/emergency supplies.

Procedures if Fire or Smoke Is Present

(See also Evacuation Procedure)

Pull the fire alarm box.

Dial 911 to report the fire.

Notify Public Safety (415.703.9512).

Give the location of fire/smoke as required.

You may be able to extinguish small fires using a fire extinguisher.

Keep yourself between an exit and the fire at all times. Do not go past the fire to retrieve a fire extinguisher. Use two people if possible one standing behind the person with the extinguisher watching and using safety precautions.

Remember this tip:

P. pull pin

A. aim hose at base of flame

S. squeeze handle

S. sweep from side to side

Notify Residence Life that a fire has occurred (415-551-9296; Email: housingdining@cca.edu)

Director of Public Safety	415.551.9230	psdsupervisors@cca.edu
Assist Director for Housing Administration and Operations	415-551-9296	housingdining@cca.edu
Director of Residential Education	415-551-9296	housingdining@cca.edu

Fire Cannot Be Extinguished:

If the fire can't be put out, building monitors should be promptly notified so everyone can leave the area and exit the floor by the stairway(s).

- Crawl on your hands and knees to the designated stairwell or exit.
- Once in the stairwell, stand up and walk down and out of the building.

- Close doors behind you as you leave to slow down the spread of the fire and maintain the integrity of the fire corridor.
- DO NOT enter a smoke-filled stairwell.
- Use an alternative stairwell exit.

Be careful about opening doors:

Touch closed doors with the back of your hand before opening them.

If the door feels hot or warm, go to an alternative exit. A fire on the other side could blast through if the door is opened.

If Your Clothes Are on Fire:

“Stop” (cover your face with hands).

“Drop” (to the floor).

“Roll” (and continue to roll until fire is out).

If you are helping someone else, smother the fire with a fire resistant blanket, rug, or heavy coat. Dial 911 for medical assistance. Remove any smoldering clothing if it is not stuck to the person. Remove any jewelry on the burn victim. Cool the burn area with cold (not iced) running water if possible. Only administer additional first aid if trained.

General Procedures:

In a fire or earthquake where exiting appears unsafe or blocked, it is best to remain in a closed stairwell with the doors closed. Closed stairwells are designed to maintain breathable air for a minimum of one hour. If you are trapped in a room, close all doors and seal off cracks.

Follow the directions of your building monitor, studio manager or public safety officer.

Assist any disabled persons. If a disabled person cannot be evacuated, they should be taken to the nearest stairwell. Shut the doors to the stairwell, wait with them and send others to alert emergency responders.

Notify fire or police personnel as to the location of persons who have not been evacuated or wheelchairs and other special devices.

Notify fire or police personnel as to the location of persons who have been evacuated without their wheelchairs.

Once outside the building, report to the gathering point.

Fire Drills:

Fire drills are held at various times throughout the academic year. Once a fire alarm sounds, all residents must vacate the building immediately, whether for the purpose of a drill or in the case of an actual fire.

Staff members who are present will direct students to appropriate evacuation sites. Staff may check rooms during fire alarms.

When leaving your room, please remember to lock your door and take your key and CCA ID.

Students who have registered a disability with Disability Support Services, or who have a disability that impairs their ability to leave the building under their own will, should notify their Residential Life Coordinator at move-in so that an exit plan may be identified.

Inhibiting a fire drill or failure to exit in a prompt and orderly fashion and evacuate to the parking lots may result in disciplinary action.

Fire Safety Systems:

Facility	Fire Alarm Monitoring	Partial Sprinklers *	Full Sprinklers **	Smoke Detection	Fire Extinguishers	Evacuation Plans	Number drills 2024
Blattner Hall SF	RedHawk	x	x	x	x	x	2
Founders Hall	Redhawk/Tyco	x	x	x	x	x	2

* Partial means systems cover public areas only.

**Full means systems cover public areas and residential rooms.

Fire Statistics:

On Campus Housing:									
Fire by On Campus Student Housing	Category of Fire	Cause of Fire	Fire Related Injuries	Fire Related Deaths	Property Damage	Action			
2023	none	0	0	0	0	0			
2022	none	0	0	0	0	0			

2021	none	0	0	0	0	0			
Fires-Summary	2022			2023			2024		
Summary of Fires									
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Blattner Hall	1	0	0	0	0	0	0	0	0
Founders Hall	1	0	0	1	0	0	1	0	0