

CAMPUS SAFETY

2013-2014

Whatcom Community College is a safe learning environment where incidents that jeopardize the safety of individuals are extremely rare. Yet, problems occurring in the community at large may impact the College. Safety awareness by students, employees, and visitors is essential to maintaining the Whatcom Community College campus as a peaceful and secure place to learn.

Campus Safety — A Shared Responsibility

Every member of the College community shares the responsibility for preserving a safe learning environment. As a student or staff member, **your increased awareness can minimize crime on campus**. When you are alert, share safety tips, look out for others, and **report suspicious activity promptly**, you may help to eliminate unlawful activity.

If You Need Help...

If you observe anything suspicious, sense a potential threat, or become the victim of a crime, **report it immediately**.

Emergency Dial 911. Emergency telephones can be found in the main hallway of each building.

Call quickly. Don't assume someone else has made the call for emergency assistance. If you are reporting a medical emergency, ask someone to monitor the victim's condition so you can relay this information to the dispatcher. Provide the dispatcher with accurate, detailed information about the problem. Stay on the telephone until the dispatcher tells you it's OK to hang up. Your information will be relayed to emergency personnel who will be sent to assist.

After you have completed the 911 notification, also notify the College switchboard operator by dialing "0" (zero) from any campus telephone. The Vice President for Administrative Services (located in the Administrative Services Office in the Laidlaw building, 360-383-3350) should be notified of any safety or security concerns. You must also **complete an "incident report"** regarding any serious incident or injury on campus and submit it to the Administrative Services Office, LDC 144. Forms may be found online at: http://whatcom.ctc.edu/files/1213/1776/1393/incid_frm_2009_fill_in_form_PRINT_ONLY.pdf. **In the evening, contact the Afterhours Assistance Line (360) 715-2418.** Use this number to report facilities problems, potential hazards, unusual situations and other campus problems.

Safety Services

Various campus departments cooperatively address safety issues. The offices of Instruction, Administrative, and Educational Services work with the Facilities Department and a College-wide Safety Committee to prevent and manage situations that threaten to disrupt the learning environment. The Whatcom campus extends beyond the Cordata Center campus through its various classes offered throughout Whatcom County. **The local police department of each community provides the emergency services and law enforcement intervention for the campus and all the educational sites.**

Emergency Response, Notification, and Evacuation

- Notification to the campus community of emergency or evacuation is provided over the College's enunciation/paging system. Speakers are located in common areas. In classrooms and offices, the telephones serve as speakers. In the event of a silent notification, telephone display screens will convey a written message.
- The College's main telephone line (360-383-3000) is recorded with emergency notification information.
- Local media are notified in the event of an emergency.
 - KGMI 790 AM
 - KAFE 104.1 FM
 - KPUG 1170 AM
 - KVOS Channel 12
 - KOMO Channel 4
 - KING Channel 5
 - KIRO Channel 7
- In emergency conditions, the College posts key information to its web site regarding the situation, including closure information.

Security and Access

The president or her designee has authority and responsibility for campus activities. The vice presidents for administrative services or educational services are designated to have administrative authority in regards to security/safety concerns. When any of these individuals are unavailable or off-campus, the designee will be the senior administrator on duty or the staff member in charge of the event. That individual will have the authority to lead emergency efforts, ask individuals to leave the premises, or call police to authorize a criminal trespass.

After normal business hours, Whatcom Community College uses an answering service (360-715-2418) for receiving calls pertaining to campus emergencies and other issues. Use this number to report facilities problems, potential hazards, unusual situation and other campus problems during evenings and weekends.

The College works closely with, and depends on, the Bellingham Police Department when responding to serious threats on campus. The BPD is provided with detailed campus mapping information and is consulted in the development of Whatcom's emergency plans. The College provides training opportunities for BPD.

Campus facilities are open during the academic year.

Monday through Thursday, 7:30 am-9:00 pm

Fridays, 7:30 am-5:00 pm (during the summer, the College closes at noon)

Saturdays, per schedule

Whatcom Community College strives to maintain a safe and secure campus for students, staff, faculty, and visitors. Buildings are secured in the evening by a contracted security guard and WCC custodial staff. Keys are closely controlled by the Whatcom Administrative Services Department and authorized by direct supervisors. Reproduction of keys is authorized only by Administrative Services. Staff members requiring access after-hours must make the necessary arrangements with the office of the Vice President for Administrative Services. Exterior lighting is important to maintaining a safe environment. Problems with exterior lighting should be reported to the Facilities Department, 360-383-3370.

Safety Awareness and Reporting

Safety and security information is provided to students and employees through the Student Success Handbook and this publication which is posted on the Whatcom website. Timely alerts about crimes that pose a threat to the campus community are posted in visible locations throughout the campus and on the College website homepage, <http://www.whatcom.ctc.edu>. Periodically, the College involves the Bellingham Police Crime Prevention Unit in offering awareness programs on personal safety and crime prevention.

Accurate and Prompt Reporting Policy

The importance of reporting all crime, suspected crime and unusual or suspicious activity cannot be over emphasized. Students and staff should complete an "incident report" regarding any serious incident or injury that occurs on campus (LDC 144). The reports provide a basis for making timely warnings when a crime may present a threat to other members of the campus community and also assist the College in providing a full disclosure in the annual Crime Statistics Report.

Voluntary, confidential reports of crimes for inclusion in the Whatcom annual crime statistics may be made by victims or witnesses to a college counselor. Professional college counselors (this does not include academic advisors) are not required to report crimes disclosed to them when acting in their professional roles, and incidents disclosed to them may be excluded from the Whatcom published crime statistics. However, when appropriate, counselors encourage students to report crimes to campus officials and the police on a voluntary basis.

Protect your personal belongings. The College averages 15-20 reports of minor vandalism and car break-ins ranging from \$10 to \$500 annually. Staff and students should be watchful of their personal belongings and should not leave valuable items in their cars. While reporting these crimes in the Campus Crime Statistics is not required by federal regulations, **car break-ins should be reported right away to the Bellingham Police.** In addition, please complete an "incident report" in the Administrative Services Office located in LDC 144.

Daily Incident Log

The Whatcom Administrative Services Department maintains a daily activity log that includes all crimes, serious situations and suspected crimes that are reported. The "incident report" log is updated when incidents are reported and it is available to the public by contacting the Administrative Services office in the Laidlaw Center or 360-383-3395 during normal business hours or online at <http://www.whatcom.ctc.edu>. At the bottom of the page click on Emergency Information then Daily Incident Log under Emergency and Campus Safety Information.

Link: <http://www.whatcom.ctc.edu/about-wcc/governance-or-general-information/policies-and-consumer-info/emergency-communications>

Annual Disclosure of Crime Statistics

Whatcom Community College has the responsibility of gathering the data used to prepare the annual campus crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The data is obtained from campus incident reports, student disciplinary records, and reports from college officials. Information is obtained annually from the Bellingham Police Department regarding crimes reported on campus and public property adjacent to the College. A few Whatcom students live in nearby leased apartments and Western Washington University student housing which provides campus safety information at <http://housing.wvu.edu/RCH/health-safety-security.php>. The Whatcom Community College Campus Safety report's statement of availability is distributed to all current students and employees via email by October 1st of each year. You may also view the full Campus Safety Report on the Whatcom Community College website under Emergency and Campus Safety information: <http://www.whatcom.ctc.edu/about-wcc/governance-or-general-information/policies-and-consumer-info/emergency-communications>.

A hard copy of the report is also available upon request from the Information office in the Laidlaw Center.

The following Whatcom Community College crime statistics are required for the preceding calendar years.

Campus Crime Statistics

	2010			2011			2012		
	Campus	Non-Campus Buildings or Property	Public Property	Campus	Non-Campus Buildings or Property	Public Property	Campus	Non-Campus Buildings or Property	Public Property
Murder/Homicide	0	0	0	0	0	0	0	0	0
Forcible & Non-forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	1	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Drug-related Arrests	1	0	0	0	0	0	0	1	0
Drug-related disciplinary referrals	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law disciplinary referrals	0	0	0	0	0	0	0	0	0
Illegal Weapon Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapon disciplinary referrals	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Crime Totals	2	0	0	0	0	0	0	2	0

Emergencies should be reported immediately by contacting the local police 911 from a campus. Campus crimes and safety concerns should also be reported to the Vice President for Administrative Services in LDC 144 (360-383-3395). Incident report forms can be found online at: http://whatcom.ctc.edu/files/1213/1776/1393/incid_frm_2009_fill_in_form_PRINT_ONLY.pdf

Security Awareness Programs

The Whatcom Community College Emergency Response Team creates yearly opportunities for tabletop activities, safety training, and discussion forums for the local police and the Whatcom Community College staff.

Sexual Assault or Harassment

If you or someone you know is the victim of sexual assault, report it immediately to the police.

It is important to preserve evidence by contacting the police (911) as soon as possible after the crime. College officials will assist individuals in notifying the police, if requested. Counselors on campus or in the community are available to help students cope with the aftermath of assaults and with exploring available options. The College will make reasonable changes in the victim's academic schedule after an alleged sex offense, if requested by the student. Contact the Judicial Conduct Office at judicialaffairs@whatcom.ctc.edu or 360-383-3140 regarding sexual harassment, sexual assault, or disciplinary procedures.

College disciplinary procedures will be implemented in cases of alleged sexual offenses. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding and will be informed of the final sanctions imposed against the accused. Suspension or expulsion may be imposed as a result of a sexual offense.

Sex Crimes Prevention Act

For information about registered sex offenders in the Bellingham area and Whatcom County, contact:

Whatcom County Sheriff's Office (360) 676-6652.
Records Department, 311 Grand Avenue, Bellingham, WA 98225

College Policy on Alcohol and Drugs

Whatcom Community College is committed to an environment that is free of illegal drug and alcohol usage, sale, possession, and consumption. The College Alcohol and Controlled Substances Policy is published in the Whatcom 2012-2014 Catalog, pages 150-151. The following are **prohibited** on College premises or at College-sponsored activities:

1. Distribution, possession, or use of any illegal drug or controlled substance;
2. Alcoholic beverages (unless approved by the College President and secured with valid beverage permit);
3. Individuals who are demonstrably under the influence of illegal drugs or alcohol.

Underage drinking laws are strictly enforced. Persons violating local, state, or federal law regarding the unlawful possession, use or distribution of illicit drugs or alcohol may be referred for prosecution and/or disciplinary action. For further information about alcohol and drug education programs and for assistance call the Counseling Office, 360-383-3080.

Student Rights and Responsibilities

Admission to Whatcom carries with it the responsibility of students conducting themselves as respectful members of the community, refraining from actions that would endanger the health, welfare or safety of others. Each student, by the act of registering for a WCC course, agrees to obey the *Whatcom Student Rights and Responsibilities* published in the 2012-2014 Catalog pages 151-156.

The College administration reserves the right to deny admission or suspend enrollment of any student for conduct disruptive to the purposes of the College. Students may appeal disciplinary decisions through the established procedures. The entire Whatcom Community College *Student Rights and Responsibilities Code* is available in the Entry and Advising Center, LDC 116 or online at <http://www.whatcom.ctc.edu>. At the bottom of the page click on Public Disclosure then under Student Rights and responsibilities, click on College Policy on Student Rights and Responsibilities.

Link: <http://www.whatcom.ctc.edu/about-wcc/governance-or-general-information/policies-and-consumer-info/consumer-information/>

The entire campus community shares the responsibility for preserving a safe learning environment at Whatcom Community College. Please be aware, look out for others, and report suspicious activity promptly.

Report completed by (Sheila Pennell, Administrative Assistant to the Vice President of Educational Services). Statistics based on daily reports collected by the Bellingham Police Department, the Whatcom Community College Campus Systems Manager, and the Whatcom Community College Judicial Affairs Team.