

2020

**Annual Security and
Fire Safety Report
For 2019 Calendar Year**



Pacific Union College

**Department of
Public Safety**

PREPARATION OF THE ANNUAL SECURITY REPORT

To prepare the Annual Security Report, the Department of Public Safety coordinates and collaborates with many offices and departments across the Pacific Union College community including, but not limited to, Financial Services, Student Life/Student Services, Title IX Coordinator, Human Resources, Residential Life, Campus Security Authorities (CSAs) as well as information submitted by local law enforcement agencies surrounding the main campus and in other jurisdictions where the college controls or owns property.

Policies and procedures are reviewed annually to ensure that they are up-to-date and in compliance with the *Clery Act* and other federal laws and statutes.

PACIFIC UNION COLLEGE

Annual Security Report & Annual Fire Safety Report For 2019 Calendar Year

For further information, questions or comments, contact:

Department of Public Safety

One Angwin Ave

Angwin, CA 94508

707-965-6551 Business: Use 911 for Emergencies

We are located at:

180 College Avenue

Angwin, CA 94508

On campus across the street from Chan Shun Hall

For an online copy of this report go to:

www.puc.edu/campus-services/public-safety

CLERY ACT

The Clery Act is a federal law requiring colleges and universities that receive federal financial aid, in the form of Title IV funding, to disclose information about particular crimes on and around their campuses; develop campus security and reporting procedures; and provide safety and crime information and policies to members of the campus community. It is the policy of Pacific Union College to comply with its obligations under the Clery Act and California Law. Each campus is responsible for establishing appropriate procedures to implement the Clery Act requirements.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to:

- *Publish an annual security report by October 1st (2020 excepted due to Covid-19) that documents three calendar years of campus crime and fire statistics and certain campus security policy statements;*
- *Collect, count and disclose crime statistics and information about crime on and around their campuses;*
- *Maintain a public daily crime log that records all criminal incidents and alleged criminal incidents reported to Safety and Security;*
- *Maintain a publicly accessible fire log of all fires that occurred in on-campus residential facilities;*
- *Disclose missing student notifications procedures for students who reside in on-campus residential facilities;*
- *Issue “timely warning” notices to the Pacific Union College community for any Clery crime that “represents an ongoing or continuing threat to the safety of students or employees”;*
- *Issue an emergency notification “when a significant emergency or dangerous situation involves an immediate threat to the health or safety of student or employees on campus.”*

College policy requires that the campus and personnel adhere to the Clery Act.

Failure to comply with the Clery Act could result in monetary penalties. As previously mentioned, institutions of higher education that receive federal, Title IV, financial aid are required to follow the Clery Act. A campus violating the Clery Act can be fined by the U.S. Department of Education up to \$58,328 per violation. Other consequences could include having Title IV funding limited and receiving negative media attention.

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SECURITY INFORMATION

OVERVIEW

Pacific Union College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, Pacific Union College has developed a series of policies and procedures that are designed to ensure that every reasonable precautionary measure is taken to protect the campus community. To prevent such incidents, Residence Life staff, the Public Safety Department, Facilities



Management, the faculty, staff and students are responsible for a number of measures to ensure that they and their possessions are adequately protected.

The Department of Public Safety - staffed under contract with Allied Universal - is the security department for the college. It reports to the Vice-President for Financial Administration and is open 24 hours a day for emergencies, providing around-the-clock protection and services to the campus populace. The department aids in enforcement of federal, state, and local statutes, as well as Pacific Union College regulations. The primary objective of the Department is to provide a safe and healthy environment that enhances the campus learning experience, thus complementing the college's educational mission.

The Department of Public Safety is responsible for the emergency response at Pacific Union College. It is also responsible for providing support services tailored to meet the needs of the campus community. Some of the services include:

- Providing parking registration and enforcement for students, faculty, staff, and visitors
- Providing crime prevention programs
- Provides 24/7 campus surveillance

To report a crime, all individuals are encouraged to call the Department of Public Safety at 707-965-6551 (x6551) or 911 for emergencies. Dispatchers are available 24 hours a day to receive emergency calls. Public Safety and/or Napa County Sheriff's or

California Highway Patrol officers (as applicable) will respond to calls for service, and a report of incident will be made.

On-campus telephones are located in the lobbies and corridors of most campus buildings.

In addition to reporting a crime to the Department of Public Safety, crimes should also be reported to local law enforcement officials for report and follow-up purposes. Public Safety works directly with the local law enforcement authorities as the liaison for the campus. When criminal offenses are reported to Public Safety, the Napa Sheriff's Department is notified for their involvement and investigative authority. Public Safety maintains a close working relationship with all appropriate law enforcement agencies and elements of the criminal justice system. Crime statistics are exchanged with the Napa County Sheriff's Department.



DEPARTMENT OF PUBLIC SAFETY AUTHORITY AND JUSTIFICATION

Pacific Union College is contracted with Allied Universal to provide officers for the Department of Public Safety which are certified by the California Bureau of Security and Investigative Services (BSIS) as security guards in the State of California and possess Citizen's Powers of Arrest.

Public Safety officers have justification on all property owned by Pacific Union College. Public Safety officers have the authority to ask persons for college identification and to determine whether individuals have lawful business at Pacific Union College.

Pacific Union College Public Safety officers, through a Memorandum of Understanding (MOU) with the Napa County Sheriff, have the authority to issue parking tickets, which, if not paid, are billed to financial accounts of students, faculty, and staff.

WORKING RELATIONSHIP WITH OUTSIDE LAW ENFORCEMENT AGENCIES & JURISDICTIONS

Criminal incidents are referred to the Napa County Sheriff who has jurisdiction on the campus. The Public Safety Department at Pacific Union College maintains a highly professional working relationship with the Napa County Sheriff's Department, the California Highway Patrol, and other local area law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Public Safety Department and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

NON-CAMPUS CRIMINAL ACTIVITY

Pacific Union College operates no off-campus housing or off-campus student organizations facilities. The college does not recognize any fraternity, sorority, or student organizations that have off campus houses or offices.



GENERAL PROCEDURES FOR REPORTING CRIME OR EMERGENCY

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Pacific Union College Department of Public Safety (DPS) in a timely manner.

To report a crime on Pacific Union College campus, call the Department of Public Safety (DPS) or the Napa County Sheriff's Department (NSO). For an emergency call NSO at extension 911 on or off the college campus. To report a non-emergency security or public safety related matter, call DPS at extension 6551 or, from outside the College phone system, 707-965-6551.

Dispatchers are available 24 hours a day to answer your call. In response to a call, DPS will take the required action, dispatching an officer or asking the victim to report to DPS to file an incident report.

DPS incident reports are, as applicable, forwarded to the office of Student Life for review and potential action by the Student Judiciary Committee. DPS will contact the Napa Sheriff's Office to have them investigate any criminal report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Judiciary Committee.

If assistance is required from the Napa County Sheriff's Department, the Angwin Fire Department or AMR, the Department of Public Safety will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including DPS, will offer the victim a variety of services.

This publication contains information about on-campus resources. That information is made available to provide PUC/Angwin community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about "resources" is not provided to infer that those resources are "reporting entities" for PUC.

Crimes should be reported to the PUC Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only in the Napa County Rape Crises Center would not be included in the PUC crime statistics.

CONFIDENTIAL REPORTING PROCEDURES

If you are a mandated reporter who has been given information about a crime, you have the responsibility to report it immediately to Public Safety or the Napa County Sheriff's Department.

If you are the victim of a crime and do not want to pursue action within the College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Site Supervisor or a designee of PUC – Department of Public Safety can file a report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

COUNSELORS:

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rule making committee defines counselors as:

Pastoral Counselors:

An employee of an institution, who is associated with a religious order or denomination, recognized by the religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor:

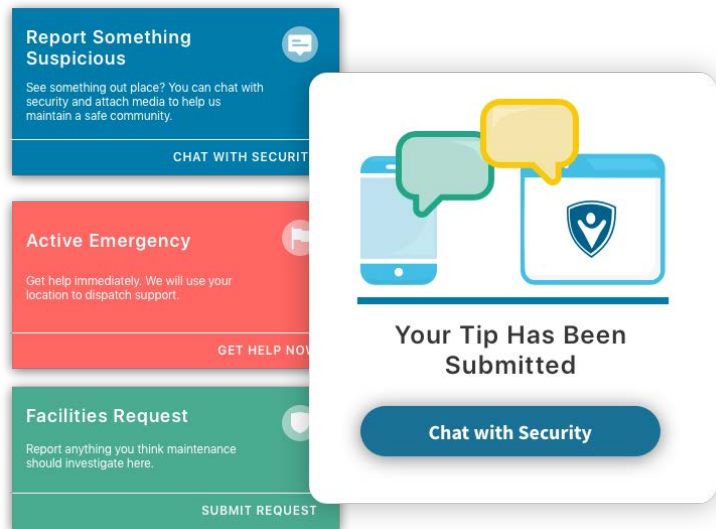
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

CRIME REPORTING

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime related problems. These efforts include the following:

- **Annual Report:** A comprehensive annual report of crime-related information is compiled, published, and distributed. This annual report is available to any member or prospective member of the campus community.

- **The Daily Crime Log:** A log of all crimes reported to the Department of Public Safety is summarized on a daily basis and available for viewing at the Public Safety office.
- **Special Alerts:** When circumstances warrant, special crime alerts and notifications can be prepared and distributed throughout the campus community via email, the campus webpage and LiveSafe safety application.



TO REPORT A CRIME:

Contact Pacific Union College Department of Public Safety at 707-965-7111 for non-emergencies and 911 for emergencies to contact the Napa County Sheriff's Office. Any suspicious activity or person seen on campus should be reported to the Public Safety Department.

Campus Security Authorities (CSAs)

As defined by the Clery Act, a federal law codified in 34 CFR § 668.46, a Campus Security Authority is:

- (1) A Campus police department or a campus security department of an institution.
- (2) Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- (3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- (4) An 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. If such an official is a pastoral or professional counselor as defined above, the official is not considered a campus security authority when acting as a pastor or professional counsellor.

Pacific Union College CSAs

CSAs include, but are not limited to: advisors to registered students organizations, intercollegiate and intermural athletic coaches, professional and student staff who directly monitor student residents, deans, Title IX Coordinator and other members of the staff and faculty, Student Life and professors with significant responsibility for student activities.

In addition, you may report a crime to the following areas:

Vice President for Student Life	707-965-7362
Director, Counseling Center	707-965-7080
Director, Health Services	707-965-6339
Director, Human Resources	707-965-6231
Title IX Coordinator	707-965-6226
Chairperson, Judicial Committee	707-965-7362
Dean of any Residence Hall	See College phone directory for phone number
Resident Assistants of any Residence Hall	See College phone directory for phone number

To Report an off-campus crime dial 9-1-1 to report the crime to the Napa County Sheriff's Department.

Gatto Student Safety, Bill (AB1433)

Pursuant to California Education Code §§ 67380(a)(6)(A), 67381 and 67383(a) Pacific Union College Department of Public Safety must report immediately or as soon as practicably possible to the Napa County Sheriff's Department, all reports received by a CSA of any Part 1 violent crime, sexual assault, or hate crime, committed on or off campus. This includes reports victims make directly to CSAs as well as reports victims make to other campus employees.

Helpful Information When Reporting a Crime:

It's easy to become stressed when reporting a crime, so here are some reminders of what information is helpful for law enforcement when making a report:

- Your name, location and the phone number you are calling from-
- A brief description of what occurred.
- When and where the incident occurred.
- The number of individuals involved.
- Did you see a weapon involved? What kind of weapon was it?
- What did the individual(s) look like?
 - Gender
 - Race
 - Age
 - Aproximate Height and Weight

- Hair color and length
- Tattoos or scars
- Facial hair
- Clothing color and style
- Did you notice any odors?
- Your location if law enforcement needs to meet with you location of other individuals involved.
- Were they on foot, bicycle, vehicle?
- Speech, tone, dialect or accent?
- If they were calling on the phone, were there background noises?

CRIME PREVENTION

Many violations committed on campus can be prevented. As part of the college's educational mission, the Department of Public Safety attempts to teach members of the campus community how to reduce their chances of being the victim of crimes or property of person. The college's crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a listing of the college's crime prevention programs and projects:

- **Safety Escort Service:** Public Safety provides an escort service around the clock to any individual who requests it. This services is designed to ensure the safety of all individuals by eliminating the need to walk across the campus at any time the student feels unsafe. Please call Public Safety to arrange for this service.
- **Crime Prevention Presentations:** Crime prevention presentations are made to students and members of the college populace. Topics include fire prevention, personal safety, dorm safety, the prevention of sexual assault and drugs and alcohol abuse. Seminars can be requested and topics can be tailored to meet the needs of any group on campus.
- **Printed Materials:** Printed crime prevention brochures related to motor vehicle, bicycle, residence hall, employee, and personal safety are readily available.
- **Electronic Alarm System:** An electronic monitoring system, located in the Department of Public Safety, monitors a comprehensive network of fire, intrusion detection, medical and panic alarms across the campus.
- **Video Camera Monitoring:** Throughout the campus there is a system of video cameras which Public Safety uses to maintain surveillance for safety and security. The cameras have proved their value in recording illegal activity and

assisted Public Safety and Napa County Sheriff's Department in the timely capture of perpetrators.

- **Facilities Surveys:** Comprehensive surveys of exterior lighting, exterior buildings, and grounds are conducted.
- **Bicycle Registration:** Public Safety encourages owners of bicycles to register them online with *Project 529* and provides Shields for the registration of bicycles at the Public Safety station.



STUDENT RESPONSIBILITY FOR A SAFE CAMPUS

The cooperation and involvement of students themselves in a campus safety program is absolutely essential. Students need to assume responsibility for their own personal safety and security of their personal belongs by taking simple common sense precautions.

For example:

Night: Although the campus is well lit, any students, regardless of gender, may feel more comfortable using the college escort service when returning to the residence halls late at night. Room doors should be locked at night and when the room is unoccupied.

Valuables: Items such as stereos, cameras, and televisions should be marked with engraving instruments.

Bicycles: Pacific Union College is a registered member of *Garage 529* which gives all bike owners the opportunity to registered through their bikes through Department of Public Safety with *Project 529* and have a shield attached to the bike and then secured with a sturdy lock when not in use.

Vehicles: Vehicles should be registered with Public Safety and parked in their assigned areas. Vehicles should be kept locked at all times. Valuables should never be left in sight – either visually or electronically – but should be turned off and locked up out of sight.

Suspicious Activity: Students should report any suspicious looking individuals or activity to Public Safety when they do not feel safe, witness unusual incidents or believe the individual(s) do not belong on campus.

TIPS FOR SAFETY & PREVENTION

Personal Property

- Do not leave your wallet or purse or any other valuables unattended
- Secure your room by locking it even if you are going to be absent for a relatively brief period of time.
- Keep your laptop in a secured area.
- Do not share your passwords.
- Change your passwords often.
- Keep your firewalls current.
- Do not open suspicious emails or their attachments.
- Never leave valuables in your vehicle.

Personal Safety

- Use the buddy system and travel with a friend.
- Always be aware of your surroundings.
- Use well-lit walkways at night.
- Always park your car so it will be in a well-lit area at night
- Have your keys out and ready when approaching your vehicle.
- Before entering your vehicle, check inside and underneath.
- Keep your vehicle in good working condition and never allow it to run low on fuel.
- Always close all vehicle windows and lock all doors before leaving your vehicle.

If Your Wallet or Purse is Stolen or Lost

- Keep a list of all of your credit and debit card numbers in a safe, secured location, separate from your wallet or purse.
- Contact all your banks and cancel your cards immediately.
- Notify your bank and cancel all access to your accounts.
- File a report with law enforcement
- Notify the following services of the loss and place a fraud alert on your Social Security number:
 - Equifax 888-836-6351
 - Experian 888-397-3742
 - TransUnion 800-680-7289
 - Social Security Administration Fraud Hotline 800-269-0271

ACCESS & SECURITY OF CAMPUS FACILITIES

During normal business hours Pacific Union College facilities are open and accessible to students, staff, faculty and visitors. After normal business hours and during breaks these facilities are locked and only accessible to authorized individuals. Pacific Union College's Public Safety controls entry into most facilities, monitors security cameras and conducts routine patrols to identify trespassers and report any unusual circumstances.

Pacific Union College buildings are secured by key pads and key locks. All students, faculty and staff are issued badges by Student Finance during on-boarding. Access to specific locations within Pacific Union College are managed by various departments

Residential facilities are only accessible to building residents and their authorized guests. All Pacific Union College Housing staff are issued appropriate key access to assigned Housing locations. Residents should avoid permitting unknown individuals access to residential buildings and are encouraged to report suspicious activity.



Security Considerations Used in the Maintenance of Campus Facilities

Pacific Union College maintains the campus facilities in a manner that minimizes hazardous and unsafe conditions. Pacific Union College Public Safety works closely with Facilities Management to promptly address burned out lights, malfunctioning door locks, and other physical conditions that might deter security.

Facilities Management is notified by Public Safety of all incidents of property damage that occurs at Pacific Union College.

Public Safety, in cooperation with Facilities Management, ITSS and other campus departments, conduct regular security reviews of existing buildings.

To report any issues related to the maintenance of campus facilities please contact Facilities Management at 707-965-6551.

FIRE SAFETY, EDUCATION & TRAINING

Campus fire and evacuation procedures are discussed during new student orientation. Students living in campus housing facilities also receive additional training on their building's emergency and evacuation procedures during the move-in process.

Safety

- To provide and ensure a safe living environment, Pacific Union College abides by the California fire codes. Students shall not bring or keep highly flammable materials, air-powered guns, dart boards, fireworks, explosives, firearms, or any flying projectiles into College residence,
- Open flames, candles, torches, incense, and oil lamps are prohibited in College residence. Disciplinary action, a minimum fine of \$100, plus court costs and attorney's fees (if prosecution is necessary) will be assessed for possession and/or use of any of these items and for failure to vacate the residence halls during a fire drill, tampering with fire equipment or appliance, or negligence with might endanger others.
- Cooking is allowed only in kitchens.
- Halls must be free at all times from obstructions including boxes, trash, shoes, bicycles, etc.
- Hall doors within the building are not to be propped open, unless an appropriate closure device is attached and connected to the fire alarm system.
- Electrical appliances such as frying pans, popcorn poppers, hotplates and woks or anything with an open heating coil, candles, kerosene lamps, incense, and other flammables are not to be used in students rooms,
- Also, halogen lamps have been shown to cause fire due to extreme heat and are not permitted in the residence halls.
- All extension cord must have attached circuit breakers, Extension cords that do not have a circuit breaker are not allowed.
- Violation of the fire regulations will result in serious consequences. Fire regulation violators are also liable for any damage that occurs as a result of violations.

Education and Training

- All Resident Assistant (RAs) in student residence halls are required to take fire safety education training before the beginning of the academic year.
- At the beginning of each academic year RAs train new students during new student orientation and worship about fire safety and drills.
- All students in residence halls are required to participate in fire drills each academic year.

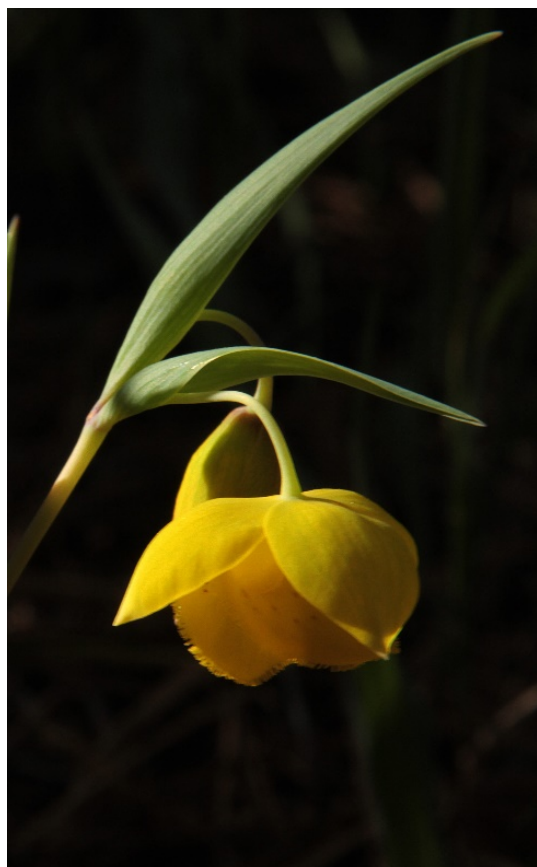
- During each fire drill, a fire safety training presentation is given to each of the students.
- All students are encouraged to familiarize themselves with the fire escape plans posted in each building on the college campus.

Emergency Response & Evacuation Procedures

Evacuation Drills and Testing Procedures:

Evacuation drills are conducted in all campus buildings including campus housing once each year with the first evacuation drill conducted within the first 10 days of the start of fall quarter, as required by the Napa County Fire Marshal (California State Fire Code 403.10.2.1.2). Drills are conducted at various times of the day with at least one drill after sunset and before sunrise (California State Fire Code 403.10.2.1.3).

Evacuation drills are coordinated in collaboration with Human Resources Officer and the Facilities Management team. Present at evacuation drills are Human Resources Officer, Student Life and chosen members of Facilities Management.



With one exception, there are no prior notifications of drills. However, Human Resources Officer works in coordination with Pacific Union College' Teaching and Learning Center (TLC) so that students with Access and Functional Needs are communicated with prior to any drills and assistance is provided for them as needed.

When the alarm sounds in the residence halls, the law requires that the building be evacuated as promptly as possible. Students are to follow the evacuation procedures posted in each room.

During evacuation drills, safety checks are conducted in student housing residence hall rooms, and a fire safety presentation is given to students at their designated evacuation location.

Evacuation locations are predesignated for each building on campus, including student housing. These locations remain the same for all times of the day and night.

Emergency Operations Plan:

Pacific Union College emergency management program is documented in the PUC Emergency Action Plan (EAP). The EAP outlines the structure utilized to prepare for, respond to and recover from a critical incident.

When necessary, the Incident Command Post (ICP) is activated and staffed with trained employees to coordinate the response to major emergencies in support of the Incident Command.

In the event that the campus must be evacuated, the members of the EOC meet under the guidance of the Incident Commander (IC) at scheduled times via TEAMS.

Emergency communications and its frequency is overseen by the Public Information Officer working closely with the IC and members of the Incident Command Team.

Following guidelines from Federal, state and the Clery Act, the EOC is routinely reviewed for compliance and updated.

A full copy of the PUC Emergency Response plan can be found here:

https://www.puc.edu/data/assets/pdf_file/0005/187493/PUC-Emergency-Response-Plan.pdf

TIMELY WARNING AND EMERGENCY NOTIFICATION

Pacific Union College must, in a manner that is timely and that withholds as confidential the names and other identifying information of victims, as defined in section 4000s (a) (20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a) (20), and that will aid in the prevention of similar crimes, report to the campus community [Clery Act] crimes that are –



- Reported to campus security authorities as identified under the institution’s statement of current campus policies and
- Considered by the institution to represent a threat to students and employees

Pacific Union College is not required to produce a *timely warning* with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, Pacific Union College must follow its emergency notification procedures. An institution that follows its *emergency notification* procedures is not required to issue *timely warnings* based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

EMERGENCY NOTIFICATION POLICY

Definition

Pacific Union College is required by federal law (20 U.S.C. 1092 (f)) to immediately create and issue an Emergency Notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus (*such as earthquake, gas leak, active shooter, extreme weather conditions, wild land fire, hazardous material incident, bomb threat, health outbreak such as COVID-19, etc.*).

	Emergency Notifications	Timely warnings
Scope	Significant emergency or dangerous situation	Clery crimes, reported to CSAs
Triggered by?	Event that is currently occurring on or imminently threatening campus	Crimes that occurred and represent an ongoing threat
Where event occurs?	Only on campus	Anywhere on Clery geography
How soon to issue?	Immediately upon confirmation of situation	As soon as information is available

All members of the Pacific Union College community are encouraged to register for the **LiveSafe** app. Students are encouraged to register for the LiveSafe app during registration and throughout the year, as are faculty and staff. New employees are introduced to the LiveSafe app and encouraged to download it during new employee orientation.

Pacific Union College Public Safety and Angwin Volunteer Fire Department share the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, they have a responsibility to respond to such an incident, to determine if the situation does in fact pose a threat to the community. If a threat to the community is confirmed, federal law requires that the institution immediately notify the community of the appropriate segments of the community that may be affected by the situation.

If an emergency affects a facility that is geographically separate from the main campus and does not also affect the main campus, notification to the facility may be made in consultation with the appropriate public agency having jurisdiction of that area. Should this happen, the officials responsible for that facility will coordinate with the local public safety agency and Pacific Union College to ensure that the Emergency Notification requirements are met.

All buildings on the campus of Pacific Union College are equipped with fire alarm systems. These fire alarm systems constitute the Emergency Notification method for fire emergencies in these buildings. During daylight hours, additional notification will be made by the activation of the Pacific Union College siren on Pacific Auditorium by CalFire when the Angwin Volunteer Fire Department is activated.

Further notifications will only be made if there is a hazard to individuals outside of the involved building, such as a threat of fire spread or secondary hazard such as a hazardous materials release.

TIMELY WARNINGS

Institutions must issue a timely warning for any Clery Act crime that occurs within Clery geography that is:

- Reported to campus security authorities or local police agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees

A Timely Warning provides information about criminal activity that possess a potential threat to the Pacific Union College community with the intent to prevent a continuation of similar crimes. Timely Warnings generally take the form of bulletins posted in dorms and campus buildings, broadcast on Pioneers TV, or appear in the student association newspaper, the Campus Chronicle. Timely Warnings are different from Emergency Warnings as they generally include tips and follow-up resources for students, faculty, and staff.

Pacific Union College

Emergency Notification and Timely Warning Notifications

Pacific Union College has developed procedures and delegated message initiation authority to ensure that an Emergency Notification or Timely Warning can be sent without delay.

The following individuals have the authority to initiate the Emergency Notification and Timely Warning process based on the emergency situation and operational requirements:

- Any formally identified Incident Commander
- Pacific Union College authorized Public Information Officer
- Director of Emergency Management
- Angwin Fire Chief or highest ranking officer on scene

Pacific Union College may use multiple methods to send an Emergency Notification and Timely Warning. Any follow-up messages and any of the following methods may be used and any means may change as the situation progresses:

- **Pacific Union College Website** (<https://www.puc.edu/>) through a banner notification link to a dedicated page
- **Pacific Union College LiveSafe** <https://www.livesafemobile.com/> immediate messaging
- **Pacific Union College Instagram:** <https://www.instagram.com/pucnow/> notification with follow-up instructions
- **Pacific Union College Facebook:** <https://www.facebook.com/pacificunioncollege> notification with follow-up notification
- **Pacific Union College Newsletter:** <https://rb.gy/imffbx> with follow-up instructions
- **Pacific Union College Pioneer TV** – inside dorms and primary campus buildings
- **Pacific Union College siren** on Pacific Auditorium activated by *CalFire*
- **Campus Chronicle** updated information and tips <https://pucadmissions.wordpress.com/tag/puc-campus-chronicle/>
- **Crime Bulletins** may also be posted in residence halls and other campus gathering locations

Additional communication to the larger Angwin and Upper Napa Valley and Pope Valley area may also be provided by the Public Information Office which maintains contact with local print and media outlets.

MISSING PERSON 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 Section 488 of the Higher Education Opportunity Act of 2008).

The term “missing student” refers to any Pacific Union College student who is residing in on-campus housing who has not returned from home, failed to appear for work, class or for any appointment as anticipated, or if there is belief that something is suspicious about the individual’s absence.

According to the state of California Penal Code 14205(a), there is no waiting period for reporting a person missing. All California police and sheriff’s departments must accept any report, including a report by telephone, of a missing person, including runaways, without delay and will give priority to the handling of the report.

If any person has reason to believe that a member of the Pacific Union College community is missing, they should immediately notify Public Safety at 707-965-6551 or call the Napa County Sheriff’s Department at 911. For a missing student, contact should also be made with Residential Life, Student Life or any college official. For a missing staff or faculty member, also notify Human Resources.

All college mandated to reporters who become aware of a potentially missing student are required to report the information immediately to Public Safety or the Napa County Sheriff’s Department.



Upon receiving information about a potentially missing student, Pacific Union College's Public Safety will immediately forward the missing student information to the Napa County Sheriff's office

MISSING STUDENT CONTACT

In addition to the information above, federal law mandates that Pacific Union College notifies the student's designated missing person contact – who may be different from their emergency contact - no later than 24 hours after the student has been determined to be missing.

As soon as students move into on-campus housing, they may register their designated missing person contact on www.flashlight.puc.edu.

This contact information is kept confidential and is only accessible by authorized Pacific Union College officials for disclosure to law enforcement in a missing person investigation.

If the missing student is under the age of 18 and is not an emancipated individual, Pacific Union College will immediately notify the student's parents or legal guardian, in addition to notifying any additional contact person designated by the student as soon as Pacific Union College Public Safety or Napa County Sheriff's Department have determined that the student is missing.



Pacific Union College

Annual Policy Notification/Distribution Pursuant to The Drug Free Schools and Communities Act (DFSCA)

It is the policy of Pacific Union College to provide a drug and alcohol-free learning and work environment as defined by the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act (DFSCA) of 1994. To this end, PUC has established a Drug and Alcohol-Free Campus Policy and reasonable suspicion testing procedures.

College Policies and Sanctions Relating to Drug and Alcohol Use:

The College strives to maintain a community and workplace free from the illegal use, possession or distribution of alcohol, marijuana and controlled substances. The



manufacture, sale, distribution, dispensation, possession, or use of alcohol, marijuana and controlled substances by College students and employees on College property, at official College functions, or on College business is prohibited as governed by law and College policies.

Legal sanctions, health risks of drug and alcohol abuse, as well as drug and alcohol counseling information and resources are detailed in PUC's complete Alcohol and Drug Policies are available:

- Student Alcohol and Drug Policy – Student Handbook
- Marijuana Policy – www.puc.edu/studentlife
- Employee Drug Free Workplace Policy – Faculty & Staff Handbooks

Students found to be in violation of these laws or policies may be subject to disciplinary action, up to and including dismissal, in addition to any criminal or civil penalties resulting from violating local, state and/or federal law. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities may be notified.

Employees found to be in violation of these laws and policies may be subject to disciplinary action, up to and including dismissal, under applicable College policies and contracts, and may be required to participate in an appropriate treatment program, in addition to any potential criminal or civil penalties resulting from violating a local, state or federal law.

Specific Policy on Marijuana/Cannabis Use

Pacific Union College prohibits the use, possession and sale of marijuana or related paraphernalia in any form on all college property, including college-owned and leased buildings, housing and parking lots. Marijuana is also not permitted at college events or while conducting college business. This includes possession and use of prescribed marijuana.

On Nov. 8, 2016, California voters passed Proposition 64 legalizing the use of recreational marijuana among people over the age of 21. It is important to understand that Prop. 64 does not change PUC's policy; marijuana remains prohibited on all college property and at all college events.

Notwithstanding Proposition 63, using, distributing and possessing marijuana remains illegal under federal law. The federal Controlled Substance Act criminalizes possession and distribution of controlled substances, including marijuana, with limited exception for certain federally approved research, The Drug Free Schools and Communities Act and the Drug Free Workplace Act require that PUC, as a recipient of federal funding, establish policies that prohibit marijuana use, possession and distribution on campus and in the workplace.

Violating the college's policies may be grounds for discipline or corrective action, which may include required participation in a treatment program, with a maximum penalty of dismissal. See www.puc.edu/studentlife

Legal Statutes Regarding Alcohol and Other Drugs

All Pacific Union College students, faculty, staff, administration, and visitors are responsible for the observance of applicable laws and local ordinances or codes with respect to alcoholic beverages and other drugs. The following list is provided as a reference but is not all inclusive:

- Possession for Sale of Marijuana (California Health & Safety Code section 11359)
- Transportation of Marijuana (California Health & Safety Code section 11360)
- Possession of Drug Paraphernalia (California Health & Safety Code section 11364)
- Unauthorized Possession of Controlled Substances (California Health & Safety Code sections 11350 & 11377)

- Possession for Sale of Controlled Substances (California Health & Safety Code sections 11351 & 11378)
- Transportation of Controlled Substances (California Health & Safety Code sections 11352 & 11379)
- Possession with intent to manufacture methamphetamine (California Health & Safety Code section 11383)
- Serving a minor alcohol (California Business & Professions Code 25658(a))
- Using false ID to demonstrate age of majority (California Business & Professions Code 25661(a))
- Serving/furnishing alcohol to obviously intoxicated person (California Business & Professions Code 25602(a))
- Driving while intoxicated (California Vehicle Code 23152(a))
- Federal Omnibus Drug Initiative of 1988: Gives courts the authority to suspend eligibility for Federal student aid when sentencing an individual convicted of possession or distribution of a controlled substance.

Links to Policies and Statues

Alcohol-Related Policies at Federal and State Levels:

<https://alcoholpolicy.niaaa.nih.gov/>

Federal Statutes: <http://www.usa.gov/Topics/Reference-Shelf/Laws.shtml>

Federal Trafficking Penalties — General:

https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf#page=30

Federal Trafficking Penalties for Marijuana:

https://www.dea.gov/sites/default/files/2018-06/drug_of_abuse.pdf#page=30

California Statutes: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Local Statutes:

https://library.municode.com/ca/napa_county/codes/code_of_ordinance

Health Risks

Local Statutes:

https://library.municode.com/ca/napa_county/codes/code_of_ordinances

There are a number of health risks associated with the misuse and abuse of alcohol and other controlled substances. These risks can be short-term or long-term, and can depend on the drug being used, among other factors.

The National Institute on Drug Abuse provides a comprehensive description of the health consequences of drug misuse. Please see:

- Commonly Abused Drugs - <https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts>

- Health Consequences of Drug Misuse - <https://www.drugabuse.gov/drug-topics/health-consequences-drug-misuse/introduction>

The **National Institute on Alcohol Abuse and Alcoholism** provides a comprehensive description of the effect's alcohol has on the body. Please see:

- Alcohol's Effects on the Body - <https://www.niaaa.nih.gov/alcohols-effects-health/alcohols-effects-body>

Drug and Alcohol Counseling, Treatment, or Rehabilitation Resources

Resources for Students

PUC Counseling Center

www.puc.edu/counselingcenter

counseling@puc.edu

707.965.7080

The Counseling Center offers the following services to registered undergraduate students:

- Quality, culturally sensitive, and confidential counseling services, including individual and group counseling, crisis/urgent care interventions, and referral services free of charge.
- Brief drug and alcohol use evaluation, treatment, and referral.
- Psychiatric services and consultation.
- Workshops and drop-in forums to support students in their life skills acquisition.
- Student mentoring and advocacy.

Health Services

www.puc.edu/healthservices

healthservices@puc.edu

707.965.6339

Health Services offers enrolled students a variety of prevention education programs including substance abuse education and preventative health screenings available to all students.

Alcohol Awareness and Prevention Training

SafeColleges is a research-based, student friendly, online alcohol education program designed to assist students in making healthy decisions regarding alcohol use in college. The program takes about 2 hours to complete. All PUC students are required to complete this course, which covers the following topics:

- Standard Drink Definition
- Risk Factors and Choices
- How Choices Affect Goals
- Factors that Influence Drinking Decisions
- BAC Basics
- Sexual Assault and Understanding Consent
- Creating an Action Plan
- Law & Policies
- How to Take Care of Yourself and Others

Resources for Faculty and Staff

Pacific Union College encourages employees to voluntarily seek help with alcohol and/or drug problems. PUC has provided an Employee Assistance Program that is completely confidential.

Employees who wish to access EAP services, at *The Standard*, may contact:

- Phone: (888) 293-6948, 24 hours per day, 7 days a week
- Email: www.workhealthlife.com/standard3
- Human Resources Phone: (707) 965-6231
- Human Resources Email: hr@puc.edu

If an employee violates the policy, corrective action will be taken. If drug testing is warranted: health services will process the required tests. The employee will pay the lab fee. If counseling is warranted: the employee will be referred to the appropriate person or organization. The referring counselor will evaluate and monitor the employee's treatment as necessary. This treatment will be covered by PUC's Health Care Assistance Plan at the stated percentages (see HCAP, available from the Human Resources Office) and the normal deductible will apply. If the treatment is long-term, the employee will be eligible to apply for a medical leave of absence, once all available leave time has been used.

Community Resources

Napa County Help Line for Substance Abuse	707-253-4771
Napa County Crisis Hotline	707-253-4711
Alcoholics Anonymous Napa County	707-500-7001 https://www.aanapa.org/
Marijuana Anonymous	https://marijuana-anonymous.org/
Narcotics Anonymous Napa Solano	866-642-3848
http://www.napasolanona.org/	
Napa County Alcohol and Drug Services	707-253-4063
Smart Recovery	https://www.smartrecovery.org/
Substance Abuse and Mental Health Services (SAMHSA) National Helpline	800-662-HELP (4357)

GEOGRAPHY

PACIFIC UNION COLLEGE

Pacific Union College has an MOU with Napa County Sheriff's Department who have primary jurisdictional responsibility for Pacific Union College's main campus and coordinates with the PUC Public Safety Department, which is under contract for follow-up investigations.

PUC has a non-campus building in the City of Napa as well as non-campus building and properties at the Albion Field Station which is located in Mendocino County.

MAIN CAMPUS LOCATION

Located on Howell Mountain and the Vaca Ridge above the Napa Valley – 75 miles north of San Francisco, 55 miles west of the Pacific Ocean at Jenner and Highway One, the main campus of Pacific Union College lies on over 2,000 acres with approximately 1,400 acres consisting of undeveloped and natural areas.



The main campus is also home to the Pacific Union College Demonstration and Experimental Forest that covers 1,100 acres of protected natural lands. These lands include 35 miles of recreational trails and serve as the outdoor classrooms and living laboratories for students and faculty each year. The reserve is home to a nesting pair of Northern Spotted Owls, the rare Napa False Indigo, and some of the easternmost Coastal Redwood trees.

A map outlining Pacific Union College's general campus geography may be found at: https://www.puc.edu/data/assets/pdf_file/0020/15464/PUC-Campus-Map.pdf

More information about **Pacific Union College's Demonstration and Experimental Forest** can be found at <https://www.puc.edu/about-puc/forest>

Pacific Union College does not have separate campuses. All non-campus facilities support the main campus.

NON-CAMPUS BUILDINGS OR PROPERTIES

The following locations are used in direct support of or in relation to Pacific Union College's educational purposes and are frequently used by students but are not within the same reasonably contiguous geographic area of the main campus:

PUC Napa Campus, 841 Latour Court, Suite C2, Napa, CA 94558. This facility primarily houses the Nursing & Health Science's LVN-RN Program.

The Napa City Police Department provides first responder law enforcement services and coordinates with the PUC Public Safety Department for follow-up if necessary.

ALBION BIOLOGICAL FIELD STATION

Albion Biological Field Station, 34000 Albion St. Albion, CA 95410, located along Highway 1, just south of Albion. The Pacific Union College Albion Biological Field Station lies along California's rugged Mendocino coast and edges the Albion River.

Quietly nestled near the Pacific Ocean and surrounded by forested hills, the Albion Field Station lies in the heart of the majestic Mendocino coast. Located in the valley of an old lumber camp, it has welcomed students and visitors with its rustic charm since 1947.

Tide pools and estuaries open up windows into the natural world that most people only read about. It's not uncommon to discover a timid doe with her fawns feeding nearby or spot a variety of birds competing for food.

The Field Station offers extraordinary opportunities for students and groups to explore and learn from its watershed with unique geology and diverse vegetation resulting in high biodiversity. The Field Station supports students and researchers every year working in both the terrestrial and marine environments. Facilities include onsite research accommodations, one on-site resident staff duplex, seven bunkhouses comprising 24 rooms, and one campground.

To learn more about **the Albion Biological Field Station** go to:

<https://www.puc.edu/v/puc-life/albion/home>

A map of Albion can be found:

https://www.puc.edu/data/assets/pdf_file/0011/86267/Albion-map.pdf

The Mendocino County Sheriff's Department provides first responder law enforcement services and coordinates with the Pacific Union College Public Safety Department for follow-up investigations if necessary.

Public Property

Pacific Union College is located immediately adjacent to the campus Las Posadas State Forest. Pacific Union College will make a good faith effort to report all crimes that occur one mile into the portion of the property that borders the campus. The Department of Education considers this to be a reasonable walking distance from the campus.

Study Abroad

Pacific Union College offers students the opportunity to study abroad. Pacific Union College does not own or control any of these study abroad facilities nor does it lease



space for students in a hotel or student housing facility. Crimes that occur at study abroad locations are not included in these statistics.

Field Trips

The Department of Education does not require Pacific Union College to disclose statistics for crimes that occur on field trips at locations the institution does not own or control.

Overnight, School-Sponsored Trips

Pacific Union College sponsors activities away from the main campus, which may require overnight stays, and use of motel rooms and other facilities for these purposes. When relevant, Pacific Union College only discloses statistical information for the crimes that occur at these facilities during the time period these locations were occupied by Pacific Union College students, as prescribed by the Clery Act.

CLERY ACT ANNUAL SECURITY REPORT (ASR) TO COMPLY WITH VAWA § 304

SEX AND GENDER-BASED DISCRIMINATION, HARASSMENT, AND VIOLENCE

For Pacific Union College' VAWA web site - <https://www.puc.edu/campus-services/title-ix/get-help-now>

Pacific Union College **Sex Nondiscrimination and Sexual Harassment Policy** prohibits sex and gender-based discrimination, harassment, and violence, including acts of sexual assault, dating and domestic violence, and stalking, which may also constitute crimes. While Pacific Union College policy uses different standards and definitions than the California law, sex and gender-based incidents often overlap with the crimes of rape, sexual assault, stalking, dating violence, and domestic violence.

Acts of violence and harassment based on sex or gender, including sexual orientation, gender identity, and gender expression, may also constitute crimes. Individuals who have experienced incidents involving one or more of these behaviors are protected by federal laws, specifically Title IX <https://www.puc.edu/campus-services/title-ix> and the Clery Act, which mandates the contents of this report.

A report can also be filed with PUC at:

https://cm.maxient.com/reportingform.php?PacificUnionCollege&layout_id=4

A report can also be filed with the United States Department of Justice at:

<https://civilrights.justice.gov/report/>

Immediate Care and Preservation of Evidence

If you experience sex- or gender-based discrimination, harassment, or violence; or incidents of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Public Safety if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the **Counseling Center at 43 Angwin Plaza**, as well as to **The Title IX Coordinator (Tanya Healy) at 707-965-6226** for support and guidance. These are both confidential resources. After regular business hours, or in any situation where an individual wishes, local resources are also available and may be able to provide confidential assistance by calling the **after-hours emergency counseling**

number at 707-965-6789.

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. Sexual Assault Nurse Examiners are available at Pacific Union College Health Services or St. Helena Hospital or Queen of the Valley - Napa; however, you can go to:

St. Helena Hospital Emergency Room

10 Woodland Rd, St Helena, CA 94574

[\(707\) 963-6425](tel:(707)963-6425)

Queen of the Valley Emergency Room

Napa County's designated facility for performing sexual assault forensic exams (rape kits). Go to the ER and inform the front desk that you need to meet with SART (Sexual Assault Response Team).

1000 Trancas St, Napa, CA 94558

[\(707\) 257-4038](tel:(707)257-4038)

Kaiser Permanente Emergency Room

401 Bicentennial Way, Santa Rosa, CA 95403

[\(707\) 393-4044](tel:(707)393-4044)

They will ensure you receive proper care. The hospital will arrange for a specific medical examination at no charge or can work with you to arrange state reimbursement.

- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper** bag or clean bedsheet to avoid contamination.
- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- Try to memorize details (e.g., physical description, names, license plate

number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.

- ❑ If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Public Safety or the campus Title IX Coordinator so that those orders can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from the **Counseling Center, Tanya Healy** and/or **Napa NEWS**.

Contact the Title IX Coordinator at 707-965-6226 if you need assistance with Pacific Union College concerns, such as no-contact orders or other supportive measures. The Title IX Coordinator or Title IX Deputy Coordinator and Associate Vice President for Human Resources will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities.

Pacific Union College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, safety escorts, no contact orders, counseling services access, and other supports and resources as needed by a victim. Pacific Union College is able to offer information about legal assistance, visa/immigration assistance, and student financial aid considerations for victims.

Reporting to Law Enforcement

It is the policy of the College, not to notify Public Safety, and/or local law enforcement, when sex or gender-based discrimination, harassment, or violence occurs, unless:

- It involves a minor
- The complainant gives consent
- There is an emergency or threat to health and/or safety

Complainants have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement but may also respect a Complainant's request not to do so.

Pacific Union College Reporting

In the event that sex or gender-based discrimination, harassment, or violence or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Pacific Union College takes the matter very seriously.

Pacific Union College employs supportive and protective measures such as no contact orders or emergency removal in cases in which a violence risk assessment indicates such action is warranted.

If a student is accused of sex or gender-based discrimination, harassment, or violence, they are subject to action in accordance with the Sex Nondiscrimination and Sexual Harassment Policy in the college website at <https://www.puc.edu/campus-services/title-ix>. A student wishing to officially report such an incident may do so by contacting any campus CSA or Public Safety.

Anyone with knowledge about sex- or gender-based discrimination, harassment, or violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately Public Safety at 707-965-6551.

Supportive and protective measures for individuals who have experienced these incidents are available from the campus whether the individual chooses to report to local and/or campus law enforcement, and irrespective of whether the individual pursues a formal complaint through Pacific Union College resolution process.

Confidential Resources - An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. On campus, confidential reports may be made to:

Health Services

West Hall
(707) 965-6339
(707) 965-6789 (after hours)

or

On-Campus Resources

Tanya Healy, Title IX Coordinator
Administration Suite #114
Ground Floor, Chan Shun Hall
[\(707\) 965-6226](tel:7079656226)
titleix@puc.edu

Counseling Center

(707) 965-6226
(707) 965-6789 (after hours)

Chaplain Kent Rufo

Chaplain's Office
(707) 965-7190

Chaplain Fabio Mia

Chaplain's Office
(707) 965-7190

Information shared with these resources will remain confidential and will not be shared with Pacific Union College or anyone else without express, written permission of the individual seeking services unless required by law or court order.

Prevention and Education

Program	Date	Attendees	Topics
Title IX Training	All new hires and all staff every two years	All faculty and staff	Title IX
Tapestry	Ongoing	Dorm Students	Relationships and sexuality issues that can be impacted from a religious perspective
Bystander Intervention	September 2019	Incoming Freshman	How to recognize potentially harmful situations and overcome barriers taking actions of intervention in safe and effective ways
Domestic Violence Awareness	October 2019	Campus wide	Community-wide awareness and relationship violence issues
Adulting 101	Ongoing	Dorm Students	Self-defense, Sexually Transmitted Diseases, Violence
Dating Violence Awareness Month	Full Month of February 2019	Campus wide	Sexual Assault awareness among students and community
Relationship Refresher	Late Winter Quarter 2019	Dorm Students	Training on safe non-violent relationships and how to respond to violence
Denim Day	Full Day - April 24, 2019	Campus Wide, students, faculty and staff	Rape and sexual assault awareness

Pacific Union College offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

It is the policy of Pacific Union College to offer programming to identify and prevent domestic violence, dating violence, sexual assault including stranger and known offender assaults, and stalking each year.

Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester.

Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sex or gender-based discrimination, harassment, and violence as well as the California definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity.

Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches. Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions.

Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

Campus and Community Resources

Pacific Union College shall provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for Complainants, both within Pacific Union College and outside in the community.

On-campus counseling, health, mental health, and intervention resources are available at the following:

Health Services

West Hall
(707) 965-6339
(707) 965-6789 (after hours)

On-Campus Resources

Tanya Healy, Title IX Coordinator
Administration Suite #114
Ground Floor, Chan Shun Hall
[\(707\) 965-6226](tel:(707)965-6226)
titleix@puc.edu

Counseling Center

(707) 965-6226

(707) 965-6789 (after hours)

Chaplain Kent Rufo

Chaplain's Office

(707) 965-7190

Chaplain Fabio Mia

Chaplain's Office

(707) 965-7190

Off-campus resources that offer advocacy services and counseling:

Napa NEWS:

Napa County's free and confidential intimate partner violence and sexual abuse services. Services are available in English and Spanish.

(707) 255.NEWS (6397)

1141 Pear Tree Lane, Suite 220

Napa, CA 94558

www.NapaNEWS.org

Personal Safety Alert: If you view the NapaNEWS site and need to get away quickly to an unrelated site, click the red ESCAPE button in the upper right corner of that webpage and you will be redirected.

Napa County District Attorney's Office Victim Services Division:

Free and confidential specially trained advocates are available to assess needs and wants, explain the criminal justice system and one's rights in the process, and provide advocacy. Services are available in English and Spanish.

(707) 299-1414

1127 First Street, Suite C

Napa, CA 94559

www.countyofnapa.org/da/victimservices

Online Resources and Hotlines

Often in abusive situations that include stalking or domestic violence, phone, email, or online connections may be monitored and direct communication regarding the abuse may place one in danger. In the list below, resources that have safety exit buttons are indicated with Personal Safety Alert messages and instructions.

1 in 6:

For male survivors of sexual assault. Includes scheduled online support groups facilitated by a counselor.

www.1in6.org/helpline

Department of Defense Safe Helpline:

Resources for members of the Air Force, Army, Coast Guard, Marine Corps,

National Guard, and Navy.
(877) 995-5247
(202) 540-5962
<https://safehelpline.org>

Support Group Chatroom:

Safe HelpRoom is a group chat service that allows survivors of sexual assault in the military to connect with and support one another in a moderated and secure online environment. Discussions are moderated.
SafeHelpRoom.org

Cyber Civil Rights Initiative:

Support related to non-consensual pornography, recorded sexual assault, and sextortion.
(844) 878-2274
www.cybercivilrights.org/victim-services

Love is Respect:

Free and confidential service for survivors of intimate partner violence.
(866) 311-9474
www.loveisrespect.org 24-hour live chat service
Text LOVEIS to 22522 for text service
Personal Safety Alert: Users of web browser Microsoft Edge will be redirected to Google when clicking the "X" or "Escape" button.

National Domestic Violence Hotline:

Free and confidential service for survivors of intimate partner violence. Staffed 24 hours a day by trained counselors who can provide crisis assistance and information about shelters, legal advocacy, health care centers, and counseling.
(800) 799-SAFE (7233)
(800) 787-3224 (TDD)
(866) 311-9474
www.loveisrespect.org

Personal Safety Alert: If you need to exit the website in a hurry, hit the ESCAPE key twice or click the icon in the bottom right. Users of web browser Microsoft Edge will be redirected to Google if they hit the "X" or "Escape" button.

National Sexual Assault Hotline:

Free and confidential service for survivors of sexual assault.
(800)-656-4673
www.hotline.rainn.org/online 24-hour live chat service

The Network La Red:

Free and confidential support for LGBTQIA survivors of intimate partner violence.
(800) 832-1901
www.tnlr.org/en/24-hour-hotline/

Trans Lifeline:

Peer support services for trans people in crisis or in need of someone to listen.
(877) 565-8860

www.translifeline.org/hotline

LEGAL DEFINITIONS

Rape is generally defined by states as forced sexual intercourse. It may also include situations in which the Complainant is incapable of giving consent due to incapacitation by means of disability, alcohol, or other drugs. Many rapes are committed by someone the Complainant knows, such as an acquaintance or friend.

Under California law, rape is defined using force, threats of force, or fraud as a means of having non-consensual sexual intercourse with another person (to whom the offender is not married):

- The victim being unconscious or otherwise unable to consent.
- When the assailant uses physical force or the threat of force to overpower and control the Complainant.
- When the Complainant fears that they or another will be injured if the Complainant does not submit.
- When the Complainant is unconscious of the nature of the act, and this is known to the assailant.
- When the Complainant is incapable of giving legal consent due to a mental disorder or developmental or physical disability, and this is known or reasonably should be known to the assailant.
- When the act is accomplished by threatening to use the authority of a public official to incarcerate, arrest, or deport the Complainant or another person.
- When the assailant uses duress, such as a direct or implied threat of hardship or retribution, to coerce the Complainant.
- When the assailant uses force, fear, or threats to accomplish sexual intercourse against the will of the spouse. This provision of the law is known as the “spousal rape law.”

The complete California rape and sexual assault offense definitions are:

http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PEN&division=&title=9.&part=1.&chapter=1.&article

OTHER SEXUAL OFFENSES

Other sexual offenses include the following: sodomy (forced anal intercourse); oral copulation (forced oral-genital contact); rape by a foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal).

According to California Penal Code § 261.6 sexual consent is defined as: “Consent” a

positive cooperation in act or attitude pursuant to the exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

Definitions and Examples

Advisor: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and in the case of a Process A hearing (if any), to conduct questioning for the party. An Advisor may, but is not required to be, an attorney.

Coercion: Unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type of and/or extent of the pressure someone uses to obtain consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Complainant: An individual who is alleged to be the victim of conduct that could constitute harassment or discrimination; or retaliation for engaging in a complaint or grievance process.

Complaint (formal): Complaint (formal) means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination or retaliation for engaging in a protected activity against a Respondent and requesting that the College investigate the allegation.

Confidential Resource: An employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status). These employees include the campus chaplain, the staff and therapists in the Career and Counseling Center, and the staff and medical providers at Health Services.

Consent¹: An active giving of permission to engage in activity. Consent is affirmative, knowing, conscious, and voluntary agreement which provides clear permission by word or action to engage in mutually agreed upon sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Affirmative consent must be ongoing throughout the sexual activity. Reasonable reciprocation can be implied.

¹ According to California law: "An affirmative consent standard in the determination of whether consent was given by both parties to sexual activity. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent." For additional information:

https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB967

Consent can also be withdrawn once given at any time. The withdrawn consent should be reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent.

The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced. ***Lack of protest, or the absence of resistance alone does not mean consent, nor does silence mean consent.***

A current or previous intimate relationship is not sufficient to constitute consent.

Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity and continues throughout the activity. It is not an excuse that the Respondent did not take reasonable steps, in the circumstances known at that time, to ascertain whether the Complainant affirmatively consented. Consent to some sexual contact (such as kissing or fondling) ***cannot be presumed*** to be consent for other sexual activity (such as intercourse).

The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

In California, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 18- years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Day: A business day when Pacific Union College is in normal operation.





Directly Related Evidence: Evidence connected to the complaint, but is neither inculpatory (tending to prove a violation) nor exculpatory (tending to disprove a violation) and will not be relied upon by the investigation report.

Discrimination: Actions that deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived sex or gender.

Discriminatory Harassment: Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived sex or gender.

Education program or activity: Locations, events, or circumstances where Pacific Union College exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the College.

Employee: Any person employed by the College at any of its facilities or campus.

Final Determination: The date at which a responsibility determination becomes final. This date is either on the date the College simultaneously provides the written determination of an appeal result to the parties, or the date on which an appeal is no longer timely if neither party appeals.

Finding: A conclusion by a preponderance of the evidence that the conduct did or did not occur as alleged (as in a "finding of fact").

Force: The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you." "Okay, don't hit me, I'll do what you want.").

Formal Grievance Process: "Process A," a method of formal resolution designated by the College to address conduct that falls within the policies of this document, and which

complies with the requirements of the Title IX regulations (34 CFR 106.45).

Grievance Process Pool: Includes any investigators, hearing officers, appeal officers, and advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).

Hearing Panel: Those who have decision-making and sanctioning authority within the Pacific Union College's formal grievance processes as outlined in the Sex Nondiscrimination and Sexual Harassment policy.

Hostile Environment: A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

Incapacitation: A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). A person cannot consent if s/he is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation may also result from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Some indicators of incapacitation include but are not limited to:

- A lack of full control over physical movements (e.g., difficulty walking or standing without stumbling or assistance);
- A lack of awareness of circumstances or surroundings (e.g., lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in a sexual interaction);
- An inability to effectively communicate for any reason (e.g., slurring speech, difficulty finding word).
- A person may appear to be giving consent without the capacity to do so, in which case, the apparent consent is not effective.

If anyone has any doubt as to a partner's capacity to give consent, one would assume the partner is incapacitated. It is not an excuse that the Respondent was intoxicated and, therefore, did not realize the incapacity of the Complainant.

Intimidation: Implied threats or acts that cause an unreasonable fear of harm in another.

Investigation: An investigation is a formal review of all pertinent evidence related to an allegation of a violation of the College's Sex Nondiscrimination and Sexual Harassment Policy. In an investigation process, the Title IX Coordinator will appoint one or more investigators to gather facts about an alleged violation of the Policy, providing an initial

assessment of relevance, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

Investigator: The person or persons charged by Pacific Union College with gathering facts about an alleged violation of this Policy, providing an initial assessment of relevance, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

Mandated Reporter: An employee of Pacific Union College who is obligated by policy to share knowledge, notice, and/or reports of sex discrimination, sexual harassment, and/or retaliation with the Title IX Coordinator.³⁵

Notice: An employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

Official with Authority (OWA): An employee of the College explicitly vested with the responsibility to implement corrective measures for sex discrimination, sexual harassment, and/or retaliation on behalf of the College.

Parties: The Complainant(s) and Respondent(s), collectively.

Preponderance of Evidence: The greater weight of the evidence; a standard of proof by which the evidence provides credible truth that a policy violation is more probable to have been committed than not.

Process A: The Formal Grievance Process designated by the College to address conduct that falls within the policies of this document, and which complies with the requirements of 34 CFR Part 106.45.

Process B: The administrative resolution procedures detailed in §III.F.3(e) that apply only when Process A does not, as determined by the Title IX Coordinator.

Quid Pro Quo: Unwelcome solicitation of an individual's participation in sexual conduct by an employee of Pacific Union College as a condition for the provision of an aid, benefit, or service of the College.

Recipient: A postsecondary education program that is a recipient of federal funding. For the purposes of this policy, Pacific Union College.

Relevant Evidence: Evidence that tends to prove or disprove an issue in the complaint.

Remedies: Post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the College's educational program.

² Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination; or retaliation for engaging in a complaint or grievance process.

Resolution: The result of an informal or Formal Grievance Process.

Restorative Justice²: A cooperative resolution process which emphasizes repairing harm caused by a policy violation by requiring the Respondent to take accountability for their actions and responsibility for harm caused by their actions and rebuilding trust. The process includes five interconnecting elements engagement and four elements of amends:

Elements of Engagement

- **Meeting:** a time set aside for all parties to meet and engage with the process;
- **Narrative:** the parties tell their stories, describing what happened to them, how it affected them, and how they view the consequences of the action(s)/event(s)';
- **Emotion:** expressing and addressing emotions through narrative;
- **Understanding:** understanding is achieved through shared stories and emotions and creates a productive foundation for agreeing on a final resolution for repairing harm and restoring trust;
- **Agreement:** mutually crafted and agreed upon plan for making amends;

² The Little Book of Restorative Justice for Colleges and Universities, by David R. Karp;
<http://restorativejustice.org/restorativejustice/#sthash.kwqrKjtq.dpbs>.



Elements of Amends

- **Apology:** a written or verbal apology that includes acknowledgement, affect, and vulnerability;
- **Changed behavior:** plans to help the Respondent support behavioral change, such as change of environment, education, rewards for positive change, and accountability check-ups to monitor progress and provide positive reinforcement;
- **Generosity:** services performed by the Respondent (often unrelated to the Complainant) as evidence of a sincere apology—can be related to education;
- **Restitution:** direct service to the Complainant or other harmed persons or organizations.

Retaliation: Adverse action taken against a person participating in a protected activity because of their participation in that protected activity. A materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Sanction: A consequence imposed by the College on a Respondent who is found to have violated this policy.

Sexual Exploitation: A situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Discrimination, Discriminatory Harassment, or Sexual Harassment. Sexual Exploitation includes, but is not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed).
- Invasion of sexual privacy.
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography. Sharing pictures, video, or audio recording previously taken with consent for a partner's eyes only.
- Prostituting another person.
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection.
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that

person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity

- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity.
- Knowingly soliciting a minor for sexual activity.
- Engaging in sex trafficking
- Creation, possession, or dissemination of child pornography

Sexual Harassment: Sexual harassment is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.

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

Sexual Touching: Intentional contact with the breasts, groin, or genitals, mouth, buttocks, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.

Stalking: Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Student: An individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with the College.

Title IX Coordinator: The official designated by the Pacific Union College to ensure compliance with Title IX and the College's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator

for specific tasks.

Title IX Team: The Title IX Coordinator, the Deputy Coordinator, and any member of the Grievance Process Pool.

Witness: An individual who may provide relevant evidence, other than the parties in an investigation.

Pacific Union College Sex Nondiscrimination and Sexual Harassment Policy:
https://www.puc.edu/data/assets/pdf_file/0004/149800/Title-IX.pdf

Sexual Harassment

Pacific Union College (PUC) prohibits sex discrimination, sexual harassment, and/or retaliation subject to the exemptions listed above. Any attempt or threat to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, are also considered a violation of this policy.

Sexual harassment is a form of misconduct that undermines the integrity of the academic environment. It is the policy of Pacific Union College that sexual harassment is prohibited. All members of the Pacific Union College community, especially administrators, faculty, and other individuals who exercise supervisory authority, have an obligation to promote an environment that is free of sexual harassment. Sexual harassment is defined as:

Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of California regard sexual harassment as an unlawful discriminatory practice.

PUC has adopted the following definition of sexual harassment³, in order to address the special environment of an academic community.

Sexual Harassment

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex/gender or that is sexual that satisfies one or more of the following:

³ See 85 FR 30026 for further information regarding OCR's regulations regarding the definition of sexual harassment.

1. **Quid Pro Quo:**

- a. an employee of the College,
- b. conditions⁴ the provision of an aid, benefit, or service of the College,
- c. on an individual's participation in unwelcome sexual conduct.

2. **Sexual Harassment:**

- a. unwelcome⁵ conduct,
- b. determined by a reasonable person,
- c. to be so severe, and
- d. pervasive, and,
- e. objectively offensive,
- f. that it effectively denies a person equal access to the College's education program or activity⁶

3. **Sexual assault**, defined as:

a. Sex Offenses, Forcible:

- i. Any sexual act⁷ directed against another person⁸,
- ii. without the consent of the Complainant,
- iii. including instances in which the Complainant is incapable of giving consent.

b. Sex Offenses, Non-forcible:

i. Incest:

- 1) Non-forcible sexual intercourse,
- 2) between persons who are related to each other,
- 3) within the degrees wherein marriage is prohibited by California⁹ law.

ii. Statutory Rape:

- 1) Non-forcible sexual intercourse,
- 2) with a person who is under the statutory age of consent of 18.

⁴ Implicitly or explicitly

⁵ Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is below the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

⁶ The following sexual offenses may later be charged if a report of sexual assault is made to law enforcement: sexual battery, assault with intent to commit rape, rape (forcible, while prevented from resisting by intoxicating/controlled substance, unconscious or asleep, by threat to retaliate), unlawful sexual intercourse with person under 18, rape of a spouse, rape committed in concert with others, forcible sodomy, forcible oral copulation, foreign object penetration.

⁷ A "sexual act" is specifically defined by federal regulations to include one or more of the following:

Forcible Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the Complainant.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (nonconsensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. ⁸ Including, but not limited to, having another person touch sexually, forcibly, or without their consent, or other nonconsensual sexual activities such as non-consensual condom removal or tampering, commonly known as "stealthing."⁹ For more information regarding the California state definition for incest.

http://leginfo.ca.gov/faces/codes_displaySection.xhtml?sectionNum=285.&lawCode=PEN

4. Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic and/or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.

5. Domestic Violence, defined as:

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

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking¹¹, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.

¹¹ The California definition of stalking is "any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking," which is applicable to criminal prosecutions, but differs from the definition used on campus to address policy violations.

For the purposes of this definition—

1. Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Pacific Union College reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

Any complaints or inquiries regarding sexual harassment of a student by an administrator, faculty member, or staff member should be brought to the immediate attention of:

Title IX Coordinator (Tanya Healy) at 707-965-6226.

Pacific Union College will promptly respond to such information to determine appropriate steps for resolving the issue. If, for any reason, a student wishes to report or inquire regarding sexual harassment but feels it would not be appropriate to raise such



issues with Human Resources or Title IX, the student may inquire or complain to any OWA and/or mandatory reporter.

If it is established that the harassment policy has been violated, Pacific Union College will discipline the offender appropriately, which includes action from verbal and written warnings, up to the termination of employment.

California Definition of Domestic Violence and Dating Violence:

**CALIFORNIA FAMILY CODE
DIVISION 10. PREVENTION OF DOMESTIC VIOLENCE
Part 1. Short Title and Definitions**

Section 6203. For purposes of this act, "abuse" means any of the following:

- (a) Intentionally or recklessly to cause or attempt to cause bodily injury.
- (b) Sexual assault.
- (c) To place a person in reasonable apprehension of imminent serious bodily injury to that person or to another.
- (d) To engage in any behavior that has been or could be enjoined pursuant to Section 6320. *[Note: "Section 6320 behavior" includes "molesting, attacking, striking, stalking, threatening, sexually assaulting, battering, harassing, telephoning, including, but not limited to, making annoying telephone calls, destroying personal property, contacting, either directly or indirectly, by mail or otherwise, coming within a specified distance of, or disturbing the peace of the other party, and, in the discretion of the court, on a showing of good cause, of other named family or household members."]*

Section 6205. "Affinity," when applied to the marriage relation, signifies the connection existing in consequence of marriage between each of the married persons and the blood relatives of the other.

Section 6209. "Cohabitant" means a person who regularly resides in the household. "Former cohabitant" means a person who formerly regularly resided in the household.

Section 6210. "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement independent of financial considerations.

Section 6211. "Domestic violence" is abuse perpetrated against any of the following persons:

- (a) A spouse or former spouse.
- (b) A cohabitant or former cohabitant, as defined in Section 6209.
- (c) A person with whom the respondent is having or has had a dating or engagement relationship.
- (d) A person with whom the respondent has had a child . . .
- (e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected.
- (f) Any other person related by consanguinity or affinity within the second degree.

CALIFORNIA PENAL CODE
Part 1. Of Crimes and Punishments
Title 8. Of Crimes Against the Person
Chapter 9. Assault and Battery

Section 243. (a) A battery is punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. . . .

(d) When a battery is committed against any person and serious bodily injury is inflicted on the person, the battery is punishable by imprisonment in a county jail not exceeding one year or imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years.

(e)(1) When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship, the battery is punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail for a period of not more than one year, or by both that fine and imprisonment. If probation is granted, or the execution or imposition of the sentence is suspended, it shall be a condition thereof that the defendant participate in, for no less than one year, and successfully complete, a batterer's treatment program . . . , or if none is available, another appropriate counseling program designated by the court.

.
(f) As used in this section:

. . . .
(4) "Serious bodily injury" means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement

.
(10) "Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations.

. . . .

Part 1. Of Crimes and Punishments
Title 9. Of Crimes Against the Person Involving Sexual Assault, and Crimes Against Public Decency and Good Morals
Chapter 1. Rape, Abduction, Carnal Abuse of Children, and Seduction

Section 264.2. [243(e) (1) When a battery is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship]

(a) ... the law enforcement officer assigned to the case shall immediately provide the victim of the crime with the "Victims of Domestic Violence" card ...

[Note: "Victims of Domestic Violence" card shall include:

(i) The names and phone numbers of or local county hotlines for, or both the

phone numbers of and local county hotlines for, local shelters for battered women and rape victim counseling centers within the county, including those centers specified in Section 13837, and their 24-hour counseling service telephone numbers.

- (ii) (ii) A simple statement on the proper procedures for a victim to follow after a sexual assault.
- (iii) (iii) A statement that sexual assault by a person who is known to the victim, including sexual assault by a person who is the spouse of the victim, is a crime.
- (iv) (iv) A statement that domestic violence or assault by a person who is known to the victim, including domestic violence or assault by a person who is the spouse of the victim, is a crime.]

(b) (1) ... shall immediately notify the local rape victim counseling center, whenever a victim of an alleged [rape] is transported to a hospital for any medical evidentiary or physical examination. The victim shall have the right to have a sexual assault counselor . . . and a support person of the victim's choosing present at any medical evidentiary or physical examination.

(2) Prior to the commencement of any initial medical evidentiary or physical examination arising out of a sexual assault, a victim shall be notified orally or in writing by the medical provider that the victim has the right to have present a sexual assault counselor and at least one other support person of the victim's choosing.

(3) The hospital may verify with the law enforcement officer, or his or her agency, whether the local rape victim counseling center has been notified, upon the approval of the victim.

(4) A support person may be excluded from a medical evidentiary or physical examination if the law enforcement officer or medical provider determines that the presence of that individual would be detrimental to the purpose of the examination.



Part 1. Of Crimes and Punishments

Title 9. Of Crimes Against the Person Involving Sexual Assault, and Crimes Against Public Decency and Good Morals

Chapter 2. Abandonment and Neglect of Children

Section 273.5

- (a) Any person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision
- (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000) or by both that fine and imprisonment.
- (b) Subdivision (a) shall apply if the victim is or was one or more of the following:
- (1) The offender's spouse or former spouse.
 - (2) The offender's cohabitant or former cohabitant.
 - (3) The offender's fiancé or fiancée, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243 ["Dating relationship" means frequent, intimate associations primarily characterized by the expectation of affectional or sexual involvement independent of financial considerations].
 - (4) The mother or father of the offender's child.
- (c) Holding oneself out to be the husband or wife of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section.
- (d) As used in this section, "traumatic condition" means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, "strangulation" and "suffocation" include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.
- (e) For the purpose of this section, a person shall be considered the father or mother of another person's child if the alleged male parent is presumed the natural father under Sections 7611 and 7612 of the Family Code.
- (f)(1) Any person convicted of violating this section for acts occurring within seven years of a previous conviction under subdivision (a), or subdivision (d) of Section 243 [battery resulting in serious bodily injury], or Section 243.4 [sexual battery], 244 [using vitriol, corrosive, acid, flammable substance, or caustic chemicals with intent to injure or disfigure another person], 244.5 [committing an assault with a stun gun or less lethal weapon], or 245 [committing an assault with a firearm or other deadly weapon], shall be punished by imprisonment in a county jail for not more than one year, or by imprisonment in the state prison for two, four, or five years, or by both imprisonment and a fine of up to ten thousand dollars (\$10,000).
- (2) Any person convicted of a violation of this section for acts occurring within seven years of a previous conviction under subdivision (e) of Section 243 shall be punished by imprisonment in the state prison for two, three, or four years, or

in a county jail for not more than one year, or by a fine of up to ten thousand dollars (\$10,000), or by both that imprisonment and fine.

.....
PART 4.

PREVENTION OF CRIMES AND APPREHENSION OF CRIMINALS

Title 5. Law Enforcement Response to Domestic Violence

Chapter 1. General Provisions

Section 13700. As used in this title:

(a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

(b) "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship. For purposes of this subdivision, "cohabitant" means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to,

- (1) sexual relations between the parties while sharing the same living quarters,
- (2) sharing of income or expenses,
- (3) joint use or ownership of property,
- (4) whether the parties hold themselves out as husband and wife,
- (5) the continuity of the relationship, and
- (6) the length of the relationship.

(c) "Officer" means any officer or employee of a local police department or sheriff's office, and any peace officer of the Department of the California Highway Patrol, the Department of Parks and Recreation, the University of California Police Department, or the California State University and College Police Departments, as defined in Section 830.2, a peace officer of the Department of General Services of the City of Los Angeles, as defined in subdivision (c) of Section 830.31, a housing authority patrol officer, as defined in subdivision (d) of Section 830.31, or a peace officer as defined in subdivisions (a) and (b) of Section 830.32. (d) "Victim" means a person who is a victim of domestic violence.

Title 2. Sentence Enhancements

Section 12022.7

.....
(e) Any person who personally inflicts great bodily injury under circumstances involving domestic violence in the commission of a felony or attempted felony shall be punished by an additional and consecutive term of imprisonment in the state prison for three, four, or five years. As used in this subdivision, "domestic violence" has the meaning provided in subdivision

(b) of Section 13700.

(f) As used in this section, "great bodily injury" means a significant or substantial physical injury.

.....

California Definition of Stalking:

PENAL CODE - PEN

PART 1. OF CRIMES AND PUNISHMENTS [25 - 680.4]

TITLE 15. MISCELLANEOUS CRIMES [626 - 653.75]

CHAPTER 2. Of Other and Miscellaneous Offenses [639 - 653.2]

Section 646.9.

- a. Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.
- b. Any person who violates subdivision (a) when there is a temporary restraining order, injunction, or any other court order in effect prohibiting the behavior described in subdivision (a) against the same party, shall be punished by imprisonment in the state prison for two, three, or four years.
- c. (1) Every person who, after having been convicted of a felony under Section 273.5, 273.6, or 422, commits a violation of subdivision (a) shall be punished by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison for two, three, or five years.
- b) (2) Every person who, after having been convicted of a felony under subdivision (a), commits a violation of this section shall be punished by imprisonment in the state prison for two, three, or five years.
 - a. In addition to the penalties provided in this section, the sentencing court may order a person convicted of a felony under this section to register as a sex offender pursuant to Section 290.006.
 - b. For the purposes of this section, "harasses" means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose.
 - c. For the purposes of this section, "course of conduct" means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."
 - d. For the purposes of this section, "credible threat" means a verbal or written threat, including that performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, made with the intent to place the person that is the target of the threat in reasonable fear for his or her safety or the safety of his or her family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for his

or her safety or the safety of his or her family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.”

- e. For purposes of this section, the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.
 - f. This section shall not apply to conduct that occurs during labor picketing.
 - g. If probation is granted, or the execution or imposition of a sentence is suspended, for any person convicted under this section, it shall be a condition of probation that the person participate in counseling, as designated by the court. However, the court, upon a showing of good cause, may find that the counseling requirement shall not be imposed.
 - h. (1) The sentencing court also shall consider issuing an order restraining the defendant from any contact with the victim that may be valid for up to 10 years, as determined by the court. It is the intent of the Legislature that the length of any restraining order be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim and his or her immediate family.
- c) (2) This protective order may be issued by the court whether the defendant is sentenced to state prison, county jail, or if imposition of sentence is suspended and the defendant is placed on probation.
- a. For purposes of this section, “immediate family” means any spouse, parent, child, any person related by consanguinity or affinity within the second degree, or any other person who regularly resides in the household, or who, within the prior six months, regularly resided in the household.



- b. The court shall consider whether the defendant would benefit from treatment pursuant to Section 2684. If it is determined to be appropriate, the court shall recommend that the Department of Corrections and Rehabilitation make a certification as provided in Section 2684. Upon the certification, the defendant shall be evaluated and transferred to the appropriate hospital for treatment pursuant to Section 2684.

Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, Pacific Union College is providing a link to the California State Sex Offender Registry.

All sex offenders are required to register in the state of California and to provide notice of each institution of higher education in California at which the person is employed, carries out a vocation, or is a student. <https://www.meganslaw.ca.gov/>

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to Pacific Union College Public Safety no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in Pacific Union College

Such notification may be disseminated by Pacific Union College to, and for the safety and well-being of, the Pacific Union College community, and may be considered by Pacific Union College for enrollment and discipline purposes.

CAMPUS PROCEDURES FOR ADDRESSING SEX OR GENDER-BASED DISCRIMINATION, HARASSMENT, AND VIOLENCE

Supportive Measures

Procedurally, when Pacific Union College receives a report of sex or gender-based discrimination, harassment, or violence, the campus Title IX Coordinator is notified. If the Complainant wishes to access local community agencies and/or law enforcement for support, the Pacific Union College can assist the Complainant in making these contacts.

The Title IX Coordinator will offer assistance to Complainants in the form of supportive measures such as opportunities for academic adjustments; changes in on-campus housing assignment; visa and immigration assistance; changes in working situations; and other assistance as may be appropriate and available on campus or in the community (such as no contact orders, campus safety escorts, transportation assistance, targeted interventions, etc.).

The Title IX Coordinator can connect the Complainant with a counselor on- or off-campus **as** well as an on- or off-campus victim advocate. No Complainant is required to

take advantage of these services and resources, but Pacific Union College provides them in the hopes of offering help and support. Similar supports can be made available to Respondents, upon request.

Protection Orders

Pacific Union College does not issue orders of protection. Orders of protection, restraining orders, injunctions, or similar lawful orders may be obtained through the court system and can be enforced by the Napa County Sheriff's Department. Individuals who have obtained a protection order are encouraged to provide a copy to the Pacific Union College Department of Public Safety and the Napa County Sheriff's Department as soon as possible following the issuance to ensure full enforcement.

Although Pacific Union College does not issue orders of protection, individuals may request that Pacific Union College issue an administrative directive for a no contact and/or a no trespass notice/persona non grata notice. Upon request, a determination will be made by Pacific Union College whether to issue an administrative directive for a no contact and/or a no trespass notice/persona non grata notice.

For information regarding how to obtain a protection order, contact Pacific Union College Title IX or Human Resources.

Process Rights

A summary of rights, options, supports, and procedures, in the form of this document, is provided to all Complainants, whether they are students, employees, guests, or visitors.

When appropriate upon receipt of notice and/or a formal complaint, the Title IX Coordinator will initiate a prompt, fair, and impartial process, commencing with an investigation, which may lead to the imposition of sanctions for a Respondent based upon a preponderance of evidence what is more likely than not.

Procedures detailing the investigation and resolution processes of Pacific Union College can be found online here: https://www.puc.edu/_data/assets/pdf_file/0004/149800/Title-IX.pdf

The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, Pacific Union College acts to reasonably prevent its recurrence, and the effects on the Complainant and the community are remedied.

All parties are entitled to a process which:

- Is prompt, fair, and impartial from initial investigation to final result, including being:
 - Completed within reasonably prompt timeframes, including allowing for the extension of timeframes for good cause with written notice to the parties of the delay and the reason for the delay;
 - Conducted in a manner that is consistent with the institution's policies and

- transparent to the parties;
 - Given timely notice of meetings at which the parties (one or all) may be present;
 - Given timely provision to the parties and any appropriate officials of equal access to any information that will be used during informal and formal disciplinary meetings and hearings; and is
 - Conducted by officials who do not have a conflict of interest or bias for or against the any of the parties
- Is conducted by administrators who, at minimum, receive annual training on:
 - Issues related to dating violence, domestic violence, sexual assault, and stalking; and
 - How to conduct an investigation and hearing process the protects the safety of the parties and promotes accountability
- Allows all parties the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Does not limit the choice of advisor or presence for any party in any meeting or institutional disciplinary proceeding; however, the institution may establish regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to all parties
- Provides for simultaneous written notification to all parties of:
 - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
 - The institution's procedures for the parties to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
 - Any change to the result; and
 - When such results become final
- Prohibits retaliation

PACIFIC UNION COLLEGE INSTITUTION-SPECIFIC PROCESS RIGHTS:

THE RIGHTS OF THE PARTIES

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.

- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by College officials.
- The right to have College policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by College officials from reporting sex discrimination, sexual harassment and/or retaliation to both on-campus and off-campus authorities.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by College law enforcement and/or other College officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a College-implemented no-contact directive (or other communication limiting directives) or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of sex discrimination, sexual harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing to a different on-campus location;



- Assistance from PUC support staff in completing the relocation;
- Changing an employee's work environment (e.g., reporting structure, office/workspace relocation);
- Transportation accommodations;
- Visa/immigration assistance;
- Arranging to dissolve a housing contract and a pro-rated refund; ○ Exam, paper, and/or assignment rescheduling or adjustment;
- Receiving an incomplete in, or a withdrawal from, a class (may be retroactive); ○ Transferring class sections;
- Temporary withdrawal/leave of absence (may be retroactive);
- Campus safety escorts;
- Alternative course completion options.
- The right to have the College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the College's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received relevant annual training.
- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.

- The right to petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
 - The right to have an Advisor of their choice, who may, but is not required to be, an attorney to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
 - The right to have an Advisor who will question the other party and witnesses on their behalf when participating in Process A formal grievance proceedings.
 - The right to have the College make reasonable efforts to secure the participation of student, faculty, and staff witnesses.
 - The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
 - The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
 - The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
 - The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
 - The right to be informed in writing of when a decision by the College is considered final and any changes to the sanction(s) that occur before the decision is finalized.
 - The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.
 - The right to a fundamentally fair resolution as defined in these procedures.
- https://www.puc.edu/data/assets/pdf_file/0004/149800/Title-IX.pdf

Process Outcomes

For offenses including sex or gender-based discrimination, harassment, and violence, which typically include the crimes of domestic violence, dating violence, sexual assault, and stalking, sanctions range from warning to expulsion.

Serious and violent incidents and acts of sexual assault usually result in suspension, expulsion, or termination of employment.

Knowingly providing false or misleading information to investigators can result in additional consequences under the Code of Student Conduct found in the Pacific Union College Student Handbook, found here:

https://www.puc.edu/data/assets/pdf_file/0019/13474/PUC-Stdnt-Hndbk.pdf

Training

The Coordinator is also responsible for assuring that training is conducted annually for all institution-provided advisors, investigators, decision-makers, and appeal decision-

makers involved in the resolution of formal complaints through a process which ensures the safety of all parties and promotes accountability.

Training will focus on sexual assault, domestic violence, dating violence, stalking, sexual harassment, retaliation, and other behaviors that can be forms of sex or gender-based discrimination, harassment, or violence covered by Title IX and Clery Act.

Recordkeeping and Privacy

Pacific Union College records of investigations and resolutions are maintained in privacy in accordance with the institution's record retention policy for a minimum of seven years. Information is shared internally between administrators who need to know in order to complete their job duties.

When information must be shared to permit the investigation to move forward, the parties will be informed. Privacy of the records specific to the investigation is maintained in accordance with California law and the federal FERPA statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of Complainant or information that could easily lead to a Complainant's identification.

Additionally, Pacific Union College maintains privacy in relation to any supportive measures afforded to a Complainant, except to the extent necessary to provide the supportive measures. Typically, if faculty members or administrators are asked to provide supportive measures for a specific student, they are told that such measures are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is.

Irrespective of state law or public records access provisions, information about Complainants is maintained privately in accordance with Title IX and FERPA.

In any complaint of sex or gender-based discrimination, harassment, or violence covered under Title IX and/or the Clery Act, the Complainant and Respondent are entitled to the same opportunities for a support person of their choice throughout and to fully participate in the process, including any meeting,



conference, hearing, appeal, or other procedural action.

The role of Advisors is described in detail here <https://www.puc.edu/campus-services/title-ix>. The parties will receive written notification of the allegations as well as any hearing outcome; they will also be afforded opportunities to review and respond to the investigation report before it is finalized and again before a hearing.

Delivery of written notifications to the parties will occur simultaneously (without undue delay between notifications). All parties will be informed of Pacific Union College processes, and their rights to exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final.

Retaliation

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators.

Pacific Union College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the campus Title IX Coordinator Tanya Healy and/or to officials of the U.S. Department of Education.

CRIME DEFINITIONS UNDER THE CLERY ACT

DEFINITIONS

PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING:

Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

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

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

AWARENESS PROGRAMS: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

BYSTANDER INTERVENTION: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking;

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

ONGOING PREVENTION AND AWARENESS CAMPAIGNS: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

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

RISK REDUCTION: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

PROMPT, FAIR, AND IMPARTIAL PROCEEDING: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

ADVISOR: Any individual who provides the accuser or accused support, guidance, or advice.

PROCEEDING: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings.

Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

RESULT: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.
he result must include any sanctions imposed by the institution.

UNFOUNDED CRIMES: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section.



DEFINITIONS OF GEOGRAPHY:

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

CLERY DEFINITIONS OF REPORTABLE CRIMES:

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.

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 of great bodily harm.

Arrest and Referrals for Disciplinary Action: Under the Clery Act, institutions must also report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

Burglary: The unlawful entry of a structure to commit a felony or a theft

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle.

Murder/Manslaughter: The killing of another person through gross negligence.

Robbery: Taking or attempting to take anything of value from the care, custody, or control of another person or persons by force or threat of force or violence and/or by putting the victim in fear

Sexual Assault: An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's UCR program.

Sex Offenses, Forcible – Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

- **Forcible Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Sexual Assault with An Object:** To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sex Offenses, Nonforcible – Nonforcible sexual intercourse.

- **Incest** – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by California law.
- **Statutory Rape** – Nonforcible sexual intercourse with a person who is under the statutory age of consent 18 years in the state of California.

DATING VIOLENCE, defined as: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant.

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

DOMESTIC VIOLENCE, defined as: a felony or misdemeanor crime of violence committed –

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

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

STALKING, defined as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition –

- Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person* means a reasonable person under similar circumstances and with similar identities to the Complainant.
- Substantial emotional distress* means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
- Any incident meeting this definition is considered a crime for the purpose of Clery Act reporting

Hate crimes – Includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes:

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing. (Ex. pickpocketing, shoplifting, thefts of bicycles.)

Simple Assault is 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. Include all assaults that do not involve the use of a firearm, knife, cutting instrument or other dangerous weapon, and in which the victim did not sustain serious or aggravated injuries.

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. A person is assumed to be placed in “reasonable fear” if he or she reports threatening words or other conduct to law enforcement personnel. To be the victim of Intimidation, one doesn’t have to be the intended target of the offender.

Destruction/Damage/Vandalism of Property (except arson) is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. (Ex. drawing obscene pictures on restroom walls, defacing library books.)

EIGHT BIAS CATEGORIES OF PREJUDICE:

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of



ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender nonconforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals

STATISTICAL REPORTING UNDER THE CLERY ACT

Reporting of statistics under the Clery Act uses federal offense definitions that allow comparability across campuses/locations, regardless of the state/location in which the campus is located. These definitions are as follows:

	2017					2018					2019				
	On-campus Property		Public Property	Noncampus Property	Unfounded Crimes	On-campus Property		Public Property	Noncampus Property	Unfounded Crimes	On-campus Property		Public Property	Noncampus Property	Unfounded Crimes
	On-campus Residence	Total On-campus				On-campus Residence	Total On-campus				On-campus Residence	Total On-campus			
OFFENSES															
Murder/non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	4	5	0	0	0	0	0	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	1	0	0	3	0	1	1	0	0	0
Stalking	0	0	0	0	0	1	0	0	0	0	1	1	0	0	0
ARRESTS															
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
REFERRALS															
Alcohol	0	0	0	0	0	8	0	0	0	0	0	9	0	0	0
Drugs	0	0	0	0	0	0	20	0	0	0	0	7	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

3.6 Harassment, Discrimination, and Retaliation Policy

The College is committed to providing an educational and employment environment where individuals with diverse backgrounds and experiences can work to advance the institution's mission free from unlawful harassment, discrimination, and retaliation. To accomplish this goal, it is essential for all people to be treated with dignity, decency, and respect. Therefore the College will not tolerate harassment or unlawful discrimination based on race, religion, color, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity and gender expression, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, military and veteran status, or any other basis protected classification under federal, state, or local law (hereinafter referred to as protected class or classification). Through the enforcement of this policy and by educating employees, the College seeks to prevent, correct, and discipline behavior that violates this policy. In addition, the College will not tolerate retaliation against an employee engaging in a lawfully protected activity, such as participating in the grievance process or opposing conduct that constitutes a policy violation.

PUC's policy on the prevention of harassment, discrimination, and retaliation, applies to the behavior and activities of all campus community members; including students, faculty, staff, administrators, trustees, volunteers, guests, vendors, consultants, or any person who provides services to PUC, whether on or off campus. Such activities include, but are not limited to, classes, seminars, meetings, events, and study abroad programs. All individuals are expected to comply with the provisions of this policy, including taking appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy based on the seriousness of the offense, up to and including termination. Allegations of harassment, discrimination, and retaliation, except on the basis of sex as covered in the College's Title IX policy, shall be administered by the College's Human Resources Department.

Allegations of harassment, discrimination, and retaliation on the basis of sex fall under the College's Title IX: Sex Nondiscrimination and Sexual Harassment Policy, and shall be administered by the College's Title IX office. This policy also contains the complaint resolution process for all PUC campus community members. The process may vary depending on who is involved, the type of conduct, and the severity of the conduct and/or consequences. Sanctions for violating the policy by a non-student may be governed by another college policy, depending on the role of the person who violated the policy.

The free exercise of religion, guaranteed by the United States Constitution, includes the right to establish and maintain religious educational institutions. The College is a religious nonprofit, owned and operated by the Seventh-day Adventist Church as an

integral part of the Church's teaching ministry. Federal and state law recognize the right of the College as a religious institution to give preference in employment of faculty and staff and admissions of students to members of the church which sponsors the institution.

Furthermore, nothing in this policy or in third-party training programs or materials shall constitute, or be interpreted as, a waiver of any right, privilege, or exemption the College possesses as a nonprofit religious corporation under the U.S. Constitution, the California Constitution, or any other federal, state, or local law. The College continues to reserve all such rights, privileges, and exemptions.

For more information on Harassment, Discrimination, and Retaliation, please contact PUC's Human Resources Department or Title IX Office.

3.6.1 Nondiscrimination Policy

Pacific Union College (PUC) believes that all people are created in the image of God, and therefore should be treated with dignity and respect. PUC highly values its diverse campus community, as it is representative of cultures around the world. In keeping with that belief, PUC does not unlawfully discriminate on the basis of race, religion, color, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity and gender expression, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, military and veteran status, or any other basis protected classification under federal, state, or local law in administration of its educational policies, admissions, financial aid, employment, educational programs, or activities.

Discrimination for purposes of this policy is an unlawful prejudicial and/or harmful action taken against a person on the basis of a protected classification. The College is committed to complying with all applicable laws providing equal employment



opportunities. It is a violation of the College's nondiscrimination policy to unlawfully discriminate on the terms of employment, such as the provision of employment opportunities, benefits, or privileges; creating discriminatory work conditions; or using discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, a person's protected class. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

As stated in Section 3.6, PUC is a religious nonprofit institution that exercises its right to give preference in employment of faculty and staff and admissions of students to members of the church which sponsors the institution. While PUC opposes harassment, discrimination, and retaliation as stated in this policy, it does not waive any exemptions afforded to religious non-profit corporations under the U.S. Constitution, the California Constitution, or any other federal, state, or local law.

3.6.2 Harassment

The College prohibits conduct that is disrespectful, unprofessional, or harassment based on the above-mentioned protected classes. Actions, words involving slurs, and other verbal or physical conduct relating to an individual's protected characteristic may constitute harassment when such conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment,
- b. Has the purpose or effect of unreasonably interfering with another's work performance, or
- c. Otherwise adversely affects an individual's employment opportunities.



Employees, students, visitors, volunteers, guests, others providing services to the College, and any other persons are prohibited from engaging in such actions, which are intolerable, may be illegal, and will result in appropriate discipline, up to and including dismissal. If such action persists or if the person feeling harassed is uncomfortable in confronting the offender, the complaint procedure outlined below should be followed.

3.6.3 Title IX: Sex Nondiscrimination and Sexual Harassment Policy

The College is committed to providing a respectful learning, living, and working environment that is free of sexual harassment, retaliation, and unlawful sex discrimination. Acts of sexual harassment and unlawful sex discrimination, regardless of the length of the relationship or gender of the individuals, are inconsistent with this commitment, strictly prohibited, and intolerable.

The Title IX Office is tasked with administering the College's Sex Nondiscrimination and Sexual Harassment policy in a fair and equitable manner, as well as addressing the College's responsibilities regarding Title IX and the Violence Against Women Reauthorization Act (VAWA) of 2013; Sec 304.

The College is part of the Seventh-day Adventist system of higher education, a religious institution of higher education. The College is exempted by the state of California Education Code 66270, to the extent the application of Education Code 66270 is not consistent with the institution's religious tenets. Furthermore, the College is exempt from Title IX to the extent the application of Title IX is not consistent with the institution's religious tenets.

For more information on Sex Nondiscrimination and Sexual Harassment Policy, please refer to PUC's website under Title IX.

3.6.3.1 Sex Nondiscrimination Policy

The College adheres to all federal and state civil rights laws prohibiting discrimination, subject to exemptions previously listed in Section 3.6 based on sex or gender in private institutions of higher learning. The Title IX policy covers nondiscrimination on the basis of sex in both employment and access to educational opportunities. Therefore, any member of the College community whose acts unlawfully deny, deprive, or limit the educational or employment and/or social access, benefits, and/or opportunities of any member of the College community, guest, or visitor on the basis of that person's actual or perceived sex or gender is in violation of this policy.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process described in the College's Title IX: Sex Nondiscrimination and Sexual Harassment Policy.

3.6.3.2 Sexual Harassment Policy

The College does not tolerate harassment of any employee, student, visitor, or guest. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

The College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a “hostile environment.” A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual’s educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive. The College reserves the right to address offensive conduct and/or harassment that does not rise to the level of creating a hostile environment.

For more information on Sex Nondiscrimination and Sexual Harassment Policy, please refer to PUC’s website under Title IX.

3.6.4 Retaliation

PUC is committed to providing a working environment that is free from retaliation for an employee engaging in a lawfully protected activity. No hardship, loss, benefit, or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment
- Participating in the grievance process of a complaint
- Supporting a Complainant or Respondent
- Assisting in providing information relevant to an investigation
- Acting in good faith to oppose conduct that constitutes a policy violation

Acts of alleged retaliation should be reported immediately to the Title IX office, if the protected activity involves “sex”, or to Human Resources for any other protected class or activity. The College shall take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual’s employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

3.6.5 Harassment, Discrimination, and Retaliation Grievance Process

A. Initial Action

Anyone who feels that another person is harassing him or her, or acting in an unlawfully discriminatory manner (hereinafter “offending behavior”), should request without delay that the offending behavior be stopped. If the action perceived as offensive was indeed unintentional or innocent, simply drawing the offender’s attention to it could resolve the problem. If the offending behavior persists, if the person is uncomfortable in confronting the offender, or if the offending behavior is sufficiently serious, he or she should follow the complaint procedure outlined below.

B. Complaint Procedure

Employees who believe that they have been subject to offending behavior by supervisors, fellow employees, clients, students, or non-employees (also referred to as complainant) should immediately follow this complaint procedure:



- a. Report the offense immediately (within 24 hours, if possible) to facilitate prompt follow-up and any necessary investigation.
- b. Report to the department director, the Human Resources Director, or the immediate supervisor of the person the complainant feels has engaged in offending behavior.
- c. Submit the complaint orally or in writing. (Oral complaints must be written and signed by the complainant before a formal investigation begins). Also, written complaints may be submitted anonymously, by completing the report violation form under the Discrimination Policy link on PUC’s website.

C. Investigation Process

The Human Resources Director will confer with all

involved persons attempting to determine with appropriate objectivity whether offending behavior did occur, and utilize the following process:

- a. If the facts presented appear to justify further investigation or action, the Human Resources Director will appoint a three-member investigative team of persons appropriate to the type of offending behavior. The team will obtain written statements and will seek to define and remedy the problem.
- b. If the investigating team determines that the complaint of offending behavior is substantiated, immediate and appropriate disciplinary action will be taken. Depending on the severity of the offending behavior, the discipline may include, but not limited to, a written warning to the offender (with a copy to his or her personnel file) to relocation, suspension, or termination of employment. The offender may respond in writing to any written warning or discipline. That written response will be placed in the offender's personnel file.
- c. The Human Resources Director (or designee) will then explain to the complainant what type of action has been taken.

D. Confidentiality

During the sequence of complaint, investigation, and (if necessary) disciplinary action, personnel responsible for investigating an alleged incident of offending behavior will do their work as expeditiously as care and thoroughness will allow, and as confidentially and as objectively as possible. Because of the sensitive nature of allegations of offending behavior, both those interviewed and those on the investigating team will be instructed to respect the rights of privacy of all participants by refraining from divulging information to third parties except as required by law. They will also be asked and expected to refrain from any retaliatory behavior.

E. Supervisor's Reporting Responsibility

All supervising employees of the College who are aware of incidents of offending behavior in the workplace are responsible for reporting such incidents to the Human Resources Director (or



designee), President, Vice-President, supervisor, department chair or director, or another official for investigation.

F. False Allegations

Unfounded allegations of offending behavior can irreparably damage one's reputation and can limit an employee's ability to perform his or her duties. Therefore, though the College encourages individuals to report incidents of offending behavior that they sincerely perceive, any employee who maliciously brings false allegations of offending behavior will be subject to disciplinary action, which may include, but not limited to, a written warning (a copy of which is placed in the employee's personnel file) to relocation, suspension, or termination of employment.

3.6.6 Harassment Prevention Training

As a California employer with five or more employees, the College requires two hours of sexual harassment, abusive conduct, and harassment based on gender prevention training for all supervisors, and one hour for all nonsupervisory employees, within six months of hire or promotion, and every two years thereafter. This training helps to identify and eliminate workplace harassment and unlawful discrimination based on protected characteristics. This training helps employees to understand the law and respond to misconduct appropriately. The training is designed to help employees



address inappropriate behavior before it creates a hostile work environment by giving employees the skills necessary to recognize and address abusive behavior and other misconduct that may lead to workplace bullying or hostility, reducing productivity and creativity.

DISTRIBUTION OF THE ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT

The Department of Public Safety prepares an Annual disclosure of Crime Statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Pacific Union College **Annual Security Report** and **Annual Fire Safety Report** is available online at www.puc.edu/publicsafety

Access to the site is also possible via the PUC home page at www.puc.edu

The purpose of the **Daily Crime Log** is to record all criminal incidents and alleged criminal incidents that are reported to the Pacific Union College Department of Public Safety.

The log is designed to disclose crime information on a timelier bases than the annual statistical disclosures. A crime is entered into the log within two business days of when it is reported to Public Safety. This includes crimes that are reported directly to Public Safety, as well as crimes that are initially reported to any other law enforcement agency who then reports them to PUC's Public Safety.

The **Daily Crime Log** and **Fire Log** may be accessed at the Pacific Union College Department of Public Safety, 180 College Ave, Angwin CA.



The **Annual Security Report** is prepared in cooperation with the local law enforcement agencies surrounding the main campus as well as law enforcement and fire agencies where officially approved PUC class, club and sports overnight and away stays have occurred within their jurisdiction. Student Life, the Judicial Committee, and the housing Department each provide updated information on their educational effort and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the PUC Public Safety Department, designated campus officials (including, but not limited to, directors, deans, department heads, judicial committee, advisors to students/student organizations, athletic coaches), and law

enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses.

California law (11160 of the California Penal Code) requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Health Services) when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or as a result of assault or abusive conduct.

Additionally, the Career and Counseling Center staff informs their clients of the procedures to report crime to the Department of Public Safety on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notifications with their paycheck.

Copies of the report may also be obtained at the Department of Public Safety office located at 180 College Avenue (across from Chan Shun Hall) or by calling 707-965-6551.

All prospective employees may obtain a copy from Human Resources in the Financial Administration building or by calling 707-965-6231 and the web site address will be attached to PUC employment applications.



Pacific Union College On-Campus Resources

Office	Phone	Website
Public Safety	707-965-6551	https://www.puc.edu/v/campus-services/public-safety/home
Title IX Office	707-965-6226	https://www.puc.edu/campus-services/title-ix
Campus Housing	see website	https://www.puc.edu/v/campus-services/campus-housing/home
Chaplin - Fabio Maia	707-965-7120	https://www.puc.edu/life-at-puc/missions-chaplain-services
Chaplin - Kent Rufo	707-965-7191	https://www.puc.edu/life-at-puc/missions-chaplain-services
Counseling Center	707-965-7080	https://www.puc.edu/v/campus-services/counseling-center/home
Disabilities Support Center	707-965-7688	https://www.puc.edu/v/campus-services/counseling-center/disabilities-support-services
Facilities Management	707-965-7150	https://www.puc.edu/v/campus-services/facilities-management/home
Health Services	707-965-6339	https://www.puc.edu/v/campus-services/health-services/home
Student Life	707-965-7362	https://www.puc.edu/v/campus-services/student-life/home
Student Services	707-965-7362	https://www.puc.edu/v/campus-services/student-life/home

Pacific Union College - Off Campus Resources

Office	Phone	Website
EMERGENCY SERVICE		
Fire/Ambulance/Sheriff	911	
CHP	911	
Napa County Sheriff	707-253-4509	https://www.countyofnapa.org/1292/Sheriff
CHP - Non-emergency	707-253-4906	https://www.chp.ca.gov/find-an-office/golden-gate-division/offices/(325)-napa
Angwin Fire - Non-emergency	707-965-2468	https://www.angwinfire.com/
SUBSTANCE ABUSE SUPPORT		
AlAnon/Alateen	707-575-6760	https://sonapal-anon.org/
Alcoholic Anonymous	707-500-7001	https://www.aanapa.org/
Narcotics Anonymous	866-642-3848	http://www.napasolanona.org/
Napa County Alcohol and Drug Program	707-258-4063	https://www.countyofnapa.org/160/Alcohol-Drug-Services
SAMHSA	800-662-4357	https://www.samhsa.gov/find-help/national-helpline
AREA EMERGENCY ROOMS		
St Helena Hospital	707-963-6425	https://www.adventisthealth.org/st-helena/
Queen of the Valley	707-257-4038	https://www.thequeen.org/
Kaiser Permanente	707-393-4044	https://thrive.kaiserpermanente.org/care-near-you/northern-california/napasolano/
SUICIDE PREVENTION		
Napa County Suicide Prevention Counsel	707-253-4711	https://www.countyofnapa.org/2367/Suicide-Prevention-Council
National Suicide Prevention Hotline	800-273-8255	https://suicidepreventionlifeline.org/
The Trevor Project	866-488-7386	https://www.thetrevorproject.org/get-help-now/
NOPCAS - National Organization for People of Color Against Suicide	800-273-8255	http://nopcas.org/

Pacific Union College Off-Campus Resources

Office	Phone	Website
DATING VIOLENCE		
National Teen Dating Abuse	866-331-9474	https://bit.ly/3nHhAbv
RAINN - Rape, Abuse, & Incest National Network Hotline	800-656-4673	https://www.rainn.org/safety-prevention
Break the Cycle	On-Line	http://www.breakthecycle.org/
DOMESTIC VIOLENCE		
Napa NEWS - Domestic Violence & Sexual Abuse Helpline	707-255-6397	https://www.napanews.org/
Napa NEWS - Outside of Napa County	800-799-7233	https://www.napanews.org/
National Domestic Violence Hotline	800-799-7233	https://www.thehotline.org/
1in6 - National Helpline for Men who Were Sexually Abused or Assaulted	On-Line	https://1in6.org/helpline/
Department of Defense Self Helpline	877-995-5247 & on-line chat	https://www.safehelpline.org/
Love is Respect	866-311-9474	https://www.loveisrespect.org/
National Sexual Assault Hotline	800-656-4673	https://www.rainn.org/about-national-sexual-assault-telephone-hotline
The Network la Red	800-832-1901	http://www.tnlr.org/en/24-hour-hotline/
CYBER STALKING AND CYBER CRIMES		
National Center for Victims of Crime	202-467-8700	https://victimsofcrime.org/stalking-resource-center/
Fraud Support - Cyberstalking	On-Line	https://bit.ly/35G5tFe
SUPPORT LINES		
Trans Lifeline	877-565-8860	https://translifeline.org/
Depression Bipolar Support Alliance	707-738-2195	http://napabipolardepression.com/
LEGAL ASSISTANCE		
Napa County Victim/Witness Assistance Program	707-299-1414	https://bit.ly/38REfgY
Napa NEWS	707-252-8866	https://www.napanews.org/

Pacific Union College Annual Fire Safety Report For 2019 Calendar Year



Department of
Public Safety
2020

HIGHER EDUCATION OPPORTUNITY ACT

INTRODUCTION - Fire Safety is an essential tool in protecting a campus community from injuries, deaths, business interruption, and property damage resulting from fires and related perils. Fire Safety includes education, training, and policies designed to ensure all students, staff and faculty of these institutions are aware of and understand the elements that help to ensure the safety of all.

In an effort to standardize the information that an institution publishes in regards to their own fire safety, the Department of Education developed a new law called Higher Education Opportunity Act (HEOA). HEOA is intended to ensure a reasonable and consistent notification of fire related incidents on Pacific Union College administered housing units.

OVERVIEW - In August of 2008, the Department of Education passed a law (Public Law 110-315) stating that all Title IV eligible institutions that participate in any Title IV program and that maintain on-campus student housing facilities publish an annual fire safety report, maintain a fire log, and report fire statistics to the Secretary of Education. Starting October 2010, the report must be publicly disclosed.

PACIFIC UNION COLLEGE

Annual Fire Safety Report For 2019 Calendar Year

For further information, questions or comments, contact:

Department of Public Safety

One Angwin Ave

Angwin, CA 94508

707-965-6551 Business: Use 911 for Emergencies

We are located at:

180 College Avenue

Angwin, CA 94508

On campus across the street from Chan Shun Hall

For an online copy of this report go to:

www.puc.edu/campus-services/public-safety

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FOR 2019 CALENDAR YEAR
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Pacific Union College
Annual Fire Safety Report
For
2019 Calendar Year

**Pacific Union College combines and releases its *Annual Safety Report*
with its *Annual Fire Safety Report*.
Produced by the Department of Public Safety**

DEFINITIONS OF TERMS § 668.49(a)

- a. **Cause of Fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- b. **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- c. **Fire Drill:** A supervised practice of a mandatory evacuation of a building for a fire.
- d. **Fire-Related Injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.
- e. **Fire-Related Death:** Any instance in which a person—
 - (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
 - (2) Dies within one year of injuries sustained as a result of the fire.
- f. **Fire Safety System:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- g. **Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

ADDITIONAL TERMS

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.

On-Campus Housing Facility:

Regulatory Language § 668.41(a):

On-campus student housing facility: A dormitory or other residential facility for students that is located on an institution's campus, as defined in § 668.49(a).

POLICIES § 668.49(b)

FIRE SAFETY EDUCATION AND TRAINING § 668.49(b) (6)

Safety

- To provide and ensure a safe living environment, Pacific Union College abides by the California fire codes. Students shall not bring or keep highly flammable materials, air-powered guns, dart boards, fireworks, explosives, firearms, or any flying projectiles into College residence,
- Open flames, candles, torches, incense, and oil lamps are prohibited in College residence. Disciplinary action, a minimum fine of \$100, plus court costs and attorney's fees (if prosecuted is necessary) will be assessed for possession and/or use of any of these items and for failure to vacate the residence halls during a fire drill, tampering with fire equipment or appliance, or negligence with might endanger others.
- Cooking is allowed only in kitchens.
- Halls must be free at all times from obstructions including boxes, trash, shoes, bicycles, etc.
- Hall doors within the building are not to be propped open, unless an appropriate closure device is attached and connected to the fire alarm system.
- Electrical appliances such as frying pans, popcorn poppers, hotplates and woks or anything with an open heating coil, candles, kerosene lamps, incense, and other flammables are not to be used in students' rooms,

- Also, halogen lamps have been shown to cause fire due to extreme heat and are not permitted in the residence halls.
- All extension cord must have attached circuit breakers. Extension cords that do not have a circuit breaker are not allowed.
- Violation of the fire regulations will result in serious consequences. Fire regulation violators are also liable for any damage that occurs as a result of violations.

Education and Training

- All Resident Assistants (RAs) in student residence halls are required to take fire safety education training before the beginning of the academic year.
- At the beginning of each academic year, RAs train new students during new student orientation and worship about fire safety and drills.
- All students in residence halls are required to participate in fire drills each academic year.
- During each fire drill, a fire safety training presentation is given to each of the students.
- All students are encouraged to familiarize themselves with the fire escape planes posted in each building on the college campus.

SAFETY POLICIES § 668.49(b) (4)

Not allowed in dorm rooms– Fire Safety

- highly flammable materials
- fireworks
- explosives
- open flames
- candles
- torches
- incense
- oil lamps
- halogen lamp
- kerosene lamps
- open heating coil
- any type of BBQ
- incense
- open flame cookers

Not allowed in dorm rooms, but may be used in Dorm Kitchen – Fire Safety

- hot plates
- pots
- frying pans
- popcorn poppers
- toasters
- toaster ovens
- woks
- electric skillets
- rice cookers

Allowed

- coffee makers
- irons,
- blenders
- microwave ovens (1 per room)
- hotpots with enclosed heating elements
- micro-refrigerators (1 per room)

Extension Cord Safety

- Only use power strips with attached circuit breakers.
- Extension cords must be three-pronged.
- Extension cords must be plugged directly into the wall. At no time may extension cords be daisy chained or plugged into another extension cord.
- Extension cords must not be placed under rugs or have furniture placed on them.
- Extension cords are for temporary use only and are not to replace long-term wiring.

Pacific Union College Smoking & Tobacco Use Policy

Pacific Union College is a drug-free and smoking-free campus which advocates a healthy lifestyle. The college actively seeks to provide a drug-free environment that is in harmony with state and federal laws as well as the philosophy of the Seventh-day Adventist Church. The use and/or possession of alcohol, tobacco, and/or drugs on and off campus are strictly prohibited. The use of alcohol, tobacco, illegal substances, or illegal use of prescription drugs is prohibited.
https://www.puc.edu/data/assets/pdf_file/0019/13474/PUC-Stdnt-Hndbk.pdf

FIRE DRILLS § 668.49(b) (3)

Evacuation drills are conducted in all campus buildings including campus housing once each year with the first evacuation drill conducted within the first 10 days of the start of fall quarter, as required by the Napa County Fire Marshal, (California State Fire Code 403.10.2.1.2). Drills are conducted at various times of the day with at least one drill after sunset and before sunrise (California State Fire Code 403.10.2.1.3).

Evacuation drills are coordinated in collaboration with Human Resources Officer and the Facilities Management team. Present at evacuation drills are Human Resources Officer, chosen members of Facilities Management.

With one exception, there are no prior notifications of drills. However, Human Resources Officer works in coordination with Pacific Union College' Teaching and Learning Center (TLC) so that students with *Access and Functional Needs* are communicated with prior to any drills and assistance is provided for them as needed.

When the alarm sounds in the residence halls, the law requires that the building be evacuated as promptly as possible. Students are to follow the evacuation procedures posted in each room.

During evacuation drills, safety checks are conducted in student housing dormitory rooms and a fire safety presentation is given to students at their designated evacuation location.

Evacuation locations are predesignated for each building on campus, including student housing. These locations remain the same for all times of the day and night.

Residential Facilities - 2019 Fire Drills	Annual Frequency
Andre Hall - 85 La Jota Drive, Angwin	2
*Grainger Hall - 20 Grainger Court, Angwin	2
**Graf Hall - 35 Graf Oval, Angwin	1
McReynolds Hall - 15 College Ave, Angwin	2
*Newton Hall - 40 Grainger Court, Angwin	2
Nichol Hall - 35 College Ave, Angwin	1
Winning Hall - 75 La Jota Dr. Angwin	2
<i>* - Dorms not occupied during Fall Quarter due to Covid-19 (2020)</i>	
<i>** - Not currently used as student housing (Beginning Fall 2019)</i>	
<i>Nichole not occupied Fall 2019. Reoccupied Fall of 2020</i>	

FIRE EVACUATION PROCEDURES § 668.49(b) (5)

Emergency Protocols

Structure Fire

All fires should be reported immediately by dialing 9-1-1. Public Safety should also be contacted at (707) 965-7111 following initial call to 9-1-1. It is important for all faculty, staff and students to be aware of fire extinguishers and fire exits as well as evacuation routes.

If a fire or the smell of smoke is discovered within a building:

- Pull the fire alarm - If the fire alarm has not already been activated, find the nearest pull station and pull the fire alarm.
- Dial 9-1-1 and report your location (Pacific Union College, Angwin) followed by the building you are located at as well as the type of material that is burning. The more information you provide to the dispatcher, the more effective their report to responding units will be.

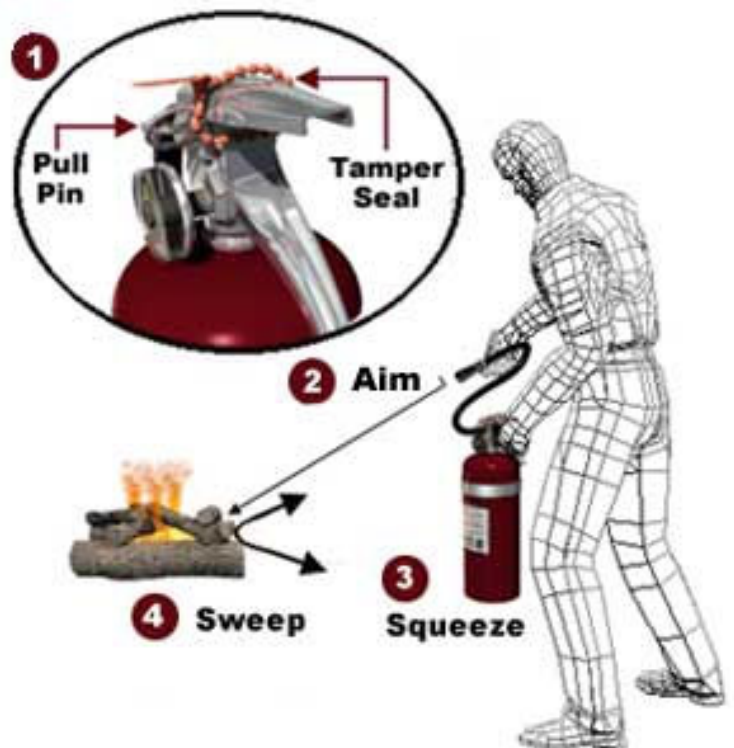
When reporting, give the following information:

- Your name – Location details such as building and room number

- Locate the nearest extinguisher and implement the P-A-S-S technique if you are safely able to do so:

- P- PULL safety Pin
- A-Aim at the base of the fire
- S- SQUEEZE the trigger handle
- S- SWEEP from side to side.

- Do not allow yourself to become trapped, always keep your escape route available if you are going to attempt to extinguish the fire. If the fire appears to be out of control, do not attempt to extinguish the fire and immediately vacate the building.



- Make sure the room is empty and close the doors behind you as you exit the buildings. Place “evacuated” door tag on the exterior door handle. Doing this slows the spread of the fire and limits the amount of oxygen needed for it to spread rapidly. **DO NOT LOCK THE DOORS.**

- Never enter a smoke-filled room.

- Use caution when opening doors. Feel for heat by carefully touching doors with the back of your hand; if the door is hot, find an alternate route.

- Use stairway exits- do not attempt to use elevators. Assist individuals with disabilities evacuate the building.

- Evacuate immediately to assembly area and report to an evacuation coordinator so that you are accounted for. Faculty should attempt to account for all students in their class as they reach their assembly area.
- Do not interfere with emergency responders and do not re-enter the building until first responders deem it safe.
- If you suspect that someone may be trapped inside the building, notify the nearest first responder as quickly as possible.
- In the event that you become trapped inside of a burning building, here are some steps you can take to increase your chances of being rescued:
 - If you are near a window, place an article of clothing outside as a marker for rescue crews; stay as low to the ground as possible to limit your exposure to smoke.
 - Shout out at regular intervals to alert rescue crews of your location.
 - Last, but not least, always try to remain as calm as possible.

Natural Disasters:

Wild Fire Response

In the event of a wildfire, the college will initiate a response based on 3 categorical scenarios. These “trigger points” will assist in determining the appropriate response to an incident.

Level 1- A wild fire has been reported in the general area of PUC but poses no threat to the campus. Alert the students of the potential to evacuate campus. Consider voluntary evacuations.

- Ensure that those who decide to evacuate are accounted for in the event the voluntary evacuation is converted to a mandatory evacuation. Initiate Incident command team: All ICT members are to report to the designated Incident Command Post and preparations should be made for a potential evacuation.
- Initiate PUC ICT and report to ICP
- Initiate Facilities EAP
- Initiate ITSS EAP
- Make sure that communication and documentation is maintained throughout the entire event.

Level 2- A wild fire has been reported in the general area of PUC and currently poses no threat to the campus but has the potential to affect campus. Mandatory evacuations should ensue.

- Initiate PUC ICT and report to ICP
- Initiate Facilities EAP
- Initiate ITSS EAP
- Make sure that communication and documentation is maintained throughout the entire event.

Level 3- A wild fire has been reported in the general area of PUC and is an immediate threat to life and safety. Mandatory evacuations and initiation of ICT.

- Initiate PUC ICT and report to ICP
- Initiate Facilities EAP
- Initiate ITSS EAP
- Make sure that communication and documentation is maintained throughout the entire event.

Advisory Evacuations

In the event that there is a fire near PUC but does not pose a threat, students will be asked to begin preparation for the potential of an evacuation. Professors should adjust their curriculum to accommodate the absence of students through online methods in order to maintain scholastic continuity. It is the responsibility of the student to contact their professors as well notify their respective dean of their intention to evacuate early.

Mandatory Evacuations

In the event that there is a fire that is near PUC and poses a threat to life safety, PUC will send out an alert via LiveSafe application with current fire information, safe evacuation routes and any other pertinent information. Students who are able to safely evacuate themselves will be asked to do so. Deans will be assigned to the responsibility of maintaining account of which students have checked out of the residence halls. Once the residence halls are completely vacated, the deans will be asked to perform one final sweep of the residence hall and lock the residence hall once they leave. Any available Resident Assistants who wish to assist the deans through this process will be allowed to do so.

Shelter In-Place

Those Unable to Self-Evacuate

PUC will coordinate transportation for students who are unable to evacuate themselves.

Primary Assembly location: Behind Winning Hall.

Secondary Assembly location: Pacific Auditorium Parking Lot.

Fleet Requirements

The college will have a minimum of four vans available on campus at all times from September to December in the event of a mandatory evacuation.

From the *Pacific Union College Emergency Action Plan* which can be found here:
https://www.puc.edu/data/assets/pdf_file/0005/187493/PUC-Emergency-Response-Plan.pdf



FIRE SAFETY SYSTEMS § 668.49(b) (2)

A description of each on-campus student housing fire detection and alarm system, fire suppression system and control of fire.*

Building	Physical Address	Fire Alarm Monitoring Done on Site (PS)	Fire Alarm Smoke Detection	Fire Alarm Manual Pull Stations	Full Fire Sprinkler System	Partial Fire Sprinkler System	Kitchen Hood Fire Suppression	Smoke Alarms	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Calendar Year
Andre Hall	86 La Jota Drive	Y	Y	Y	N	N	N	N	Y	Y	1
Graf Hall	35 Graf Oval	Y	Y	Y	N	N	N	N	Y	Y	*
Grainger Hall	20 Grainger Court	Y	Y	Y	Y	N	N	N	Y	Y	N/O
McReynolds Hall	15 College Ave	Y	Y	Y	N	N	N	N	Y	Y	1
Newton Hall	40 Grainger Court	Y	Y	Y	Y	N	N	N	Y	Y	N/O
Nichol Hall	35 College Ave	Y	Y	Y	N	N	N	N	Y	Y	1
Winning Hall	75 La Jota Drive	Y	Y	Y	N	Y	N	N	Y	Y	1
Brookside Park, Unit 10	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 11	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 12	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 13	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 14	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 15	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 20	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 21	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 22	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 23	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 30	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 31	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 32	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 33	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 34	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 40	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 41	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 42	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 43	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 44	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 50	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 51	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 52	Brookside Drive	N	N	N	N	N	N	Y	N	N	N

		Fire Alarm Monitoring Done on Site (PS)	Fire Alarm Smoke Detection	Fire Alarm Manual Pull Stations	Full Fire Sprinkler System	Partial Fire Sprinkler System	Kitchen Hood Fire Suppression	Smoke Alarms	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Calendar Year
Building	Physical Address										
Brookside Park, Unit 53	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 54	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 60	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 61	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 62	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 63	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 64	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 70	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 71	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 72	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 72	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 73	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 74	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 80	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 81	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 82	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 83	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Brookside Park, Unit 84	Brookside Drive	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 56	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 58	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 60	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 62	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 64	Court Place	N	N	N	N	N	N	Y	N	N	N

		Fire Alarm Monitoring Done on Site (PS)	Fire Alarm Smoke Detection	Fire Alarm Manual Pull Stations	Full Fire Sprinkler System	Partial Fire Sprinkler System	Kitchen Hood Fire Suppression	Smoke Alarms	Fire Extinguishers	Evacuation Plans and Placards	Evacuation Drills Per Calendar Year
Building	Physical Address										
Court Place, Unite 66	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 68	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 70	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 72	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 74	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 76	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 78	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 80	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 82	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 84	Court Place	N	N	N	N	N	N	Y	N	N	N
Court Place, Unite 90	Court Place	N	N	N	N	N	N	Y	N	N	N

	*Not currently student housing
	Not Student Housing, has always been staff
	N/O student housing - currently not occupied due to Covid-19

***Pacific Union College Standard Policy**

In any building equipped with an automatic fire sprinkler system, smoke detectors in the corridors will activate alarm devices throughout the building and send a signal to the PUC Public Safety dispatch who will then contact CalFire to dispatch Angwin Fire Department.

All of PUC housing is protected by stand-alone smoke detectors.

All of PUC dormitories are protected by smoke detectors, wired into the Fire Alarm System for the dorm. Graf, Grainger and Newton have an additional automatic fire sprinkler system which is tied into the alarm systems.

Fire Rated Separation Information

Corridors: Fire-Rated walls in corridors generally have a one-hour fire rating, are located between the corridor and occupied spaces (i.e. Sleeping Rooms), and are designed to prevent the passage of fire and smoke into the corridor for one hour. The corridor is a protected environment permitting building occupants the ability to safely escape the building should a fire occur.

Rooms: Fire-rated walls in rooms generally have a one-hour fire rating, surround the room, except the exterior wall, and are designed to prevent the passage of fire and smoke between the room and adjacent spaces for one hour.

FUTURE IMPROVEMENTS § 668.49(b) (8)

Fire Safety Systems

Pacific Union College Faculties Maintenance Campus Housing Fire Safety System Upgrade Plans:

There are no planned upgrades in 2020

REPORTING INFORMATION LIST § 668.49(b) (7)

All active fires are to be immediately reported to one of the following:

Emergency	911
PUC Public Safety Dispatch	707-965-6551
PUC Public Safety Dispatch	707-965-7111
CalFire Dispatch	707-963-9636

If 911 is initially called, a second call is to be placed to PUC Public Safety if safely possible.

FIRE STATISTICS REPORT § 668.49(c)

Pacific Union College is required to report statistics for each on campus student housing facility for the three most recent calendar years which data are available. This data comes from PUC Public Safety and PUC Human Resources. The required statistics are:

- Number of fires
- Causes of each fire
- Number of injuries
- Number of deaths
- Value of property damage

FIRE STATISTICS REPORT 2017 – 2019

		Calendar Year	Date of Incident	Cause of Fire	Alarm System Activation	Est. of Damage	Injuries from Fire	Deaths from Fire
Building	Physical Address							
Andre Hall	86 La Jota Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Graf Hall	35 Graf Oval	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0

		Calendar Year	Date of Incident	Cause of Fire	Alarm System Activation	Est. of Damage	Injuries from Fire	Deaths from Fire
Building	Physical Address							
Grainger Hall	20 Grainger Court	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
McReynolds Hall	15 College Ave	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Nichol Hall	35 College Ave	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Winning Hall	75 La Jota Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 10	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 11	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 12	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 13	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 14	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 15	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0

		Calendar Year	Date of Incident	Cause of Fire	Alarm System Activation	Est. of Damage	Injuries from Fire	Deaths from Fire
Building	Physical Address							
Brookside Park, Unit 21	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 22	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 23	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 30	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 31	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 32	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 33	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 34	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 40	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 41	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 42	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0

		Calendar Year	Date of Incident	Cause of Fire	Alarm System Activation	Est. of Damage	Injuries from Fire	Deaths from Fire
Building	Physical Address							
Brookside Park, Unit 43	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 50	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 51	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 52	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 53	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 54	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 60	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 61	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 62	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 63	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 64	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0

		Calendar Year	Date of Incident	Cause of Fire	Alarm System Activation	Est. of Damage	Injuries from Fire	Deaths from Fire
Brookside Park, Unit 70	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 71	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 73	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 74	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 80	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 81	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 82	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 83	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Brookside Park, Unit 84	Brookside Drive	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 56	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 58	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 60	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0

		Calendar Year	Date of Incident	Cause of Fire	Alarm System Activation	Est. of Damage	Injuries from Fire	Deaths from Fire
Court Place, Unit 62	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 64	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 66	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 68	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 70	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 72	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 74	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 76	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 78	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 80	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 82	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0

		Calendar Year	Date of Incident	Cause of Fire	Alarm System Activation	Est. of Damage	Injuries from Fire	Deaths from Fire
Building	Physical Address							
Court Place, Unit 84	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0
Court Place, Unit 90	Court Place	2017	No Fires	-	-	0	0	0
		2018	No Fires	-	-	0	0	0
		2019	No Fires	-	-	0	0	0

FIRE LOG § 668.49(d)

Pacific Union College *Fire Log* is available for viewing any time by contacting Public Safety at 707-965-6551 or visiting the Public Safety department at 180 College Avenue.

The *PUC Fire Log* is combined with the *Pacific Union College Crime Log*.

The Fire Log must:

1. Be current for the most recent 60-day period
2. Open to the public
3. Contain the following:
 - a) Date and Time the fire was reported
 - b) Nature of the fire
 - c) General location of the fire
1. Must maintain a written, easily understood fire log.
2. Must make an entry or an addition to an entry within 2 business days of receipt of information.
3. Must make the fire log for the most recent 60-day period open to public inspection during normal business hours and older logs available within 2 business days of request.
4. Must be reported to the campus community on an annual basis through the annual fire safety report statistics log.

Annual Fire Statistics Report - §668.41 (e) (5)

1. Each year, by the date and in a form specified by the Secretary, an institution must submit the statistics required by §668.46 (c) and 668.49(c) to the Secretary.
2. The report will include:
 - a) Number of fires
 - b) Cause of each fire
 - c) Number of injuries related to a fire that required treatment
 - d) Number of deaths related to a fire
 - e) Value of property damaged caused by the fire.



Important Phone Numbers & Other Contact Information

EMERGENCY SERVICES

NAPA COUNTY SHERIFF/FIRE/AMBULANCE/CALIFORNIA HIGHWAY PATROL	
EMERGENCY	911
Napa County Sheriff – Non-Emergency	707-253-4509
California Highway Patrol – Non-Emergency	707-253-4906
Angwin Fire – Non-Emergency	707-965-2468
PUC PUBLIC SAFETY	707-965-6551 OR 707-965-7111

FACALITIES MANAGEMENT

Business hours	707-965-7150
After hours, weekends and holidays	707-965-6551
COLLEGE HOUSING	
Business hours	707-965-6420
After hours, weekends and holidays	707-965-6551

HEALTH RESOURCES

PUC HEALTH SERVICES	
Business Hours	707-965-6339
After hours, weekends and holidays	707-965-6789
PUC CAREER AND COUNSELING CENTER	
Business Hours	707-965-7080
After hours, weekends and holidays	707-965-6789

STUDENT RESOURCES

RESIDENCE HALLS - MEN	707-965-6487
RESIDENCE HALLS - WOMEN	707-965-6310
STUDENT LIFE.....	707-965-7362
TEACHING AND LEARNING CENTER	707-965-7688
TITLE IX COORDINATOR	707-965-6226

CHAPLIN

CHAPLAIN KENT RUFO.....	707-965-7190
CHAPLAIN FABIO MIA.....	707-965-7120

AREA EMERGENCY ROOMS

ST. HELENA HOSPITAL	707-963-6425
QUEEN OF THE VALLEY	707-257-4038
KAISER PERMANENTE.....	707-393-4044

COMMUNITY RESOURCES

NAPA NEWS.....	707-255-6397
NAPA COUNTY ALCOHOL AND DRUG SERVICES.....	707-253-4063
ALCOHOLICS ANONYMOUS – NAPA COUNTY	707-500-7001
NAPA COUNTY DISTRICT ATTORNEY’S OFFICE – VICTIM SERVICES DIVISION.....	707-299-1414

