

**Harvey Mudd College
Annual Fire Safety
and Security Report
(January 1, 2013 – December 31, 2013)**

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To the Harvey Mudd College Community:

It is up to each one of us to help foster a secure and supportive environment at My University — an environment where individuals can feel safe to visit, learn, work and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety measures and reports statistics about crime in our University community. It also describes our efforts to combat alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

Maria Klawe
President, Harvey Mudd College

To the Harvey Mudd College Community:

On behalf of the members of the Campus Safety Department, I want to thank you for your interest in our annual Fire Safety and Security Report. Pomona College and CUC Campus Safety publish this report because it contains valuable information for our campus community. We also publish the report to comply with the important provisions of the Clery Act. Campus safety and security and compliance with the Clery Act should be a part of everyone's responsibility at The Claremont Colleges. We encourage you to review the information we have made available to you in this brochure. You will find information about our organization including descriptions of certain services that we provide. You will also become familiar with our strong commitment to victims of crimes and the specific extensive services we make available to crime victims. Lastly, you will find important information about security policies and procedures on our campus, crime data, and crime prevention information. We are proud to be an integral part of The Claremont Colleges' tradition of excellence. Campus safety and security is a collaborative effort at The Claremont Colleges. We partner with the many Departments at Harvey Mudd College that have a critical role in fostering campus safety, including the Dean of Students office, Facilities, and other departments. It has always been our goal to provide the highest quality of public safety services to The Claremont Colleges community and we are honored to collaborate with the entire Claremont Colleges community. The men and women of the CUC Campus Safety Department are committed to making the Harvey Mudd College campus and all the Claremont Colleges safe places in which to live, work, and study.

Dean Manship
Interim Director, CUC Campus Safety

Accessibility to Information and Non-Discrimination Statement

Harvey Mudd College seeks to maintain an environment of mutual respect among all members of its community. All forms of harassment and discrimination on the basis of sex, gender identity and

expression, pregnancy, religion, creed, color, race, national or ethnic origin, ancestry, sexual orientation, medical condition, physical or mental disability, age, marital status, veteran status, family care leave status, or any other basis described in Harvey Mudd College's Nondiscrimination Policy or otherwise prohibited by state or federal law destroy the foundation for such respect and violate the sense of community vital to the College's educational enterprise. Sexual misconduct offenses are a form of sexual harassment and are strictly prohibited by the College. Retaliation against a person who reports, complains about, or participates in the investigation of a complaint of discrimination, harassment, and/or sexual misconduct is likewise prohibited.

This policy strictly prohibits discrimination against, or the harassment of, any individual at the College or at College activities occurring away from campus, including but not limited to all individuals regularly or temporarily employed, studying, or with an official capacity at Harvey Mudd College (such as Trustees, guest lecturers, volunteers, and contractors). Persons violating this policy will be subject to disciplinary action up to and including discharge from employment or expulsion from the College. It is the responsibility of all faculty, staff and students at the College to ensure compliance with this policy. Accordingly, faculty, staff or students who believe they are being harassed or discriminated against, have observed harassment of, or discrimination against, another person at the College in violation of this policy, or believe such conduct has occurred, should immediately report the incident following the complaint reporting procedures below.

Because harassment and discrimination can also constitute violations of federal and state law (Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and/or Section 12940 of the State of California Government Code), individuals who feel that they have been subjected to harassment or discrimination may, in addition to notifying the College by using the complaint reporting procedures below, file a complaint with the appropriate state or federal agencies. Such complaints may be filed with the California Department of Fair Employment and Housing (DFEH) or the comparable federal agency, the Equal Employment Opportunity Commission (EEOC). Complaints may also be filed with the federal government's Office of Civil Rights (OCR).

As an educational institution, Harvey Mudd College is committed to the principle of free expression and the exploration of ideas in an atmosphere of civility and mutual respect. Thus, in keeping with the principles of academic freedom, there can be no forbidden ideas. Harvey Mudd College also recognizes that the educational process can often be disturbing and unsettling, particularly when one's current ideas or values are being challenged. This means that the learning, working, and living environments might not always be comfortable for all members of the college community. The College does not proscribe speech simply because it is offensive, even gravely so. In determining whether an act constitutes discrimination or harassment, the context must be carefully reviewed and full consideration must be given to protection of individual rights, freedom of speech, and academic freedom. In addition, consistent with California Education Code Section 94367, the definition of harassment contained in this policy and its application to student speech shall be subject to the limitations of the First Amendment to the United States Constitution and Article 1, Section 2 of the California Constitution.

ANNUAL SECURITY REPORT REPORTING CRIMES AND OTHER EMERGENCIES

Harvey Mudd College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate Harvey Mudd College and CUC Campus Safety officials. Regardless of how and where you decide to report these incidents, it is

critical for the safety of the entire Harvey Mudd College community that you immediately report all crimes/emergencies to 911 and CUC's Campus Safety at 909-607-2000 to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage Harvey Mudd College community members to report crimes promptly and to participate in and support crime prevention efforts. The Harvey Mudd College community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the Harvey Mudd College and CUC Campus Safety to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire Safety Report. In limited circumstances, the Department may not be able to assure confidentiality and will inform you in those cases.

Anyone may call the Campus Safety police at 909-607-2000 to report concerning information. Callers may remain anonymous.

Reporting to Campus Safety

We encourage all members of the Harvey Mudd College community to report all crimes and other emergencies to Campus Safety in a timely manner. Campus Safety has a dispatch center that is available by phone at 909-607-2000 or in person twenty-four hours a day at the Campus Safety Office at 150 3. 8th Street. Though there are many resources available, Campus Safety should be notified of any crime, whether or not an investigation continues, to assure the College can assess any and all security concerns and inform the community if there is a significant threat to the Harvey Mudd College community.

Emergency Phones

The College has installed numerous emergency phones throughout the campus. Phones are located in numerous outdoor locations. Emergency phones provide direct voice communications to the Campus Safety Dispatch Center.

Anonymous Reporting

If you are interested in reporting a crime anonymously, you can utilize Campus Safety's "Silent Witness" website at <http://www.cuc.claremont.edu/campussafety/silentwitness.asp>

By policy, we do not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety.

Reporting to Other Campus Security Authorities

Harvey Mudd College is very concerned about the safety and welfare of all students, employees, and guests, and is committed to providing a safe and secure environment. Harvey Mudd College works with the Campus Safety Office of the Claremont University Consortium, the Claremont Police Department, an Emergency Preparedness Consultant, and private security groups to maintain the safety of the College and Harvey Mudd College community. All members of the Harvey Mudd College community are encouraged to report crime to one or more of the following offices: the Dean of Students, Human Resources, Campus Safety, and the Claremont Police Department. While Harvey Mudd College prefers that community members promptly report all crimes and other emergencies directly to Campus Safety at 909-607-2000 or 911, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the College has identified over a hundred CSAs (including all staff in the Dean of Students Office, all faculty, some Academic Affairs staff, Coaches, and Proctors), we officially designate the following offices as places where campus community members should report crimes:

Official	Campus Address	Phone Number
Campus Safety	150 E. 8 th St.	909-607-2000
Dean of Students	301 Platt Blvd.	909-621-8125
Assistant VP for Human Resources	301 Platt Blvd.	909-607-9700
Title IX Coordinator	301 Platt Blvd.	909-621-8125

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by CUC to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, Harvey Mudd College and CUC encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

It's Up to Each of Us

Harvey Mudd College takes great pride in the community and offers students, faculty and staff many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities. With that in mind, Harvey Mudd College has taken progressive measures to create and maintain a reasonably safe environment on campus. In addition to the services provided by Campus Safety, Harvey Mudd College has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the students, staff and faculty (for more information, see below in the section on Security of and Access to College Facilities).

Harvey Mudd College is a residential college; nearly all students live on campus. The Vice President for Student Affairs/Dean of Students is the college officer responsible for residential and campus life issues.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Campus Safety Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Campus Safety, information provided by other offices such as Harvey Mudd College Dean of Students Office, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the main campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Harvey Mudd College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

The College distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Campus Safety or by visiting the Campus Safety website:

<http://www.cuc.claremont.edu/campussafety/reports.asp>

ABOUT THE CUC DEPARTMENT OF CAMPUS SAFETY

Role, Authority, and Training

CUC Campus Safety protects and serves The Claremont Colleges (TCC) community 24 hours a day, 365 days a year. The Department is responsible for a number of campus safety and security programs that includes Emergency Management, Community Safety and Security Education, Physical Security, including security technology, Behavioral Threat Assessment, and Special Event Management. Other specific tasks include but are not limited to the following:

- First responders to emergencies of any kind.
- Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium.
- Patrol by vehicle, electric carts and on foot all campus streets, byways and interior areas.
- Apprehend criminals.
- Provide first aid until the arrival of paramedics.
- Provide security and traffic control at parties, special events and performances.
- Monitor fire alarms, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.
- Enforce traffic and parking regulations.
- Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation.
- Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes.
- Assist law enforcement and other emergency service providers as needed.
- Offer security survey/audit services to campus administrators.
- Provide security/crime prevention presentations to students and staff.

The CUC Campus Safety Department is led by a Director, and staffed by 12 full-time uniformed Campus Safety Officers, five (5) Dispatchers, and five (5) Sergeants, a Lieutenant an Administrative Assistant, and an Emergency Preparedness Program Manager.

Campus Safety officers are unarmed and have no police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All officers successfully complete and receive certification for the following: guard registration, Chemical Mace, First Aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response protocols at TCC. Campus Safety also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, responding to suspicious activity and crime reports, as well as response to medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

CUC Campus Safety works closely and cooperatively with the City of Claremont Police Department. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, Campus Safety staff assists local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

TIMELY WARNING REPORTS – CRIME ALERT

Purpose: The purpose of this policy is to outline procedures The Claremont Colleges (TCC), will use to issue Timely Warning Notices in compliance with the Clery Act. TCC are comprised of, Claremont Graduate University, Claremont McKenna College, Harvey Mudd College, Keck Graduate Institute, Pitzer College, Pomona College, and Scripps College in concert with the Claremont University Consortium (CUC).

Procedures: A Timely Warning Notice will be issued in the event any of TCC or the CUC receives notice of an alleged Clery Act reportable crime (identified below) occurring on campus, on public property within or immediately adjacent to one of the campuses of TCC, or in or on non-campus buildings or property controlled by any of TCCs, where the College determines, in its judgment, that the allegations present a serious or continuing threat to the TCC community. For purposes of this policy, “timely” means as soon as reasonably practicable, after an incident has been reported to: the CUC Campus Safety, one of the Campus Security Authorities (CSAs) identified by each College, or a local police agency. The CUC Director of Campus Safety or in his/her absence or unavailability, his/her designee (generally the Operations Lieutenant or on-duty Sergeant), and the Dean on-call or the Senior Administrator on-call (as designated by each of the Colleges), impacted by the reported crime, are responsible for determining whether to issue a Timely Warning Notice.

Whether to issue a Timely Warning Notice is determined on a case-by-case basis for Clery Act reportable crimes: arson, criminal homicide, burglary, robbery, sex offenses, aggravated assault, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes, as defined by the

Clery Act.¹ Timely Warning Notices also may be issued for other crimes as determined necessary by the Director of Campus Safety, Dean on-call or Senior Administrator on-call. CUC/TCC will issue a Timely Warning Notice even if insufficient information is available if it is likely that there is an ongoing threat to the community.

The above individuals determine if an alert should be sent and are the senders of the notices. In determining whether to issue a Timely Warning Notice, the responsible individuals described above will consider any factors reflecting on whether the reported crime represents a serious or continuing threat to the TCC community, including, but not limited to, (a) the nature of the incident; (b) when and where the incident occurred; (c) when it was reported; (d) the continuing danger to the TCC community; and (f) the amount of information known by TCC and CUC Campus Safety. TCC will follow its Emergency Notification procedures upon the confirmation of a significant emergency or dangerous situation (including a Clery reportable crime), involving an immediate threat to the health or safety of students or employees occurring on TCC. A Timely Warning Notice Decision Matrix/Timely Warning Notice Determination Form will be used in the decision making process to document the decision to alert or not to alert the community. Once completed the form and any and all information related to the decision will be maintained by TCC for a seven year period.

Timely Warning Notices (Crime Alerts) will be distributed in various ways. A multi-modal integrated communications system for mass notifications is used to notify students and employees by way of e-mail, text messages and phone. Information will be provided on the CUC Campus Safety website at <http://www.cuc.claremount.edu/cs> and HMC's website at <http://www.hmc.edu> and alerts posted on bulletin boards throughout TCC. The particular circumstances will determine the method of notification. Generally, notification will occur through the e-mail system to all TCC students and employees.

The Timely Warning Notice will typically include, to the extent known, the date, time and nature of the offense, a brief overview of its particular circumstances, a physical description of the actor(s), law enforcement's immediate actions, a request and method for witnesses to contact local law enforcement and where applicable and appropriate, cautionary advice that would promote safety. In no instance will a Timely Warning Notice include the name of the victim or other identifying information about the victim. In developing the content of the Timely Warning Notice, CUC Campus Safety will take all reasonable efforts not to compromise on-going law enforcement efforts. CUC Campus Safety will document and retain the justification for determining whether to issue a Timely Warning Notice for a seven year period.

Anyone with information about a serious crime or incident is encouraged to report the circumstances to the CUC Campus Safety by phone at 909-607-2000 or from campus phones at ext. 72000 and in person at 301 Platt Blvd. If a report is made to other TCC official, those officials will immediately notify CUC Campus Safety.

¹ A hate crime is a criminal offense of murder and non-negligent murder, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, domestic violence, dating violence, or stalking incidents, where the criminal offense was committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Harvey Mudd College – Campus Emergency Response Team, HMC-CERT, was developed out of a need to have a well-trained volunteer emergency work force to assist the college during a disaster or other emergency on campus. HMC-CERT is modeled after the Federal Emergency Management Agency, FEMA Community Emergency Response Team, CERT, certified course.

When emergencies happen HMC-CERT members may be counted on to provide critical support to the HMC community and first responders such as the Incident Management Team and Campus Safety. In the immediate aftermath of a disaster, needs may be greater than professional emergency services personnel can provide. In these instances, HMC-CERTs become a vital link in the emergency service chain.

After completing the basic CERT training, team members may assist with HMC Damage Assessment Team ([DAT](#)), Search and Rescue ([SAR](#)), Medical ([MED](#)), HMC Communication and Radio Disaster ([CARD](#)), or the Incident Management Team ([IMT](#)). These teams meet regularly to practice their skills and refresh their knowledge. Joining a team is not mandatory but will be greatly appreciated by all.

HMC-CERT Support Teams

“DAT” Damage Assessment

The HMC Damage Assessment Team is responsible for College maintenance and utilities during emergencies. These team members may be comprised of facilities & maintenance staff. Additional training for this team includes damage assessment, hazmat spill response, advanced PPE and safety, and other training specific to the duties of the team. DAT meet regularly to discuss emergency procedures and review action plans with additional training conducted throughout the year. Team duties during an emergency may include:

- Damage assessment of facilities and buildings
- Turning on/off utilities
- Repair and recovery of building heating and cooling systems
- Spill response
- Moving, lifting of heavy objects
- Debris clean up

“SAR” Search and Rescue

The HMC Search and Rescue Team may be activated after an emergency when there is a possibility that someone is trapped or stuck in a building or under debris. This team is comprised of trained volunteers who search buildings and assist victims who are unable to evacuate on their own. Additional training for the SAR may include CPR/AED and first aid, damage assessment and advanced search and rescue techniques, SARs meet regularly to practice their skills. Duties of the SAR during an emergency may include:

- Damage assessment
- Building search
- Victim assistance
- Medical treatment
- Cribbing

“MED” Medical Team

The HMC Medical Team may assist those in need of minor medical treatment during an emergency in the event local emergency personnel are delayed. This team may oversee the HMC Student Emergency Response Team (SERT). MED and SERT members may work together to aid the College community when there is a need for medical assistance. Additional training for this team include CPR/AED and first aid, advanced first aid or medical first responder (optional), and other workshops and sessions appropriate for duties of this team. Duties of the MED team during an emergency may include:

- Conduct and record initial medical assessments
- Administer first aid and medical treatment
- Conduct rapid assessment (triage)
- Set up and manage treatment area(s)
- Maintain records of treatment

“CARD Team” Communication and Radio Disaster Team

The HMC CARD Team is part of the emergency communication system for HMC. This team may use hand-held and amateur radios to provide communications when regular services such as telephone (land line) or cell phone are out. Amateur radio extends the communications capabilities of the HMC-CERT teams by providing additional means to communicate with local, county, state and federal officials using the standard procedures already in place on the Amateur Radio Service (Ham) bands. A CARD team member may be assigned to other HMC-CERT groups to assist with communications between management and field operations. Training for this team may include obtaining an Amateur Radio Technician License class (8 hour class + exam study), drills with other local Amateur Radio Disaster Teams and other training as deemed appropriate. Duties of the CARD team during an emergency may include:

- Establishing communications for emergency response teams using hand-held radios or runners
- Obtaining communication updates
- Verifying and disseminating emergency information received from other teams and communication devices
- Assisting CERT and other emergency responders with communications

“IMT” Incident Management Team

The Incident Management Team is the lead emergency response team for Harvey Mudd College. This team uses the Incident Command System and assigns Command and Section Leaders to lead the campus emergency response effort. IMT has one lead position (Incident Commander), three Command positions (Public Information Officer, Safety Officer and Liaison), four Section leaders (Administration/Finance, Logistics, Operations and Planning/Intelligence) and two auxiliary groups (Student Manager and Staff Manager). These positions work out of the Emergency Operations Center (EOC) to gather incident information, create emergency actions plans and respond to event. HMC-CERT groups and members work under the direction of the IMT. Training for this group may include: Incident Command System (ICS) and the California Standardized Emergency Management System and National Incident Management System (SEMS/NIMS) courses, periodic drills and other training as appropriate. Duties of IMT during an emergency may include:

- Activation of the Emergency Operations Center
- Notification and activation of response team members
- Deployment of response team (e.g. SAR, CARD, DAT and other response groups)
- Verification and release of incident information
- Update HMC community regarding emergency or incident
- Activation of Emergency Plans (e.g. Shelter-in-Place, Evacuate)

- Coordination of additional resources needed for incident

Emergency Notification: Policy Statement Regarding the Claremont Colleges Emergency Response and Evacuation Procedures: Harvey Mudd College

This policy statement summarizes The Claremont Colleges (TCC) emergency response and evacuation procedures, including protocols for sending Emergency Notifications, and with specific information as it pertains to Harvey Mudd College. An emergency is defined as a situation that present a significant emergency or dangerous situation at one of the TCC campuses or in the local area affecting the health and/or safety of TCC's community, in whole or in part (hereafter, Emergency). TCC are comprised of Harvey Mudd College, Claremont Graduate University, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College and Keck Graduate Institute, in concert with the Claremont University Consortium (CUC). This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

Emergency Response Plans:

Each member of TCC has an emergency preparedness committee that is responsible for the overall direction and planning for emergency situations on their campus or those that occur in the local or regional area affecting TCC. Under the direction of the CUC Emergency Preparedness Manager, each of TCC have developed comprehensive, all-hazards Emergency Response Plans which outline the steps the institution will take to prevent and mitigate, prepare for, respond to, and recover from a full range of likely hazards TCC community may face. Summaries of each institution's Emergency Response Plans are located at <http://www.cuc.claremont/cs.edu>. The full Harvey Mudd College emergency response policy is located at: <http://www.hmc.edu/emergency/>. Included on the Harvey Mudd College emergency web page is detailed information regarding Harvey Mudd College's Emergency Notification Policy, including how to enroll in Harvey Mudd College's mass notification system, to ensure you receive emergency notices on TCC's and your personal devices phones.

To ensure these plans remain current and actionable, each TCC conducts emergency management exercises, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. After-action reviews of all emergency management exercises are used to document the exercise.

In conjunction with at least one emergency management exercise each year, each of TCC will notify their community of the exercise (s) and remind the community of the information included in TCC's publicly available information regarding Emergency Response Procedures.

Emergency Notification System:

The Claremont Colleges are committed to ensuring TCC community receives timely, accurate, and useful information in the event of an Emergency. To support this commitment, TCC has invested in several multi-modal forms of communications that allow administrators to distribute notices in the event of a critical incident or dangerous situation. The system used by TCC to integrate the mass notification process consisting of e-mail, text messaging, and telephones is Blackboard Connect5.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

CUC Campus Safety and/or other Harvey Mudd College first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of The Harvey Mudd College campus community. Generally, Harvey Mudd College first responders become aware of these situations when they are reported to the Campus Safety Communications Center or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an Emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of TCC community, the first responders will notify the Campus Safety Department, Harvey Mudd College authorized staff, or other authorized TCC staff to issue an Emergency Notification.

TCC's authorized representatives, including supervisors in the Campus Safety, Harvey Mudd College On-Call Dean, Senior Administrator on Call, or other delegated Emergency Response Team staff, will immediately initiate all or some portions of their emergency notification system, which includes at Harvey Mudd Blackboard Connect and a public PA system. If, in the professional judgment of first responders, issuing an Emergency Notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, TCC may elect to delay issuing an Emergency Notification. As soon as the condition that may compromise efforts is no longer present, TCC will issue the Emergency Notification to TCC community or applicable segment of the Harvey Mudd College community.

Determining the Appropriate Segment or Segments of TCC Community to Receive an Emergency Notification:

TCC and local first responders on the scene of an Emergency will assist those preparing the Emergency Notification with determining what segment or segments of TCC community should receive the notification. Generally, TCC community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) will receive the Emergency Notification first. TCC may issue subsequent notifications to a wider group of community members. In addition to the Emergency Notification that may be issued via the Blackboard Connect mass notification system, TCC will also post applicable messages about the dangerous condition on their respective homepages to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, TCC or Harvey Mudd College officials will distribute the notification to the entire Harvey Mudd College campus community.

Determining the Contents of the Emergency Notification:

The office responsible for issuing the Emergency Notification (usually the Campus Safety Communications Officers and supervisors) will, with the assistance of campus and local first responders, determine the content of the notification. TCC has developed a wide range of template messages addressing several different emergency situations. The communications officers (or others issuing the Emergency Notification) will select the template message most appropriate to the situation and, in accordance with the following guidelines, modify it to address the specific Emergency. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

1. The first message is intended to **Alert** the community or appropriate segment of TCC community) of the Emergency and the actions they should take to safeguard their and their neighbor's safety.

Messages distributed in this stage of a rapidly unfolding incident will generally be short, precise], and directive. Examples include:

- “The campus is experiencing a major power outage affecting the following buildings: Brown, Red, White, and Yellow Halls. All occupants of these buildings should immediately evacuate and meet at the designated building rally point.”
- “There is a chemical spill at Brown Hall. The chemical released is extremely hazardous if inhaled. Occupants of Brown Hall should immediately evacuate the building through the northeast exits. Follow the directions of fire personnel who are on scene.”

2. The second message is intended to **Inform** the community (or appropriate segment of TCC community) about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation. Examples include:

- “The power outage affecting Brown, Red, White, and Yellow Halls was caused by a cut power line. The local utility company is responding along with facilities personnel to repair the damage. We expect the outage will last until 2:00 p.m. Refer to TCC or Harvey Mudd College’s emergency page at <http://www.pomonaemergency.info/> or dial 1-877-662-6558 for additional information.”

3. Finally, the third message is the **Reassure** notice that is generally distributed once the situation is nearly or completely resolved. The purpose of this message is to reassure TCC community that TCC or the college is working diligently to resolve the dangerous situation. It can also be used to provide additional information about the situation and where resources will be available.

Procedures Used to Notify TCC Community:

In the event of an Emergency, TCC have various systems in place for communicating information quickly. Some or all of these communication methods may be activated in the event an Emergency Notification needs to be sent to all or a segment of TCC community. These methods of communication at Harvey Mudd College include the mass notification system, Blackboard Connect5, Harvey Mudd College email system, campus PA system and/or emergency messages that scroll across computer screens. Harvey Mudd College will post updates during a critical incident on our emergency page: <http://www.hmc.edu/emergency/>.

SECURITY OF AND ACCESS TO HARVEY MUDD COLLEGE FACILITIES

In addition to the services provided by Campus Safety, Harvey Mudd College has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the students, staff and faculty. Harvey Mudd College is a residential college; nearly all students live on campus. The Vice President for Student Affairs/Dean of Students is the college officer responsible for residential and campus life issues.

The following are precautionary measures in place for the safety of students, staff and faculty:

- A Dean or professional staff member of the Dean of Students Office is on-call at all times, 24 a day, seven days a week, throughout the academic year and summer.
- All residence halls are served by live-in Proctors who are available and on-call throughout the school year to supervise and help govern residential life.
- Security alerts are distributed campus-wide in a timely manner to inform the campus community of crimes or suspected crimes that may threaten the safety of Harvey Mudd students and employees.

- Safety Escort Services are available through Campus Safety.
- Exterior Emergency Telephones linked directly to Campus Safety are located throughout the campus.
- An electronic alarm system connected directly to Campus Safety monitors a comprehensive network of intrusion and fire alarms campus wide.
- Regular inspections of exterior lighting, doors, windows, hardware, and grounds are conducted by Campus Safety and campus maintenance and facilities staff.
- Fire extinguishers are located in every building. Fire sprinklers are in many buildings and smoke detectors are in each residence hall.
- The entire campus is secured with high security keyways not reproducible outside of the College's system. Lost keys result in a lock re-keying and new key issue. Dorm keys are collected at the end of each semester or academic year to identify unreported lost keys. A lost building master key results in the entire building being re-keyed.
- Administrative and academic buildings are locked and unlocked on a daily schedule by custodial staff.
- Keys are controlled by the Facilities & Maintenance Office. Sign-in and sign-out procedures are closely monitored and stored in a database system. Access to key lock boxes is restricted.
- All students, faculty, and staff are enrolled in at least one means of instant notification through the ConnectEd emergency notification system. Emergency messages can be sent from the Campus Safety Office and/or other college officials utilizing email, cell phones, landline phones, and text messaging.
- All residential exterior doors are equipped with automatic lock mechanisms. A swipe card lock system has been installed where feasible – in campus residences. The system administrator in the Facilities and Maintenance Office can customize access and update the system. The swipe card system prohibits residential access when students are not in residence.
- Exterior public address speakers are installed in areas of heaviest pedestrian traffic.
- A preventative maintenance program including scheduled checks for battery back-up systems, generator operations and other devices needed to preserve security is in place.
- Laundry room doors, windows, and dorm room doors have peepholes.
- Campus-wide Emergency Evacuation Drills are held each semester.
- The Campus Emergency Response Plan is continually upgraded. Student, staff, and faculty volunteers are continuously being trained for their emergency roles.
- Maps of below-grade utilities are kept updated.
- Exterior-mounted key safes (Knox Boxes) are installed for Campus Safety use.
- Student mailroom and music practice rooms are locked and secured facilities.
- Key staff members are trained to use AED devices which are located in the Linde Activity Center, Galileo Auditorium Foyer, and the Platt Campus Center.
- Facilities and maintenance staff members utilize hand-held radios to enhance rapid response to campus needs.

CAMPUS SECURITY POLICIES, CRIME PREVENTION & SAFETY AWARENESS PROGRAMS

Crime Prevention and Safety Awareness Programs

In addition to the information and programs offered by Campus Safety and other College offices during Orientation, HMC has established a number of policies and procedures related to ensuring a reasonably safe campus. These policies may be found at the Emergency Preparedness web page (<https://www.hmc.edu/emergency-preparedness/>), the Policies, Procedures, and Guidelines page (<https://www.hmc.edu/human-resources/policies-procedures-and-guidelines/>), and the Student Handbook (<https://www.hmc.edu/student-life/student-handbook/>).

Teal Dot Interpersonal Violence Bystander Intervention Program:

A teal dot is any behavior, choice or action that promotes safety for everyone and communicates utter intolerance for sexual violence, dating/domestic violence and stalking. A teal dot is intervening in a high-risk situation--a teal dot is looking out for your friends at a party, a bar or other high-risk situation--a teal dot is hanging a prevention poster or sign in your room--a teal dot is getting your club, organization or team trained on teal dot prevention--a teal dot is putting a link on your Facebook page to a campus prevention resource--a teal dot is wearing a teal dot sticker or shirt. A teal dot is simply your individual choice at any given moment to make our campus safer.

On-Call Deans

In order to extend our efforts on emergency preparedness and prevention, Harvey Mudd College has established a 24/7 On-Call Deans team. The On-Call Deans are often the first responder to calls from Campus Safety about student situations, disruptive behaviors or crises. The On-Call Dean will determine the appropriate steps given the situation and keep a detailed record on the interaction and intervention. The On-Call team serves as the primary resource for managing referrals and student issues and follow up services.

Firearms, Fireworks, and All Forms of Explosives:

- Firearms, BB guns, pellet rifles, slingshots, and other projectile weapons as well as illegal knives, switchblades, and other blades that violate Claremont and/or California laws are not allowed anywhere on the HMC campus.
- Toy, artificial or handmade play weapons must be decorated with bright colors so they can be identified from a distance as safe. Use of these items is limited to recreation in the residences and dorm courtyards. They are not permitted in academic or administrative areas of campus. If one of these items is perceived as dangerous or intimidating by a member of the community, the Dean of Students will ask the owner to remove it from public areas on campus.
- Fireworks and all forms of explosives shall not be used or possessed anywhere on the campus, except for the approved use of potentially explosive materials in campus laboratories. These prohibited materials include combustibles in containers such as gasoline in cans and dry ice bombs. Students are reminded that the California laws, Sections 12303.2 and 12312 of the Penal Code establish stringent restrictions on these items.
- Students should also be aware of the Claremont municipal code that pertains to these areas. The code can be found at http://www.ci.claremont.ca.us/municipal_code/title09.htm

Parental Notification Policy

The College reserves the right to report student discipline information to the parents or legal guardians of students. Federal legislation authorizes Harvey Mudd College to disclose disciplinary records concerning violations of the College's rules and regulations governing the use or possession of alcohol or controlled substances that involve students who are under the age of 21 regardless of

whether the student is a dependent. The College may also notify parents when there is grave concern for a student's health, welfare, or wellbeing.

Personal Safety

Theft, disorderly conduct, and alcohol related offenses are very common on College campuses. It is important to report any suspicious incidents to police and always remain alert and vigilant. One of the more serious crimes that too often is unreported is sexual assault. It is important to know what these crimes are, because in many cases, victims do not realize that have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those help who may have been survivors of sexual assault or who have a friend who has been sexually assaulted.

Education Programs

Harvey Mudd College is committed to increasing the awareness of and preventing sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before it occurs through the changing of social norms and other approaches; that includes a clear statement that HMC prohibits such acts, their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents. Ongoing prevention and awareness campaigns are also offered throughout the year. These programs include:

- HAVEN – online sexual violence prevention education program, which all new students are required to complete before registration
- Discussion of the HMC Discrimination, Harassment and Sexual Misconduct Policy during new student orientation
- Sex Signals, an interactive performance designed to raise awareness of sexual assault; held during new student orientation and followed by small group discussions
- Teal Dot (sexual/interpersonal violence prevention) Bystander Engagement Program, offered to all students, staff and faculty
- Review of Harassment and Discrimination Policies as part of new staff and faculty orientation
- Harassment courses (offered online and in person) required of all supervisors on a biannual basis

HARVEY MUDD COLLEGE POLICY ON DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

Harvey Mudd College (“HMC” or “College”) is committed to promoting and maintaining a working, learning, and living environment that is free from discrimination, harassment, and sexual misconduct. In furtherance of this goal, HMC strictly enforces this Policy on Discrimination, Harassment, and Sexual Misconduct (“Policy”).

Individuals who require information or assistance (including individuals who wish to request accommodation) in relation to this Policy may contact the following administrators, who have been designated as HMC's Title IX and Section 504 Coordinator and Deputy Coordinators:

Leslie Hughes

Associate Dean of Students and Title IX and Section 504 Coordinator
Platt Campus Center

301 Platt Boulevard
Claremont, CA 91711
(909) 621-8125
lhughes@hmc.edu.

Cynthia Beckwith

Assistant Vice President for Human Resources and Deputy Title IX and Section 504 Coordinator
Kingston Hall, Room 127
301 Platt Boulevard
Claremont, CA 91711
(909) 621-8512
cbeckwith@hmc.edu

Theresa Lauer

Sr. Director of Operations and Emergency Preparedness and Deputy Title IX and Section 504
Coordinator
Platt Campus Center Basement
301 Platt Boulevard
Claremont, CA 91711
(909) 621-8226
tlauer@hmc.edu.

POLICY

HMC prohibits discrimination and harassment based on a person’s race, color, religion, national origin, ethnic origin, ancestry, citizenship, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender (including gender identity and expression), marital status, age, physical or mental disability, medical condition, genetic characteristics, veteran status, or any other characteristic protected by applicable law (“Protected Characteristics”). HMC also prohibits discrimination and harassment based on the perception that anyone has any of these Protected Characteristics, or that anyone is associated with a person who has, or is perceived as having, any of these Protected Characteristics. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities, to women who are pregnant, and/or to accommodate religious beliefs and practices.

Sexual misconduct is a form of sexual harassment and, as such, is expressly prohibited by this Policy.

Retaliation against any individual for seeking assistance or bringing a discrimination, harassment or sexual misconduct complaint through the processes described in this Policy is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the processes described herein shall not be retaliated against. Retaliation is itself a violation of this Policy and is a serious separate offense.

All forms of discrimination, harassment and sexual misconduct, as well as attempts to commit such acts, are regarded as serious misconduct and may result in disciplinary action up to and including expulsion or termination of employment. Such acts may also violate state and federal law.

SCOPE OF POLICY

This Policy applies to all HMC students, administrators, faculty, trustees, teaching/research assistants, staff, and student organizations, as well as prospective students, employment applicants,

visitors, and guests of the College. Persons who are not HMC employees but perform work at HMC for its benefit (such as contractors and temporary employees) are also protected and required to abide by this Policy. This Policy applies to "off-campus" activities that are College-related, such as College functions hosted in private homes, off-site conferences and meetings, and College-sponsored travel. HMC reserves the right to apply this Policy to incidents of sexual misconduct by persons listed above which occur off-campus and are unrelated to College activities, but which may directly impact or have a significant effect upon HMC or the HMC community.

RESPONSIBILITY

All faculty, staff, students, and other members of the HMC community are responsible for ensuring that their conduct does not violate this Policy. If administrators, managers, supervisors, department chairs, faculty members, or dorm proctors know that discrimination, harassment, or sexual misconduct is occurring, receive a complaint of discrimination, harassment, or sexual misconduct, or obtain other information indicating possible discrimination, harassment, or sexual misconduct, they must take immediate steps to ensure that the matter is addressed. Failure to do so may result in legal liability. Administrators, managers, and supervisors have the further responsibility of preventing and eliminating discrimination, harassment, and sexual misconduct within the areas they supervise.

DEFINITIONS

A. Discrimination

Prohibited discrimination is defined as any decision, act, or failure to act that improperly interferes with or limits a person's or group's ability to participate in or benefit from the services, privileges, or activities of the College, or otherwise adversely affects a person's employment, education, or living environment when such decision, act, or failure to act is based on a Protected Characteristic (or based on a perception that an individual has such characteristics or associates with others who have, or are perceived to have, such characteristics).

Examples of discrimination include, without limitation: (1) denying a person admission or employment based upon a Protected Characteristic, (2) denying pay increases, benefits, or promotions on the basis of a Protected Characteristic, or (3) subjecting a person to different academic standards or employment conditions because of a Protected Characteristic.

B. Harassment

Prohibited harassment is defined as any conduct directed toward an individual based on a Protected Characteristic (or based on a perception that an individual has such characteristics or associates with others who have, or are perceived to have, such characteristics) which is sufficiently severe or pervasive to alter or interfere with an individual's work or academic performance, or which creates an intimidating, hostile, or offensive, work, educational, or living environment.

- Whether particular physical, verbal, or non-verbal conduct constitutes harassment in violation of this Policy will depend upon all of the circumstances involved, the context in which the conduct occurred, and the frequency, severity, and pattern of the conduct.
- That one did not intend to harass an individual is no defense to a complaint of harassment. Regardless of one's intent, the effect and characteristics of one's behavior determine whether one's conduct constitutes harassment.
- Conduct alleged to constitute harassment will be evaluated according to the objective standard of a reasonable person. Thus, conduct that is objectionable to some, but that is not severe or pervasive enough to create an objectively intimidating, hostile, or offensive environment, is beyond the purview of this Policy.

Harassment can take many forms and will vary with the particular circumstances. Examples of harassment prohibited by this Policy may include, without limitation: (1) verbal conduct, such as epithets, derogatory jokes or comments, or slurs directed at an individual or group of individuals because of a protected characteristic; (2) visual displays, such as derogatory posters, photography, cartoons, or drawings not protected by policies on academic freedom and freedom of expression which ridicule or demean an individual on the basis of a protected classification; and/or (3) physical conduct, including unnecessary and unwanted touching and intentionally blocking normal movement. Generally, statements and/or conduct legitimately and reasonably related to the College's mission of education do not constitute harassment.

C. Sexual Harassment

Because sexual harassment has been defined more thoroughly in the law than harassment based upon other Protected Characteristics, the following definition of sexual harassment is included in this Policy. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other unwelcome written, verbal, or physical conduct of a sexual nature when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
- Submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available through the College; and/or
- The conduct has the purpose or effect of negatively impacting the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work, educational, or living environment.²

Further, harassment based on a person's sex is not limited to instances involving sexual behavior; such harassment may occur without sexual advances or sexual overtones, when conduct is directed at individuals because of their sex or gender.

Examples of sexual harassment may include, without limitation: (1) physical assault or other unwelcome touching; (2) direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation; (3) direct propositions of a sexual nature; (4) subtle pressure for sexual activity, an element of which may be repeated requests for private meetings without an academic or employment purpose; (5) a pattern of conduct which would cause discomfort to or humiliate, or both, a reasonable person at whom the conduct was directed which includes one or more of the following: (i) unnecessary touching, patting, hugging, or brushing against a person's body; (ii) remarks of a sexual nature about a person's clothing or body, whether or not intended to be complimentary; (iii) remarks about sexual activity or speculations about previous sexual experience; (iv) other comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes; (v) certain visual displays of sexually-oriented images outside the educational context; and/or (vi) letters, notes, or electronic mail containing comments, words, or images as described in (v) above. Occasional compliments

² The type of conduct described in the first three of these bullet points is often described as "quid pro quo harassment," and the conduct described in the fourth bullet point is frequently referred to as "hostile environment harassment."

that are generally accepted as not offensive or other generally accepted social behavior do not constitute sexual harassment.

Sexual harassment includes harassment of women by men, harassment of men by women, and same-gender, gender-based harassment. Sexual misconduct offenses are specific forms of sexual harassment and are strictly prohibited by the College.

D. Sexual Misconduct³

Sexual misconduct is a form of sexual harassment and encompasses a range of behaviors, such as those defined below and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person or persons (*e.g.*, intimate partner violence). Both men and women may be perpetrators, as well as victims.

1. Non-Consensual Sexual Contact (or Attempts to Commit the Same)

Non-Consensual Sexual Contact means any intentional sexual touching; however slight; with any object; by a person upon a person; which is without consent and/or by force.*

Sexual contact includes: intentional contact with the breasts, buttock, groin, or genitals; touching another with any of these body parts; making another touch someone or themselves with or on any of these body parts; and/or any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

*NOTE: Sexual misconduct involving the use of physical force is not “worse” than such misconduct involving non-physical coercion. The use of physical force does, however, constitute a stand-alone, non-sexual offense, and in cases involving physical force, the aggressor will face additional charges for the assaultive behavior.

2. Non-Consensual Sexual Intercourse (or Attempts to Commit the Same)

Non-Consensual Sexual Intercourse means any sexual intercourse, however slight; with any object; by a person upon a person; that is without consent and/or by force.

Intercourse includes: vaginal penetration by a penis, object, tongue, or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth-to-genital contact or genital-to-mouth contact), no matter how slight the penetration or contact.

3. Other Gender-Based Conduct

a. Dating Violence

Dating violence (as defined by the Violence Against Women Act (“VAWA”)) is violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

³ Even though the definitions used herein are similar to those contained in the California Penal Code and various sections of the United States Code, an act that might not violate or be prosecuted under such laws may still violate this Policy.

- Where the existence of such a relationship shall be determined based on a consideration of (1) the length of the relationship, (2) the type of the relationship, and (3) the frequency of interaction between the persons involved in the relationship.

b. *Domestic Violence*

Domestic violence (as defined by the VAWA) is the use of physical, sexual, or emotional abuse or threats to control a current or former spouse or other intimate partner. Domestic violence includes violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child, by a person who is cohabitating with or has cohabitated with the victim as a spouse, or by a person similarly situated to a spouse of the victim.

c. *Stalking*

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A “course of conduct” can be defined as a pattern of behavior composed of two or more acts over a period of time, however short, which evidence a continuity of purpose. This includes texting, phone calls, surveillance, emails, etc.

d. *Hazing*

Hazing is defined as any act or the creation of a situation that tends to endanger the mental or physical health or safety of an individual; an act or the creation of a situation which tends to humiliate or degrade an individual; or an act or creation of a situation which destroys or removes public or private property, when any of the foregoing are part of initiation or admission into, affiliation with, or continued membership in a group or organization. An act or a situation becomes hazing when an organization creates the dangerous, illegal, or humiliating situation and exposes individuals to it. Because of the socially coercive nature of hazing, this definition of hazing applies whether or not the participants consent to such activity or perceive the activity as “voluntary.” Hazing does not include actions or situations that are part of officially sanctioned and supervised College activities.

4. *Sexual Exploitation*

Sexual exploitation is a form of sexual misconduct which occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and such behavior does not constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting a sexually transmitted infection, a sexually transmitted disease, or HIV to another person;

- Exposing one’s genitals in non-consensual circumstances;
- Inducing another to expose his or her genitals; and
- Sexually-based stalking.

5. Sexual Assault (or Attempts to Commit the Same)

Sexual assault (as defined by the VAWA) means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Generally, sexual assault is committed when an individual engages in sexual activity with another person without the person’s explicit consent. Sexual activity is any touching of a sexual or other intimate part of a person for the purpose of gratifying the sexual desire of either party. This includes coerced touching of the perpetrator by the victim, as well as the touching of the victim by the perpetrator, whether directly or through clothing.

E. Consent

The expectations of our community regarding sexual consent can be summarized as follows: in order for individuals to engage in sexual activity of any type with one another, there must be clear, knowing, and voluntary consent prior to and during sexual activity.

Consent is sexual permission. It is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable and clear permission regarding willingness to engage in (and the conditions of) sexual activity. In order to give effective consent, one must be of legal age and have the capacity to give consent. The legal age of consent in the state of California is 18 years.

1. Consent is Clear, Knowing, and Voluntary

Consent to any one form of sexual activity does not imply consent to any other form(s) of sexual activity. Furthermore, a previous relationship or prior consent does not imply consent to future sexual acts.

Additionally, consent can be withdrawn. Thus, even if a person agreed to sexual interaction or continued sexual interaction, that person has the right to change his or her mind, irrespective of how much sexual interaction may already have taken place.

2. Force and Coercion

Consent obtained through force is not consent. Using force means using physical violence and/or imposing on someone physically to gain sexual access. Force includes the use of threats, intimidation (*i.e.*, implied threats), and/or coercion to produce consent. Coercion is unreasonable pressure for sexual activity (*e.g.*, “Have sex with me or I’ll hit you.”). Coercive behavior differs from seductive behavior based on the type of pressure used to obtain consent. When someone makes it clear that he or she does not want sex, that he or she want to stop, or that he or she does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.*

*NOTE: Physical resistance is a clear demonstration of non-consent. Contact may, however, be non-consensual even in the absence of physical resistance.

3. Capacity/Incapacitation

Incapacitation is a state in which someone cannot make rational, reasonable decisions because he or she lacks the capacity to give knowing consent (*i.e.*, to understand the “who, what, when, where, why, or how” of the sexual interaction). Sexual activity with an individual one should know is—or under circumstances that would lead a reasonable person to believe an individual is—mentally or physically incapacitated (*e.g.*, by alcohol or other drug use, unconsciousness or “blackout,” or sleep) constitutes a violation of this Policy.

a. *Incapacitation due to Alcohol or Other Drugs*

Because the use of alcohol or other drugs can place in question an individual’s capacity to consent, sober sex is less likely to raise questions concerning consent. Being under the influence of alcohol or other drugs does not, however, in and of itself indicate incapacitation. When alcohol or other drugs, including date rape drugs (*e.g.*, Rohypnol, Ketamine, GHB), are involved, a person will be considered unable to give valid consent if he or she cannot fully understand the details (*i.e.*, the who, what, when, where, why, or how) of a sexual interaction because he or she lacks the capacity to reasonably understand the situation. Administering a date rape drug to another individual is a violation of this Policy.

b. *Incapacitation due to Other Reasons*

This Policy also covers a person whose incapacity results from mental or physical disabilities, sleep, unconsciousness, or involuntary physical restraint.

REPORTING OPTIONS

A. Reports to the College

Members of the HMC community who believe that they have been or may be subjected to discrimination, harassment, sexual misconduct, or retaliation or who have witnessed or are aware of any incident of the same are encouraged to report such concerns as soon as possible.

Reports may be made to any of the individuals listed below, regardless of whether the reporting party is a student, faculty member, staff member, or third party. Under no circumstances is an individual required to report discrimination, harassment, or sexual misconduct to a supervisor or academic instructor who is the alleged perpetrator.

Students

Maggie Browning
Vice President for Student Affairs/Dean of Students
(909) 621-8125
E-mail: mbrowning@hmc.edu

Leslie Hughes
Associate Dean of Students, Title IX Coordinator
(909) 621-8125
lhughes@hmc.edu

Qutayba Abdullatif (Dean Q)
Associate Dean for Student Health and Wellness
(909) 607-4101
qabdullatif@hmc.edu

On-Call Deans

Students can always reach an on-call Dean 24 hours a day by calling Campus Safety [(909) 607-2000] and having the on-call Dean paged.

Faculty

Jeff Groves, Vice President for Academic Affairs and Dean of the Faculty
(909) 621-8122
jgroves@hmc.edu

Staff or Third Parties

Cynthia Beckwith
Assistant Vice President for Human Resources
(909) 621-8512
cbeckwith@hmc.edu

Kimberly Taylor
Associate Director for Human Resources
(909) 607-4096
ktaylor@hmc.edu

Theresa Lauer
Sr. Director of Operations and Emergency Preparedness
(909) 607-2760
tlauer@hmc.edu

A report concerning discrimination, harassment, sexual misconduct, or retaliation does not by itself constitute a complaint, nor does it automatically lead to the filing of a police report in connection with an incident of sexual misconduct. A report notifies HMC that a violation of this Policy may have occurred and allows HMC to provide information, aid and assistance to the victim, to take such action as may be necessary to protect and safeguard members of the community, such as issuing a Campus Safety Alert, and to maintain statistical data regarding incidents sexual misconduct.

A person wishing to have an incident of discrimination, harassment, sexual misconduct, or retaliation investigated, mediated (note, incidents involving sexual assault, sexual exploitation or other forms of sexual or gender-based violence are not the proper subject of mediation), or adjudicated by HMC must make use of the informal resolution or formal complaint procedures described in Sections VII and VIII, below.

The College treats all reports and complaints of discrimination, harassment, sexual misconduct, and retaliation as confidential to the greatest extent practicable. The College discloses the existence and/or identity of a reporting or complaining party only to persons who, in the interests of fairness and problem resolution, have an immediate need to know, or as otherwise legally required. Because HMC has an obligation to address discrimination, harassment, sexual misconduct and retaliation, the College cannot guarantee that the identity of a complainant will be treated as

completely confidential, where confidentiality would conflict with the College's obligations to provide a safe or nondiscriminatory work, educational, and living environment.

Persons who wish to seek advice or assistance or to discuss options for dealing with issues involving discrimination, harassment, sexual misconduct, or retaliation on a strictly confidential basis may do so by speaking with licensed counselors, clergy, medical providers in the context of providing medical treatment, and rape crisis counselors who, except in very narrow circumstances specified by law, will not disclose confidential communications. Students who wish to speak to a licensed counselor on a confidential basis may contact the Claremont University Consortium's Monsour Counseling Center (<http://www.cuc.claremont.edu/monsour/>). The Employee Assistance Program (www.hmc.edu/hrbenefits/) (access code: claremontcolleges) is a resource for faculty and staff. The Chaplains of The Claremont Colleges (www.cuc.claremont.edu/chaplains/) are also available to counsel students, faculty, and staff on a confidential basis.

B. External Reports

As discussed below, discrimination, harassment, sexual misconduct, and retaliation may constitute violations of state and federal law, and individuals who believe that they have been subjected to such wrongdoing may make reports or complaints to the appropriate legal authorities. [*See Section XIII – Other Recourse, below.*]

The College, in particular, encourages any member of the College community who has been subjected to sexual assault, sexual exploitation, or any other form of sexual or gender-based violence to make a police report as soon as possible.

Confidentiality of Reports to the College

The College will make all reasonable efforts to maintain the confidentiality and privacy of the parties involved in an investigation and/or hearing for a complaint as well as the confidentiality of the details of an investigation, any hearing, and except where permitted by law, the sanctions imposed. The College will inform all individuals involved in the grievance process of the critical importance and expectation that they maintain the confidentiality of the process and any information shared with them as a result of their participation. Complainants and Respondents are not prohibited from sharing details of complaints with family, counsel, or a support person/advisor. If at any point the Complainant requests confidentiality with respect to the Respondent and/or decides not to pursue action by the College, the College will make all reasonable attempts to comply with this request. A Complainant is the student, faculty, or staff member who files a report on their own behalf or the person on whose behalf a report is filed by a third party. In these situations, the College's ability to investigate and respond to the conduct may be limited. The College is required to weigh the Complainant's request for confidentiality with the College's commitment to provide a reasonably safe and non-discriminatory environment. If the College cannot maintain a Complainant's confidentiality, the Complainant will be notified by the Title IX Coordinator.

Confidential Resources at the College and in the Community

An individual who wishes for the details of the incident to remain completely confidential may speak with certain College officials who, by law, may maintain confidentiality and may not disclose the details of an incident. These officials include:

Monsour Counseling and Psychological Services staff
Tranquada Student Services Center, 1st floor
757 College Way

909-621-8202, 909-607-2000 (after-hours emergency)

Student Health Services staff
Tranquada Student Services Center, 1st floor
757 College Way
909-621-8222, 909-607-2000 (after-hours emergency)

Members of the clergy including the McAlister Center chaplains.
McAlister Center for Religious Activities
919 North Columbia Avenue
909-621-8685

Individuals who have experienced sexual misconduct, including sexual assault may also seek confidential support from a local or national rape crisis hotline, including:

Project Sister Family Services Counselor
Available on Tuesdays at the Claremont Colleges
1030 Dartmouth Ave, Claremont, CA
909-607-0690

Project Sister Sexual Assault 24/7 Crisis Hotline (Claremont, CA):
800-656-4673
909-626-HELP (909-626-4357)

National Sexual Assault 24/7 Crisis Hotline (RAINN):
800-656-HOPE

Reporting Options Outside of the College: State and Federal Enforcement Agencies and the Claremont Police Department

In cases involving potential criminal misconduct, individuals are encouraged to file a report with the CPD. The College's grievance procedures and the legal system work independently from one another and the College will proceed with its process, regardless of action or inaction by outside authorities.

Reporting to State and Federal Enforcement Agencies:

In addition to the College's internal remedies, employees and students should also be aware that the Federal Equal Employment Opportunity Commission ("EEOC") and the California Department of Fair Employment and Housing ("DFEH") investigate and prosecute complaints of prohibited harassment and discrimination in employment. These agencies may be contacted at the addresses listed below:

EEOC Los Angeles District Office
255 East Temple Street, 4th Floor
Los Angeles, CA 90012 (213)
894-1000

DFEH Los Angeles Office
611 W. Sixth Street, Suite 1500

Los Angeles, CA 90017
(213) 439-6799

Students also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Fax: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Procedures Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence or stalking occurs it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence, Harvey Mudd College is committed to providing them as safe a learning or working environment as possible. Upon request, Harvey Mudd College will make any reasonably available change to a victim's academic, living, transportation, and or working situation. Students, Staff, and Faculty may contact the Title IX Coordinator (see contact information above) for assistance.

If a survivor reports to law enforcement, they may assist them in obtaining a no-contact or restraining order (as appropriate) from a criminal court. Harvey Mudd College is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Harvey Mudd College is also committed to protecting victims from any further harm, and may issue a ban letter against an alleged respondent pending the outcome of any conduct proceeding.

Sex Offender Registration – Campus Sex Crimes Prevention Act

Megan's Law

Members of the general public may request community notification flyers for information concerning sexually violent predators in a particular community by visiting the chief of law enforcement officer in that community. The State of California maintains a database of convicted sex offenders who are required to register their home addresses. This database can be found at: Search for Sex Offenders: <http://meganslaw.ca.gov/disclaimer.aspx>
For general information, see State of California Department of Justice, Megan's Law in California: <http://www.meganslaw.ca.gov/>

Missing Student Notification Policy

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008). In accordance with general institutional emergency notification procedures, when a Harvey Mudd College student is thought to be missing from the campus, the On-Call Dean should be immediately notified.

Students who reside in on-campus housing are encouraged to identify a person to be contacted if it is determined that the student has been missing for more than 24 hours, and to register that person's emergency contact information, confidentially, with the Dean of Students Office and the Department of Campus Safety. If a student is determined to have been missing for 24 hours, the College and/or Department of Campus Safety will, within 24 hours, notify the appropriate law enforcement agency, filing a formal missing student report, and, if the missing student is under 18 years of age, and not an emancipated individual, the College and/or Department will also notify a custodial parent or guardian. If a member of the College community believes that a student who resides in on-campus housing is missing, it should be reported to the On-Call Dean, and/or the Department of Campus Safety so that appropriate action can be taken.

It is made clear to all students annually, that each residential student of HMC has the option to designate an individual to be contacted by the College no later than 24 hours after the time that Harvey Mudd College determines the student is missing. Students fill out the Emergency Contact information form through the student portal on an annual basis. This information is only accessible to College employees who are authorized campus officials and this information will not be disclosed to others with the exception to law enforcement personnel in the furtherance of a missing student investigation

Daily Crime and Fire Log

Campus Safety maintains a combined Daily Crime and Fire Log of all crime and fire incidents reported to the Department. CUC Campus Safety publishes the Daily Crime and Fire Log, Monday – Friday, when the Consortium offices are opened. The log is available 24 hours per day to members of public. This log identifies the type, location, and time of each criminal incident reported to Campus Safety. The most current 60 days of information is available in the Campus Safety office located at 150 E. 8th Street. Upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice.

HMC's Program Relating to the Prevention of Illegal Possession, Use and Distribution of Drugs and Alcohol by Students

1. The Program

1. The program is a set of standards of conduct prohibiting all students from unlawfully possessing, manufacturing, using or distributing drugs and alcohol on College property or at any activities of the College. In addition, this program is designed to address and eliminate occurrences of binge drinking (five or more drinks at a sitting for men and four or more drinks at a sitting for women) and its consequences.
2. The program is an imposition of disciplinary penalties on a student in the event of a violation of these standards of conduct. Whether there has been a violation will be determined in accordance with the College's procedures applicable to student discipline. When students visit another Claremont College, they are responsible for observing the regulations of both that college and HMC.
 1. Penalties will be of varying degrees of severity and may include: warnings, attendance in a substance abuse program, substance probation, community service, loss of residential privileges (temporary or permanently), suspension, expulsion or referral to governmental authorities for prosecution.
 2. The appropriate penalty shall be determined by taking into consideration all relevant circumstances, and particular penalties will not be associated with any particular violation.
3. Annually, the College will distribute to each student a written statement that will include a copy of this program and
 1. A description of the various federal, state and local laws relating to the unlawful use, possession or distribution of illicit drugs and alcohol and the penalties imposed (see Section II);
 2. A description of the health risks associated with the use of illicit drugs and abuse of alcohol (see Section III);
 3. A description of any drug and alcohol counseling, treatment, rehabilitation or reentry programs that are available to students (see Section IV);
 4. A statement of any regulations established from time to time by the College with respect to the unlawful use, possession and distribution of drugs and alcohol on College property and at College activities (see Section V).
4. At least every two years, the College will review this program to determine its effectiveness and implement changes to the program if they are needed and ensure that the disciplinary penalties described above are consistently enforced.

2. Local, State and Federal Sanctions

1. Some local, state and federal laws establish severe penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions, upon conviction, range from a fine and probation to lengthy imprisonment. The following are lists of topics covered by these laws and the websites where more details can be found.
 - [Claremont Municipal Code](#)
9.23 Drinking Alcoholic Beverages in Public
 - [California Codes](#)
 - [California Business and Professions Code](#)
 - 25602 Giving Alcohol to Intoxicated People
 - 25604 Retail Establishments Serving Alcohol Must Be Licensed
 - 25607 Limits on Alcohol Approved by Retail Licenses

- 25658 Limits on Alcohol Provision, Purchase and Consumption to Minors
- 25662 Public Possession of Alcohol by Those Under 21
- 25659 Confiscation of False Identification
- 25660.5 Furnishing False Identifications
- 25661 Use of False Identification
- **California Vehicle Code**
 - 13388 Under 21 Refusing a Blood Alcohol Test
 - 23136 Under 21 Driving Under the Influence
 - 23140 BAC Limit for a Driver Who is Under Age
 - 23152 Driving Under the Influence
 - 23220 Limits on Drinking while Driving
 - 23221 Limits on Consumption of Alcohol in a Vehicle (driver or passenger)
 - 23222 Consequences for Possession of Marijuana or Open Container While Driving
 - 23224 Limits of Under 21 Transporting Alcohol
 - 23502 Alcohol Education Programs for Underage Offenders
 - 23536 Consequences for DUI Conviction
 - 23594 Consequences for Owner of Vehicle Used in DUI
 - 23612 License Suspension for Refusal of Blood Alcohol Test
 - 23645 Further Consequences for DUI Conviction
- **California Health and Safety Code**
 - 11153.5 Manufacture of Controlled Substances
 - 11350 Possession of Narcotics
 - 11351 Possession of Narcotics for Sale
 - 11352 Transportation of Narcotics
 - 11355 Sales of Narcotics
 - 11357 Possession of Marijuana or Hashish
 - 11358 Cultivation of Marijuana
 - 11359 Sale of Marijuana
 - 11360 Transportation of Marijuana
 - 11364 Possession of Device for Consuming Narcotics
 - 11365 Aiding the Use of Narcotics
 - 11377 Consequences for Possession of a Controlled Substance
 - 11378 Possession for Sale of Controlled Substances
 - 11379 Transportation of Controlled Substances
 - 11382 Aiding the Distribution of Controlled Substances
 - 11383 Possession of Materials Intended to Manufacture Methamphetamine
- **Federal Code**

Title 21, Chapter 13 Lists Laws Pertaining to Possession of Controlled Substances and Illegal Trafficking

3. Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

1. The use of any mind- or mood-altering substance, including alcohol, can lead to psychological dependence, which is defined as a need or craving for the substance and feelings of restlessness, tension or anxiety when the substance is not used. In addition, with many substances, use can lead to physical tolerance, characterized by the need for increasing amounts of the substance to achieve the same effect and/or physical dependence, characterized by the onset of unpleasant or painful physiological symptoms when the substance is no longer being

used. As tolerance and psychological or physical dependence develop, judgment becomes impaired and people often do not realize they are losing control over the use of the substance and that they need help.

2. Alcohol acts as a depressant to the central nervous system and can cause serious short- and long-term damage. Short-term effects include nausea, vomiting and ulcers; more chronic abuse can lead to brain, liver, kidney and heart damage and even eventual death. Ingesting a large amount of alcohol at one time (five or more drinks at a sitting for men, and four or more drinks at a sitting for women) can lead to alcohol poisoning, coma and death. Drugs such as LSD, amphetamines, marijuana, cocaine and alcohol alter emotions, cognition, perception, physiology and behavior in a variety of ways. Health risks include, but are not limited to, depression, apathy, hallucinations, paranoia and impaired judgment. In particular, alcohol and/or drug use inhibits motor control, reaction time and judgment, impairing driving ability. Abuse of either or both alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion and still births.

4. Assistance for Alcohol Abuse and/or Drug Use Problems

1. The Claremont Colleges are committed to education and counseling as the primary focus of their substance abuse programs and will provide confidential professional assistance for any students who want it. Students are urged to seek information and help regarding substance abuse for themselves or their friends. A variety of services, including counseling, educational materials, campus Alcoholics Anonymous meetings and referrals are available at the following offices:
 - Dean of Students Office, Associate Dean, Student Health and Wellness, 909.607.4101
 - Health Education Outreach Office, 909.607.3602 or 3485
 - Monsour Counseling and Psychological Services, 909.621.8202
 - Student Health Services, 909.621.8222
2. In particular, Health Education Outreach will provide ongoing, student-centered education and prevention programs, including a peer education and training program, health promotional materials and activities throughout the academic year.
3. To protect students' privacy, information regarding a student during participation in any related program is treated as confidential.

5. Standard of Conduct Governing Alcoholic Beverages and Drugs

1. The State of California prohibits the use, possession and purchase of alcohol by individuals under the age of 21 and the use of alcohol in public by all people, regardless of age. The alcoholic beverage rules of Harvey Mudd College are required by law to be consistent with the California alcoholic beverage laws. The following standards of conduct will govern the use of alcohol on the HMC campus and at HMC-sponsored events off campus.
 0. Possession or use of alcohol in public is forbidden. Public locations include all grounds and dormitory exteriors, except those areas designated for approved parties.
 1. Events involving drinking games and/or promoting binge drinking are specifically forbidden.
 2. Alcoholic beverages may not be served on HMC property or at any HMC event where persons under 21 years of age are present, unless written

- approval has been granted by the Dean of Campus Life of a plan that assures compliance with the law.
3. HMC events are defined as any on-campus event. In addition, those off-campus events that may be identified as being an activity of the College will also be governed by state law and HMC standards of conduct.
 2. Students are responsible for abiding by the California alcohol laws and these HMC standards of conduct. Failure to abide by the law or standards of conduct will result in disciplinary sanctions.
 3. As to the use of drugs, federal and state laws govern actions by all members of the Harvey Mudd College community. As required by law, HMC has established rules regarding the possession and use of drugs that are consistent with the federal and state laws governing drug use: it is unlawful to manufacture, possess, sell or use controlled substances. Failure to abide by the law will result in disciplinary sanction.

Dry Week

The Dry Week policy is in effect during Orientation and the first week of classes. In order not to complicate the ability of new students to get to know the College community, Dry Week begins on Saturday, Aug. 23, at midnight and ends on Saturday, Sept. 6, at 6 p.m. (Other campuses may have different ending times.) During this time, students are NOT to consume alcohol anywhere on the 5-C campuses. It is an Honor Code violation to do so. As decided by ASHMC, Dry Week begins for Summer Institute students when they arrive on Thursday, July 31, and for all students on campus when mentors arrive on Friday, Aug. 1.

Being “dry” means alcohol may not be consumed on campus. If alcohol is consumed elsewhere (in strict moderation, by people over 21) and behavior upon return to campus is not drunken, disruptive or involves “hanging out” with first-year students, this is considered OK. A modified form of Dry Week applies to the Admitted Student Program in spring. Illegal drugs are similarly prohibited during Dry Week.

If students are 21 or older, they may consume alcohol in the Brighton Park apartments or anywhere off of the 5-Cs during Dry Week. However, if they come back onto campus, they must refrain from interacting with first years if it is at all apparent that they have been drinking.

Consuming alcohol during Dry Week is an Honor Code violation and anyone who does so needs to self-report.

Policies on College Parties

There are five types of parties at Harvey Mudd College, as explained at the ASHMC website : <https://ashmc.hmc.edu/policy/parties/>. (Note: Parties cannot be registered during Dry Week, the first week of the school year and during Admitted Students Weekends or other campus events where minors will be present during or after the event. Additionally, parties are not allowed during summer break.) In accordance with state liquor laws, no admission may be charged for any party serving alcohol; however, party donations may be collected anywhere that advertising is allowed, but not in the direct vicinity of, or inside, the party.

Properly secured fences with guarded gates must enclose any party at which alcohol is not contained indoors; no alcohol may enter or leave the party. There should be one toilet available inside the party for every 150 expected guests.

At any 5-College party, the alcohol must be distributed by 21-year-old or older “servers” who have extensive experience at 5-C events. Servers will be paid for their services and may not drink alcohol during the party. For all other parties, hosts must have previously attended a party-planning seminar which is administered by Social Committee chairs. It is the responsibility of the servers to check IDs and monitor sobriety. Only those 21 or older will be served. Live outdoor bands or DJs are discouraged due to noise restrictions. Parties must end by 1 a.m. and can only occur on weekends. Campus Safety reserves the right to terminate any party. Note that these guidelines may be amended or abbreviated by the Social Committee and members of the Dean of Students staff in special circumstances.

ANNUAL DISCLOSURE OF CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. CUC Campus Safety maintains a close relationship with the Claremont police department to ensure that crimes reported directly to the police department that involve HMC are brought to the attention of CUC Campus Safety.

CUC Campus Safety collects the crime statistics disclosed in the charts through a number of methods. Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer aided-dispatch systems/records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that CUC Campus Safety maintains, the statistics below also include crimes that are reported to various campus security authorizes, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub categories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definitions of Reportable Crimes

- **Criminal Homicide—Manslaughter by Negligence**

The killing of another person through gross negligence.

- **Criminal Homicide—Murder and Non-negligent Manslaughter**

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

- **Sex Offenses**

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

A. **Rape** — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. **Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

C. **Incest** — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

D. **Statutory Rape** — Non-forcible sexual intercourse with a person who is under the statutory age of consent.

- **Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

- **Aggravated Assault**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- **Burglary**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

- **Arson**

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- **Liquor Law Violations**

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

- **Drug Abuse Violations**

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

- **Weapons: Carrying, Possessing, Etc.**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Referred for campus disciplinary action (Liquor Laws, Drugs and Weapons Violations)

The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

HATE CRIME DEFINITIONS

Hate crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual

or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

The crimes of Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property are also reported under Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrators' bias against the victim.

- **Larceny-Theft (Except Motor Vehicle Theft)**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

- **Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

- **Destruction/Damage/Vandalism of Property**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

- **Domestic Violence**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant

mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

2013 Harvey Mudd College Crime Statistics Chart

Offense		On-Campus	*Residential Facility	Non-campus Building or Property	**Public Property
Criminal Homicide					
<i>Murder and Non-negligent Manslaughter</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
<i>Negligent Manslaughter</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
Sex Offenses					
<i>Rape</i>	2011	0	0	0	N/A
	2012	1	1	0	N/A
	2013	3	3	1	N/A
<i>Fondling</i>	2011	0	0	0	N/A
	2012	2	0	1	N/A
	2013	1	1	0	N/A
<i>Incest</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
<i>Statutory Rape</i>	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
Robbery	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	1	0	0	N/A
Aggravated Assault	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A
Burglary	2011	11	3	7	N/A
	2012	5	1	1	N/A
	2013	11	9	1	N/A
Motor Vehicle Theft	2011	2	0	1	N/A
	2012	4	0	1	N/A
	2013	4	0	0	N/A
Arson	2011	0	0	0	N/A
	2012	0	0	0	N/A
	2013	0	0	0	N/A

Other Offenses		Arrest				Judicial Referral			
		On-Campus	Residential Facility	Non-campus Building or Property	**Public Property	On-Campus	Residential Facility	Non-campus Building or Property	**Public Property
Liquor Law Violations	2011	0	0	0	N/A	16	16	0	N/A
	2012	0	0	0	N/A	3	3	0	N/A
	2013	2	2	0	N/A	8	8	0	N/A
Drug Abuse Violations	2011	0	0	0	N/A	0	0	0	N/A
	2012	0	0	0	N/A	0	0	0	N/A
	2013	0	0	0	N/A	3	3	0	N/A
Illegal Weapons Possession	2011	0	0	0	N/A	0	0	0	N/A
	2012	0	0	0	N/A	0	0	0	N/A
	2013	0	0	0	N/A	0	0	0	N/A

VAWA Amendment Offenses

<i>Dating violence</i>	2011	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A
	2013	0	0	0	N/A
<i>Domestic Violence</i>	2011	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A
	2013	0	0	0	N/A
<i>Stalking</i>	2011	N/A	N/A	N/A	N/A
	2012	N/A	N/A	N/A	N/A
	2013	0	0	1	N/A

Hate Crimes:

2011 There were no reportable hate crimes

2012 There were no reportable hate crimes

2013 There were no reportable hate crimes

* Residential statistics are a subsection of the On-Campus totals

** Statistics were requested from Claremont Police Department, but not available in a usable format for Clery reporting

2014 FIRE SAFETY REPORT

INTRODUCTION

The Higher Education Opportunity Act (HEOA) requires all institutions of higher education that maintain on-campus housing to publish an annual Fire Safety Report. This report contains the information required by the HEOA for Harvey Mudd College. The annual report is posted and available on October 1 to all students, prospective students, faculty and staff on the HMC website at: <http://www.hmc.edu/about/administrativeoffices/deanoffaculty1/ir1/HEOA.html>.

HOUSING AND RESIDENTIAL LIFE FIRE SAFETY INFORMATION/POLICIES *(as printed in the HMC Student Handbook)*

In the Event Fire or Smoke is detected in a Building and/or an Alarm is Sounding.

1. Feel the door with your hand. If the door is hot to the touch, do not open it. If you are on the first floor, attempt to evacuate using a window. If unable to do so, or on the second floor or higher, put towels or cloth (wet, if possible) in the crack between the door and the floor. Phone 911 and Campus Safety at 909.607.2000 and tell them your location and situation. Stand by the window and wait for the Fire Department. Do not open the window. If the door is cool, slowly open it, exit the room and close door behind you.
2. Sound the fire alarm and call Campus Safety to report the fire.
3. Only if it is safe to do so, and you have been trained, return with a fire extinguisher and fight the fire. Otherwise, evacuate the building and wait for the fire department.
4. Remember - evacuate in a calm manner. Do not attempt to remove any possessions. Do not re-enter the building until approval is given by the fire department.

Safety and Security

When fire alarms sound in the residence halls, residents must evacuate immediately. Candles, incense, open flames and flammable liquids or gases are not allowed in the residence halls due to the hazards of fires. (Birthday and Hanukkah candles are okay if safely lit, constantly monitored and quickly extinguished.) Tampering with the fire safety equipment (i.e., fire extinguishers, smoke detectors or fire alarm boxes) in the residence halls is a felony in the state of California. Covering or disabling smoke or heat detectors is dangerous and unlawful and will result in Disciplinary Board (DB)/Judiciary Board (JB) charges.

People, who start a fire or participate in the burning of something outside the guidelines below will be referred to DB/JB.

Fires on campus must be registered with and approved by the dean of students office and the Los Angeles County Fire Department. To register a fire, a student needs to complete an event registration for the dean of students office. After being approved by the dean of students office, the student must then take the form to the local fire station (Station 101) to obtain a fire permit, which fire station personnel may or may not grant. Upon receiving a permit from the fire station, proof of the permit (in the form of a copy) must be provided to the dean of students office.

Campus Safety and College officials will use these guidelines to determine if a courtyard fire is safe and non-damaging. The fire:

1. is fully contained (nothing hanging over the sides) in a barbecue grill that is elevated more than 6 inches off the ground and that is a maximum of 9 square feet in area and a minimum of 12 inches deep.
2. does not throw sparks or threaten anything nearby,
3. does not burn anything that gives off toxic gases, such as plastics or couches, or can explode, such as aerosol cans,
4. does not have wood or fuel for the fire that exceeds two feet tall,
5. is constantly monitored by a trained fire watch with the building's fire extinguisher and a garden hose connected to a water supply nearby,
6. is completely extinguished by the last person to leave the fire, and
7. is in compliance with the Fire Code, as determined by the Los Angeles County Fire Inspector.

Excessive clean-up of fires will follow normal DAC/F&M excessive clean-up procedures. According to the Fire Inspector, only one container of lighter fluid per barbecue may be stored in a dorm. College-owned wood pallets or other materials may only be used with permission from F&M.

FIRE SAFETY EDUCATION

The HMC Resident Proctors receive annual fire prevention and response training. The training consists of classroom instruction followed by hands on application with fire extinguishers. Additionally, evacuation drills are conducted each semester to test their ability to facilitate an evacuation in the event of an emergency.

ON-CAMPUS HOUSING FIRE SAFETY SYSTEMS

Harvey Mudd College complies with local, state and national fire regulations. All of HMC's residential buildings have reportable fire alarm systems which are monitored 24-hours a day. Additionally, the residence halls have fire/smoke alarms and suppression equipment that include manual fire extinguishers and may also include automatic sprinkler systems. The fire safety systems are routinely inspected and monitored as mandated by the County of Los Angeles. A log of these inspections is maintained by the Facilities and Maintenance Department.

Residence Hall Fire Safety Systems

Building Name	Year Built	Sprinklered	Fire/Smoke Alarm	24 Hour Fire System Monitoring
Atwood Residence Hall	1981	N	Yes/Yes	Yes
Case Residence Hall	1985	N	Yes/Yes	Yes
Marks Residence Hall (South Dorm)	1968	PART	Yes/Yes	Yes
Mildred Mudd Dorm (East Dorm)	1958	N	Yes/Yes	Yes
North Residence Hall	1959	N	Yes/Yes	Yes
West Dorm	1958	N	Yes/Yes	Yes
Linde Residence Hall	1993	Y	Yes/Yes	Yes
Sontag Residence Hall	2004	Y	Yes/Yes	Yes

FIRE LOG

The Facilities and Maintenance Office maintains a Fire Log that includes the nature, date, time and general location of every fire that occurs in on-campus residence hall facilities. The log is available for inspection by contacting the Senior Director of Administration, Emergency Preparedness and Employee Safety in the Office of Facilities and Maintenance, Monday through Friday during normal business hours.

2013 Residence Hall Fire Log

Building Name	# of Fires	Date	Cause	Injuries Requiring Treatment	Deaths Related to Fire	Property Damage Value (\$)	Report Number
Atwood Residence Hall	0	0	0	0	0	0	0
Case Residence Hall	0	0	0	0	0	0	0
Marks Residence Hall (South Dorm)	0	0	0	0	0	0	0
Mildred Mudd Dorm (East Dorm)	0	0	0	0	0	0	0
North Residence Hall	0	0	0	0	0	0	0
West Dorm	0	0	0	0	0	0	0
Linde Residence Hall	0	0	0	0	0	0	0
Sontag Residence Hall	0	0	0	0	0	0	0

2012 Residence Hall Fire Log

Building Name	# of Fires	Date	Cause	Injuries Requiring Treatment	Deaths Related to Fire	Property Damage Value (\$)	Report Number
Atwood Residence Hall	0	0	0	0	0	0	0
Case Residence Hall	0	0	0	0	0	0	0
Marks Residence Hall (South Dorm)	0	0	0	0	0	0	0
Mildred Mudd Dorm (East Dorm)	0	0	0	0	0	0	0
North Residence Hall	0	0	0	0	0	0	0
West Dorm	0	0	0	0	0	0	0
Linde Residence Hall	0	0	0	0	0	0	0
Sontag Residence Hall	0	0	0	0	0	0	0

2011 Residence Hall Fire Log

Building Name	# of Fires	Date	Cause	Injuries Requiring Treatment	Deaths Related to Fire	Property Damage Value (\$)	Report Number
Atwood Residence Hall	0	0	0	0	0	0	0
Case Residence Hall	0	0	0	0	0	0	0
Marks Residence Hall (South Dorm)	0	0	0	0	0	0	0
Mildred Mudd Dorm (East Dorm)	0	0	0	0	0	0	0
North Residence Hall	0	0	0	0	0	0	0
West Dorm	0	0	0	0	0	0	0
Linde Residence Hall	0	0	0	0	0	0	0
Sontag Residence Hall	0	0	0	0	0	0	0

PLANS FOR IMPROVEMENT

The College's Incident Management Team is responsible for oversight of all emergency response and preparedness initiatives on campus. The Physical Plant and Campus Planning Committee of the Board of Trustees with support from the Facilities and Maintenance staff have oversight of large scale capital improvements. Initiatives for fire safety are reviewed by these groups regularly and as deemed appropriate.